

To send a Fax via email:

First, open a new email message -

1. Address the email to imagicle@bryant.edu
2. In the subject line type in the fax number that you want to send the fax to.
3. Add an attachment of the document you need to fax to your email.

A cover page will automatically be added to your fax.

4. Any additional text written in the body of the message will also be sent as part of the fax.
5. Click send - You will receive a notification email once the fax has been sent.

The image shows a screenshot of an email composition window with five numbered callouts:

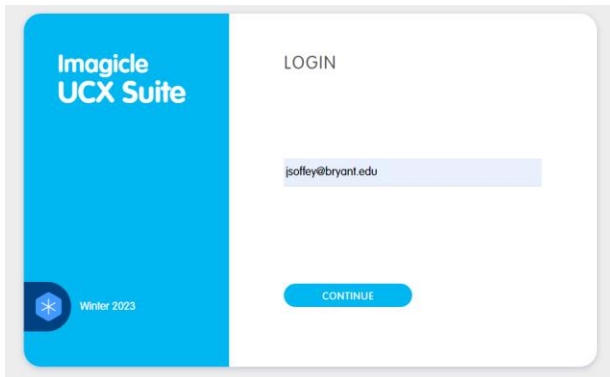
- 1.** Points to the **Send** button, which features a paper airplane icon.
- 2.** Points to the **Subject** line, which contains the text **4013193469**.
- 3.** Points to an attachment labeled **Resume (1).pdf** with a size of **53 KB**.
- 4.** Points to the email body text area, which contains the placeholder text **Add any additional text here.**
- 5.** Points to the **To** field, which contains the email address **imagicle@bryant.edu**.

Other visible elements in the email form include:

- From:** jsoffey@bryant.edu
- Cc:** (empty)
- Bcc:** (empty)

Send a Fax via the Web Portal:

1. Go to <http://sendfax.bryant.edu/>
2. Login with your @bryant.edu email address and then click **Continue**.

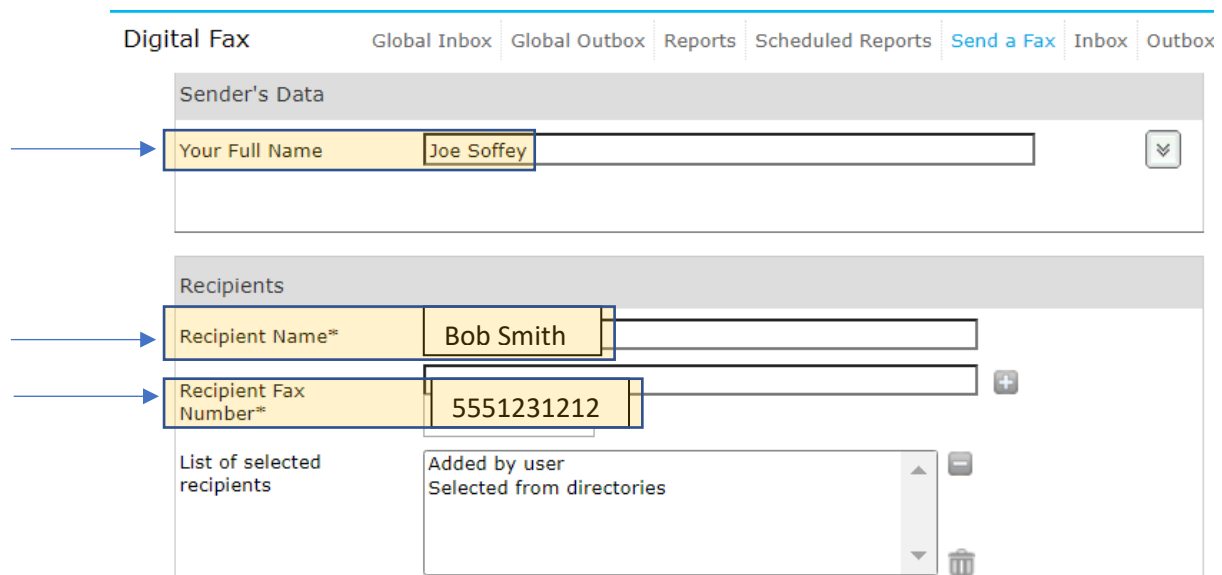


The login screen for Imagicle UCX Suite. On the left is a blue sidebar with the text 'Imagicle UCX Suite' and a 'Winter 2023' badge. The main area is white and titled 'LOGIN'. It contains a text input field with the email 'jsoffey@bryant.edu' and a blue 'CONTINUE' button below it.

