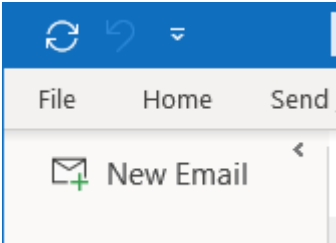


XMedius Fax Quick Start Guide

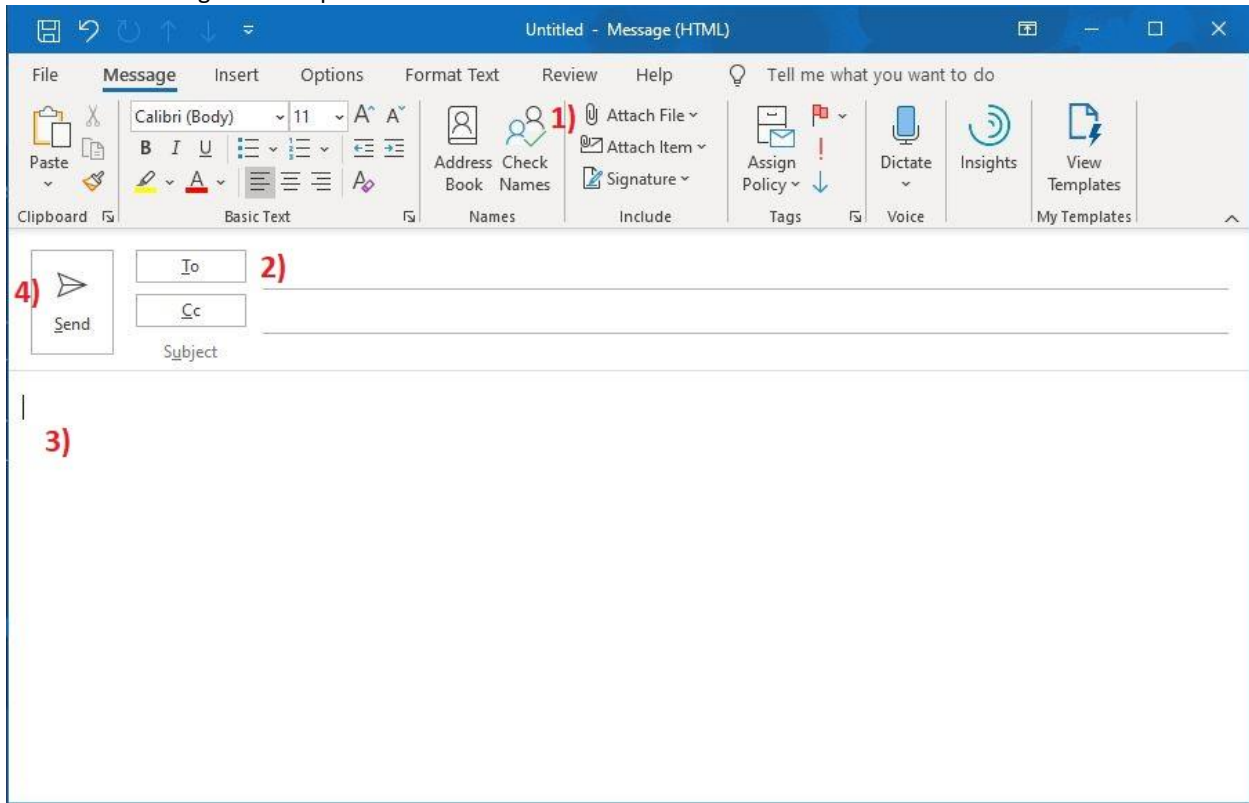
XMedius Fax is a powerful software tool that allows you to send and receive faxes within Outlook.

