

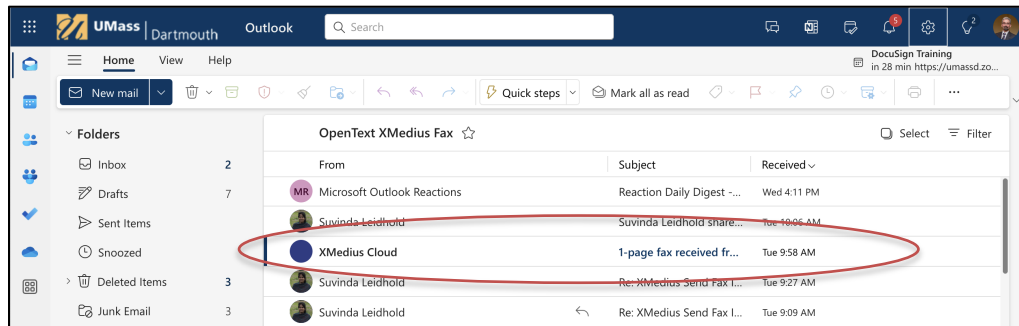


Receiving Faxes on your computer with OpenText XMedius Fax

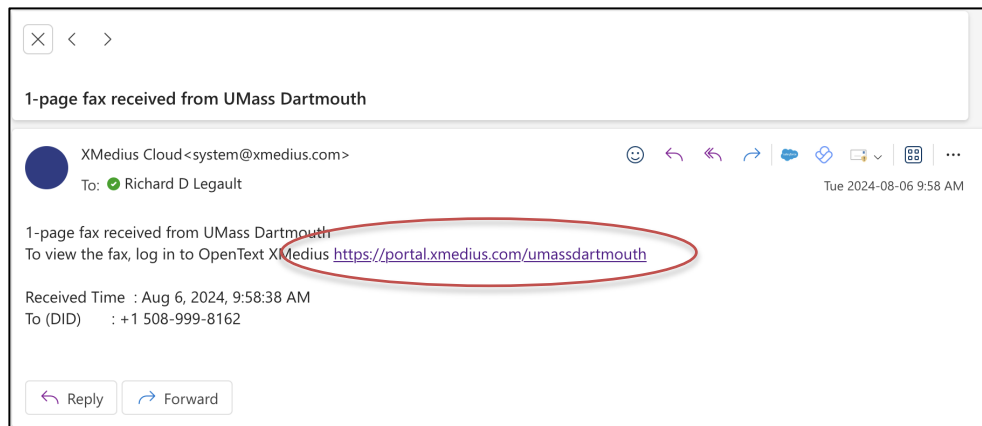
UMass Dartmouth has moved to a secure, cloud-based fax solution. A limited number of people have the ability to receive faxes. Incoming fax notifications are sent via email message, and faxes can be viewed, downloaded, and forwarded to others through the XMedius website.

If you need help, please contact the IT Service Center at x8900, option 5, or open a support case using our online IT Help form at <https://ithelp.umassd.edu>.

1. Open a web browser, and log into the portal at <https://my.umassd.edu>. From there, open your Outlook email.
2. Fax notifications appear as normal email messages from **XMedius Cloud**. Click a message to open it.



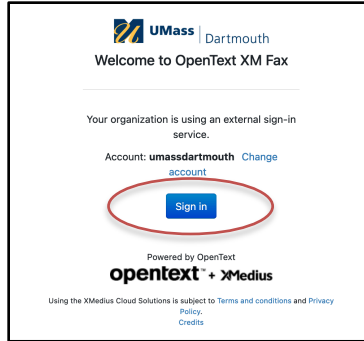
3. The fax notification message contains a link to the XMedius web site. Click the link to open it.



