Installing Rightfax – Office 2013: All individuals with the Rightfax utility installed on their computer will have access to fax out. *Note: this utility is not compatible with a MAC*

1. To install Rightfax Utility: Go to `\tracer\pcpublic\` and copy the Rightfax Client folder to the desktop.
   - Run setup.exe
   - Click yes on the banner
   - Rightfax Product Suite Setup
   - Click Next
   - Accept License and click Next
   - Select Typical Client then press Next
   - Press Next
   - Press Apply button
   - Ready to Install - Press Next
   - Accept the default Installation Folder by pressing Next
   - Apply Settings by pressing Apply button
   - Ready to configure – Press Next button
   - Rightfax server name “rightfax.win.uthscsa.edu”
   - Apply Settings by pressing the Apply button
   - Press Finish button

Installing Rightfax – Office 2016: All individuals with the Rightfax utility installed on their computer will have access to fax out. *Note: this utility is not compatible with a MAC*

- Go to `\tracer\pcpublic\` and copy the Rightfax Client folder to the desktop.
- Run setup.exe
- Click yes on the banner
- Click Next
- Accept License and click Next
- Select Custom then press Next
- Uncheck Outlook Advanced Fax Extensions then press Next
- Preview requirements then press Next
- Apply Settings - Press Apply
- Ready to Install - Press Next
- Accept the default Installation Folder by pressing Next
- Apply Settings - Press Apply
- Ready to configure – Press Next
- Rightfax Server Name: rightfax.win.uthscsa.edu
- Apply Settings - Press Apply
- Press Finish
Setting Permissions for RF mailbox: Only individuals who have access to this mailbox will see the incoming faxes

1. Incoming faxes will appear in your Outlook as “Dept Name – Rightfax”

2. Owners of the mailbox will have the access to add and remove end users from this inbox by doing the following:
   a. Click on “Inbox” under the Rightfax mailbox
   b. Right click on “Inbox”
   c. Click on “Properties”
   d. Click on “Permissions” tab
   e. Click on “add” to add an end user
f. To remove an end user, highlight the name you would like to remove then click “remove”

**Forwarding Incoming Faxes**

3. To forward the faxes to individuals
   a. Click on REPLY or FORWARD
   b. Click on the “From” drop down and choose your email address

**To Print Faxes**

4. To Print out a fax
   a. Open up attachment
   b. Click print