XMedius Fax Quick Start Guide

XMedius Fax is a powerful software tool that allows you to send and receive faxes within Outlook.

Sending a Fax



A new email dialog box will open

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4) <u>Send</u> <u>Io</u> <u>2)</u> <u>Cc</u> <u>Subject</u>									
3)									
1)	Attach your documents(s). Your attachments can be a Word, Excel, PowerPoint, or PDF.								
2)	In the "To" field, type								
	fax=81(insert fax number)@xmfax.traviscountytx.gov								
3)	Enter any appropriate information in the body of the email. This will become your cover page.								
4)	Click the "Send" button.								

Below are screenshots illustrating the proper formats for addressing emails to the XMedius Fax server.

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Christian Owen Travis County ITS Unified Communications (512) 854-1158 Christian.Owen@traviscountytx.gov								
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TEST FAX Christian Owen Travis County ITS Unified Communications (512) 854-1158 Christian.Owen@traviscountytx.gov								

You will receive a confirmation email from <u>faxadmin@traviscountytx.gov</u> letting you know the fax was successfully sent.