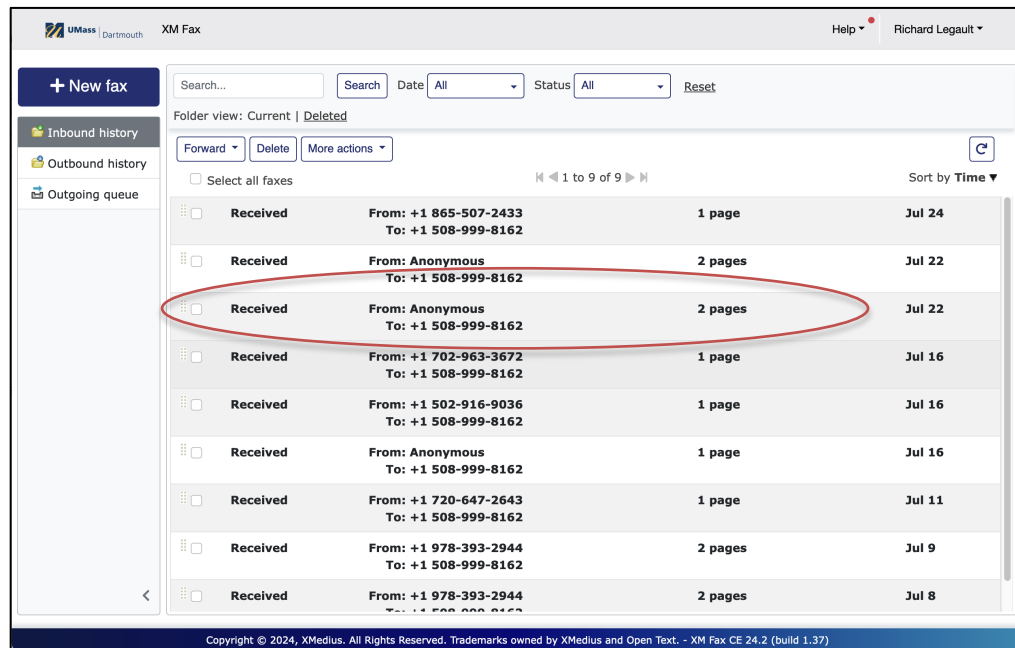
You can also log into XMedius directly at <https://portal.xmedius.com/umassdartmouth>



4. The sign in-page is displayed. Click the **Sign in** button. Since you are already logged in to the portal, you will be logged in automatically.



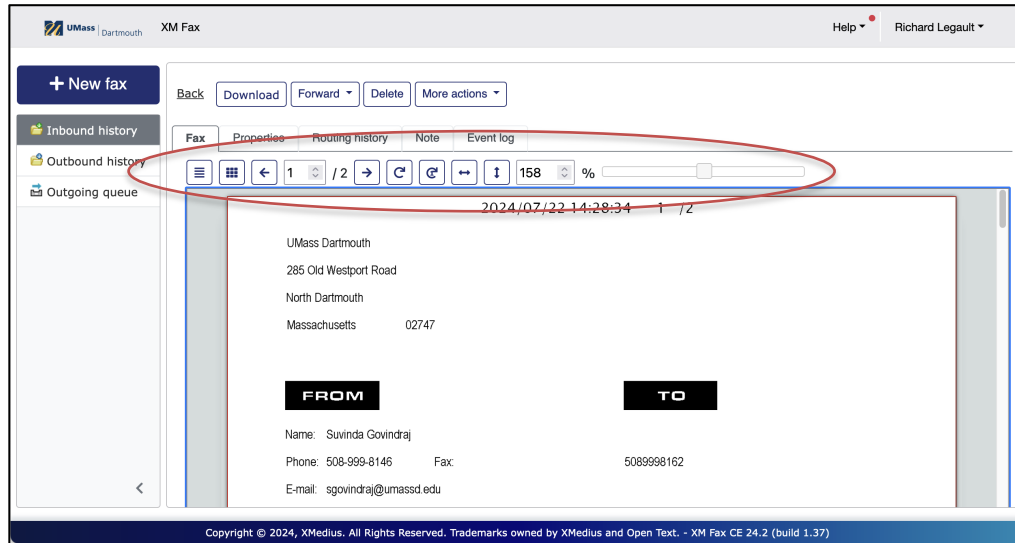
5. The XM Fax home page opens, with recently received faxes shown in a list.



Click a row containing fax information to open the fax.