3. Click on the icon for Digital Fax



4. Next, enter **Your Full Name**
The **Recipient Name**
The **Recipient Fax number**
The **Subject** of the Fax
Click **Select File>>** to attach the file you want to fax
Click **Add** – Select your File – Click **Open** - Click **Send Fax**



The 'Digital Fax' web portal interface. At the top is a navigation bar with tabs: 'Digital Fax', 'Global Inbox', 'Global Outbox', 'Reports', 'Scheduled Reports', 'Send a Fax' (highlighted in blue), 'Inbox', and 'Outbox'. Below the tabs is a 'Sender's Data' section with a 'Your Full Name' field containing 'Joe Soffey'. Below that is a 'Recipients' section with two fields: 'Recipient Name*' containing 'Bob Smith' and 'Recipient Fax Number*' containing '5551231212'. At the bottom, there is a 'List of selected recipients' section with a sub-section 'Added by user' containing the text 'Selected from directories'.

Fax Body

Subject

Cover page

Add Attachment ☒

Text

Send Fax

☐ Send a return receipt

☐ Attach a copy of the fax

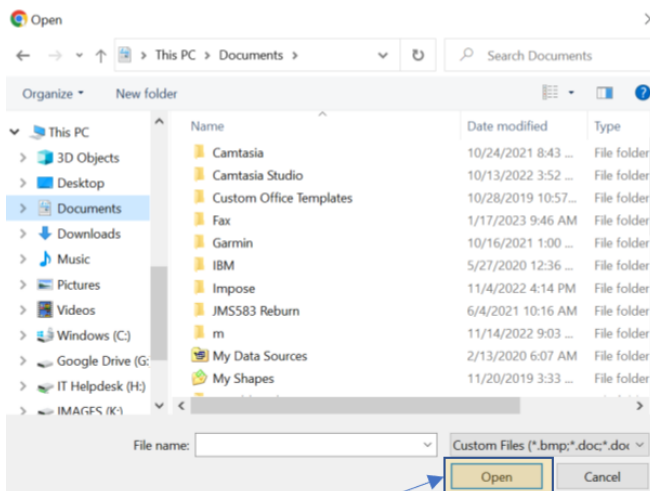
Priority

☒ Send the fax as soon as possible

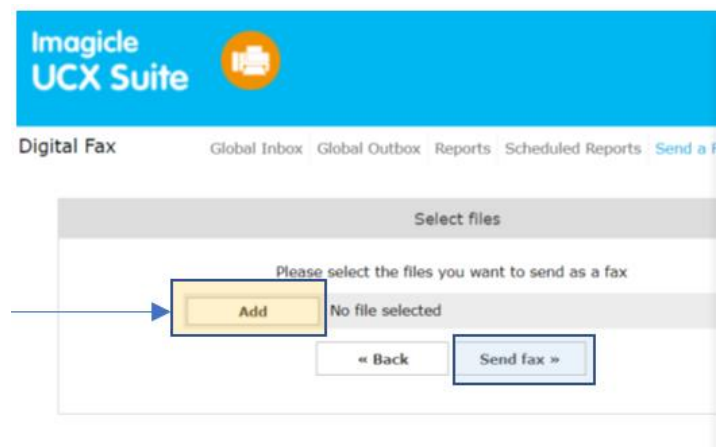
☐ Send the fax exactly at this time

Select file»

Click Select file to choose your fax



Choose your file to fax then click **Open**



Click **Add** – Then click **Send Fax**

Receiving Faxes:

All Faxes will be delivered to your email Inbox and will come from the address fax2email@bryant.edu