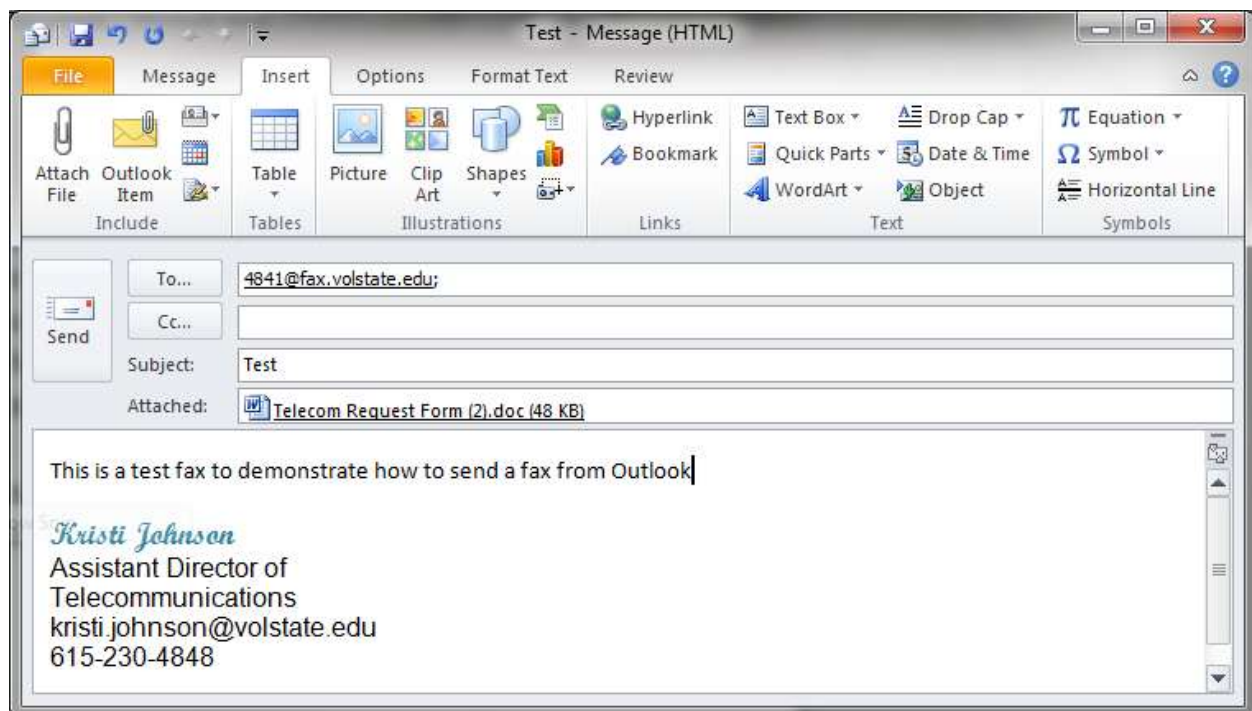


Fax Server

Faculty and Staff of Volunteer State now have the capability to fax from their Outlook email. The following are the steps that you have to take in order to fax from Outlook:

1. Create a new email.
2. In the "To" line, put the fax number that you need to send the fax to @fax.volstate.edu . Example:
 - a. 4841@fax.volstate.edu
 - b. 92304841@fax.volstate.edu
 - c. 916152304841@fax.volstate.edu
3. Fill in the subject line. This becomes the Subject line of the Fax cover sheet.
4. Attach document that you are faxing, just as you would attach if you were emailing the document. The document can be a Word, Excel, PDF, TIF, etc...
5. Anything that is typed in the body of the email will be the comments of the fax cover sheet as well as your signature.
6. If you have a logo or a picture attached to you signature, delete the picture.
7. Send the fax as you would any email.



This is what your fax will look like on the receiver's end.

To: 4841

From: Johnson, Kristi

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Fax

FACSIMILE

Date: 8/5/2011
To: 4841
From: Johnson, Kristi
Subject: Test

This is a test fax to demonstrate how to send a fax from Outlook

Kristi Johnson
Assistant Director of
Telecommunications
kristi.johnson@voistate.edu
615-230-4848

**Volunteer State Community College
Information Technology
Telecommunications Request Form**

(Please type this form, print, sign and return to Telecommunications)
(Some selections may not be available until an account has been set up.)

Name (Please Print) _____ **College ID** _____

Title _____ **Current Phone Ext** _____

Department _____

Click the appropriate boxes below to select

Request Type (Check One): New Extension Voicemail Only

Extension Reassignment

Add-ons (Check all that apply): Voicemail Long Distance Code

CUPC Extension Mobility

Requested By: _____ **Date:** _____

Supervisor Use Only

Contact Center User Yes No

Skill	Level	Skill	Level
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Information Technology Use Only

Extension Created: _____ **Date:** _____

Extension Deleted: _____ **Date:** _____

Comments: _____

Department Heads have designated people within the department to receive and distribute faxes sent to the departmental fax number. If you have any questions about how to receive a fax, please contact the office in which the fax machine is located.