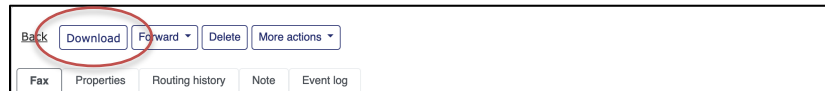


6. The fax is displayed.

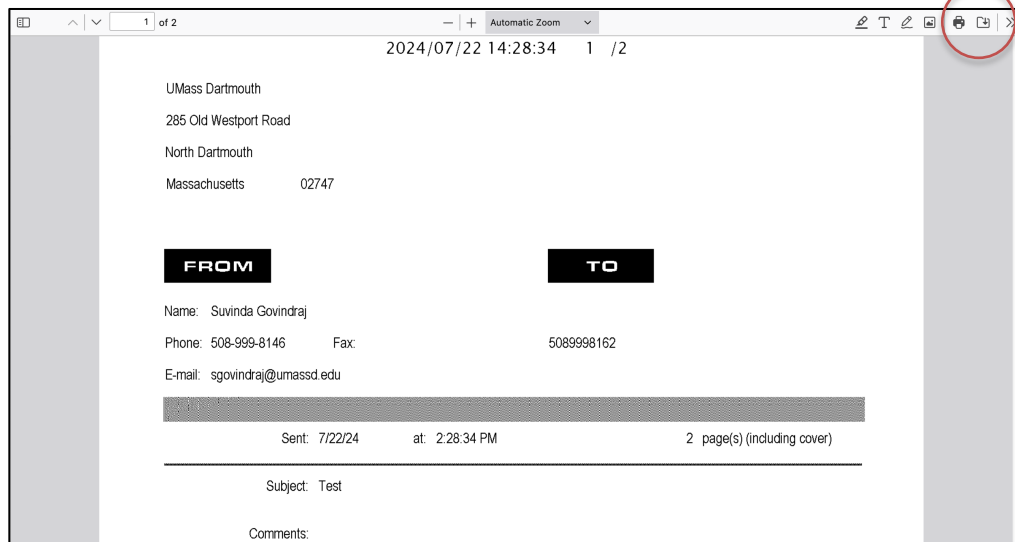


Use the controls at the top of the view area to scan through the pages of your fax, rotate pages for easy viewing, and change magnification.

7. To download the fax, click the **Download** button at the top.



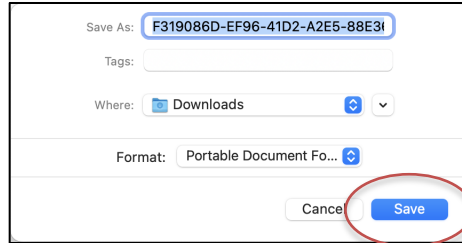
8. The download preview opens in a separate browser tab.



Click the folder button in the upper right to choose a download location.



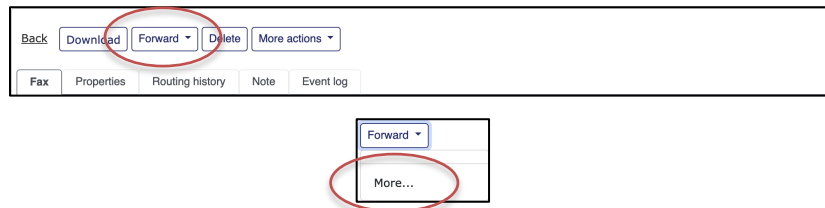
- The Save dialog box is displayed. The appearance of this dialog box depends on your computer operating system. Note that faxes are saved as PDF files.



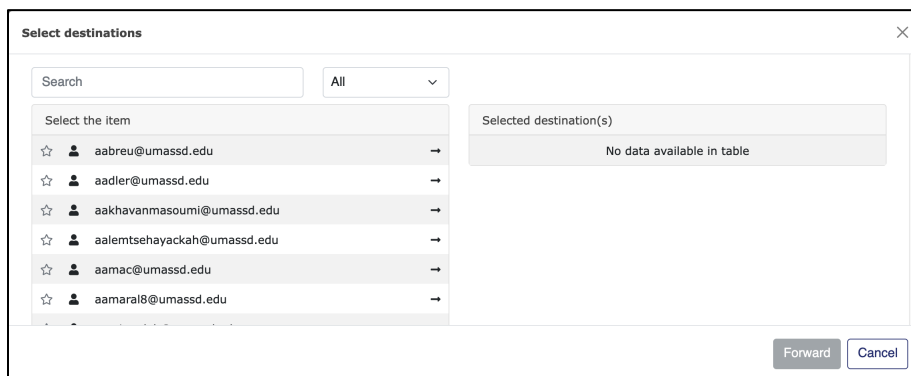
Navigate to where you would like to save the fax, then click the **Save** button. After you have saved your fax, close the browser tab. Congratulations, you have downloaded a fax!