Sending a Fax



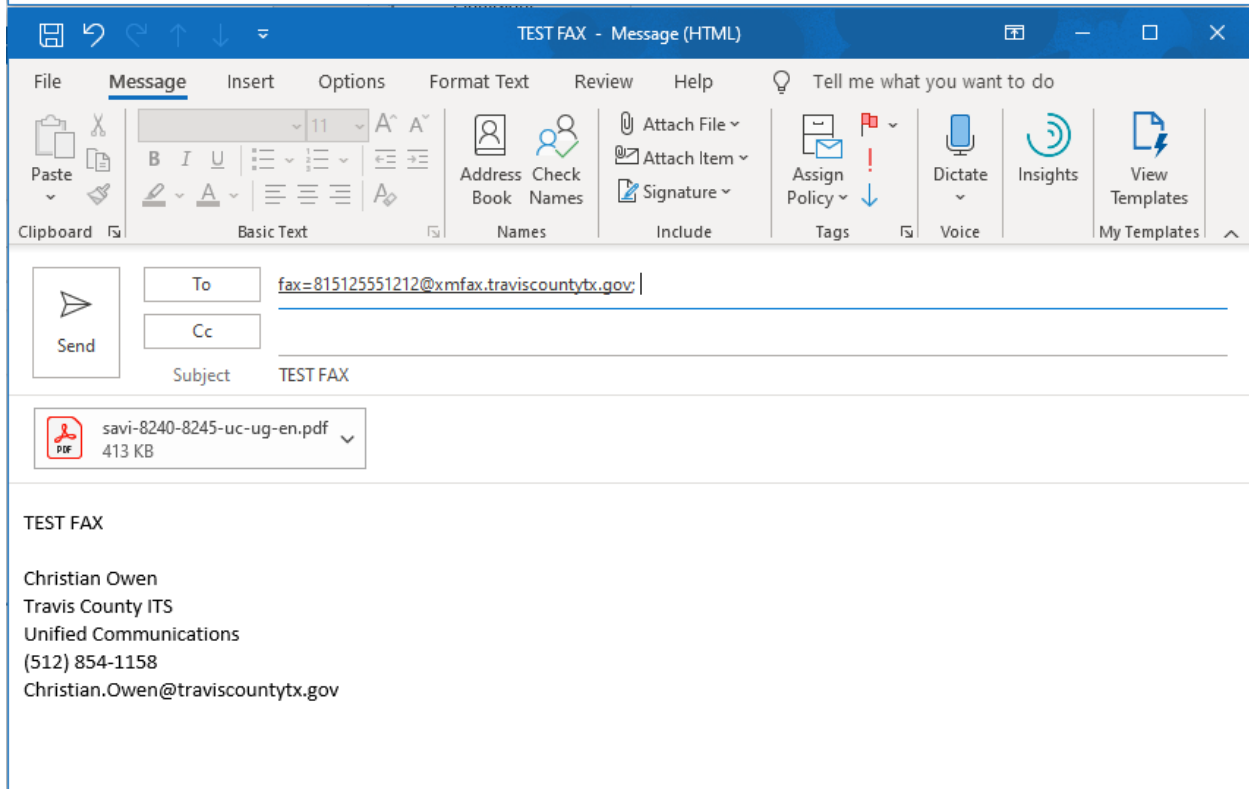
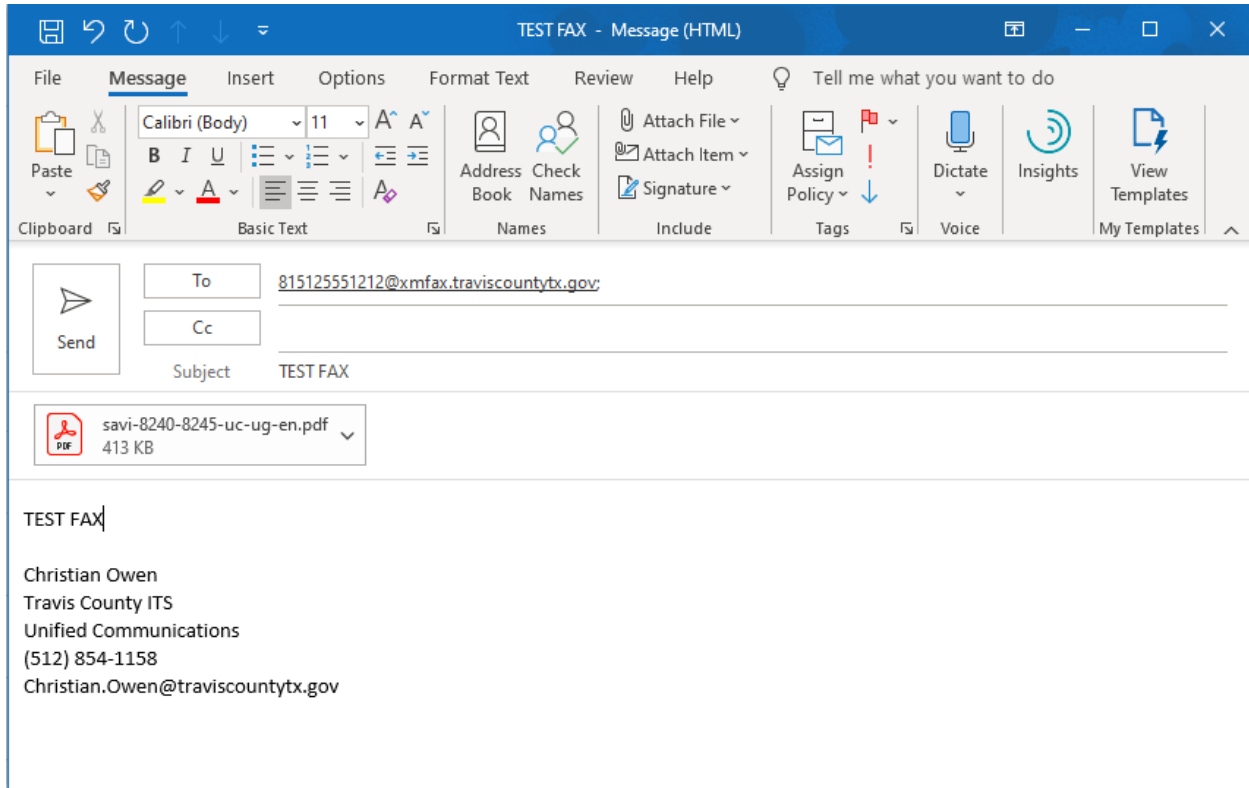
Open a new email in Outlook

A new email dialog box will open



1)	Attach your documents(s). Your attachments can be a Word, Excel, PowerPoint, or PDF.
2)	In the "To" field, type 81(insert fax number here)@xmfax.traviscountytx.gov 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.



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