Forwarding Faxes to others using OpenText XMedius Fax

- Only a limited number of people have access to receive faxes directly. You may need to forward a fax to its intended recipient. To do so, first log into the XMedius web site, and select the desired fax as described in steps 1-6 above.
- Click the **Forward** button at the top, then choose More.

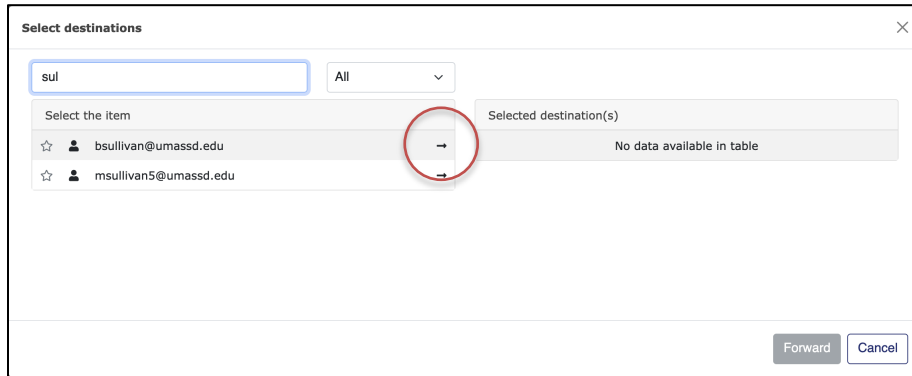


- A dialog box opens, asking you to select recipients.



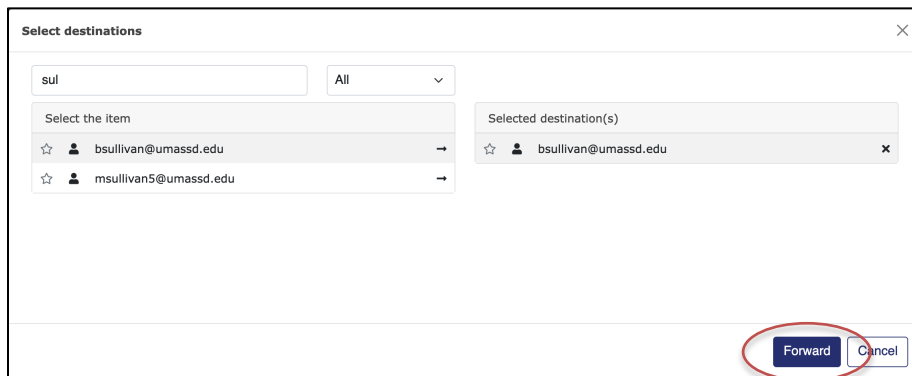


4. Begin typing the recipient's *Username* into the **Search** field.



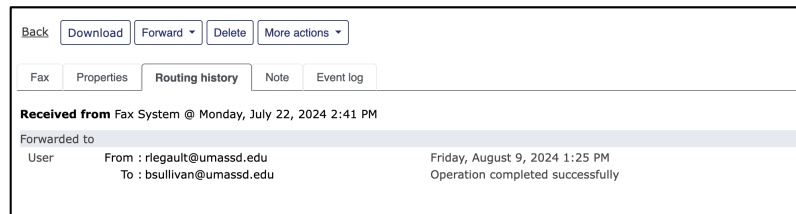
A list of possible matches is shown below the field.
Click to select the arrow to the right of the desired name.

5. The selected name is added to the destination list on the right side.



Search and add more destination names if needed.
When you have added all the recipients, click the **Forward** button.

6. The fax is forwarded immediately. To review the recent and past forwards, click the **Routing History** tab.



Congratulations, you have forwarded a fax!