

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.

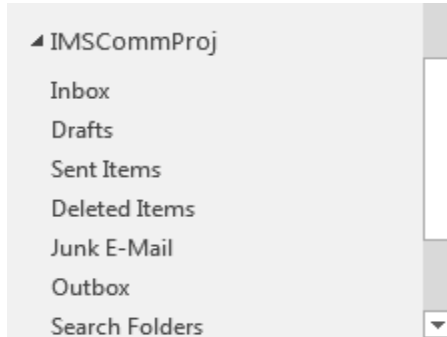
- Run setup.exe
- Click yes on the banner
- Rightfax Product Suite Setup
- Click Next
- Accept License and click Next
- Select Typical Client then press Next
- Press Next
- Press Apply button
- Ready to Install - Press Next
- Accept the default Installation Folder by pressing Next
- Apply Settings by 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*

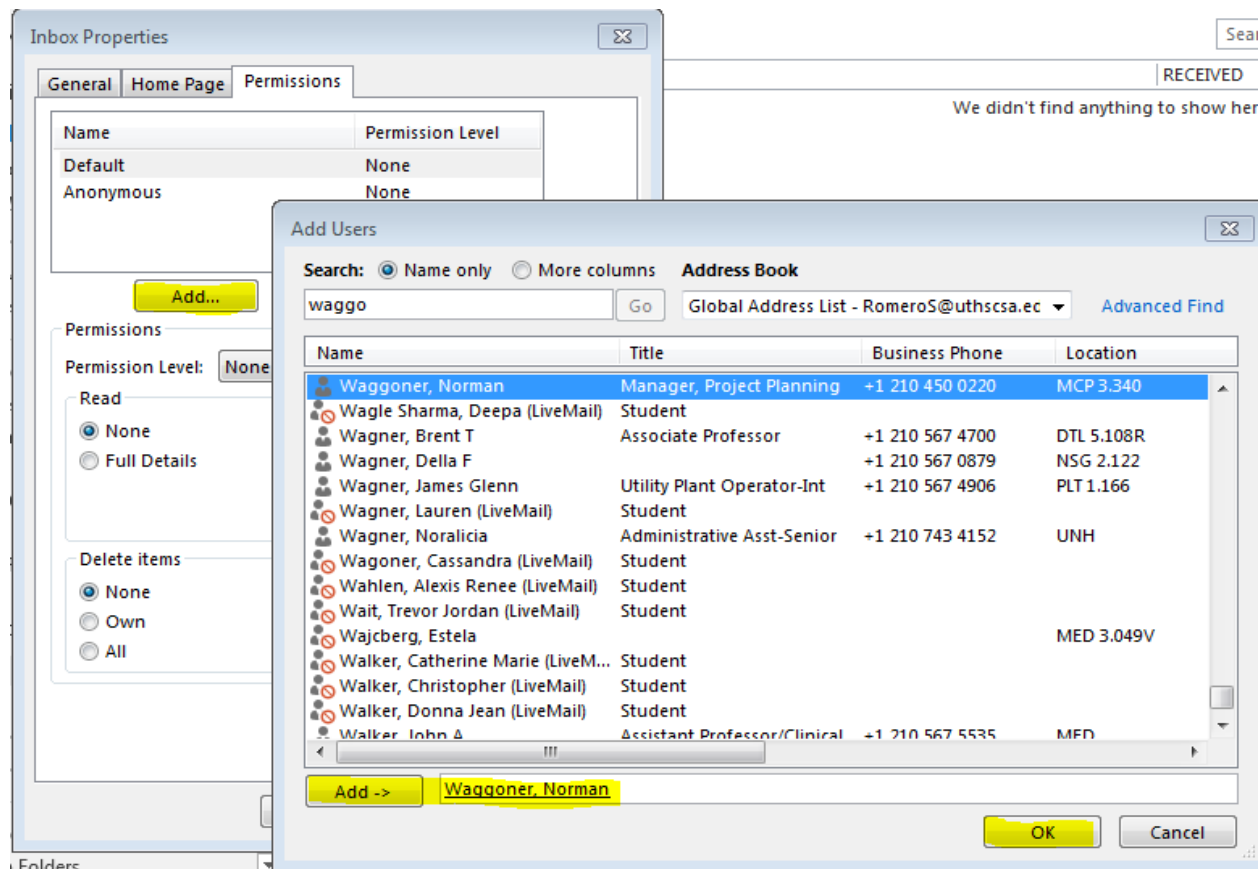
- Go to [\\tracer\pcpublic\](#) and copy the Rightfax Client folder to the desktop.
- Run setup.exe
- Click yes on the banner
- Click Next
- Accept License and click Next
- Select Custom then press Next
- Uncheck Outlook Advanced Fax Extensions then press Next
- Preview requirements then press Next
- 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

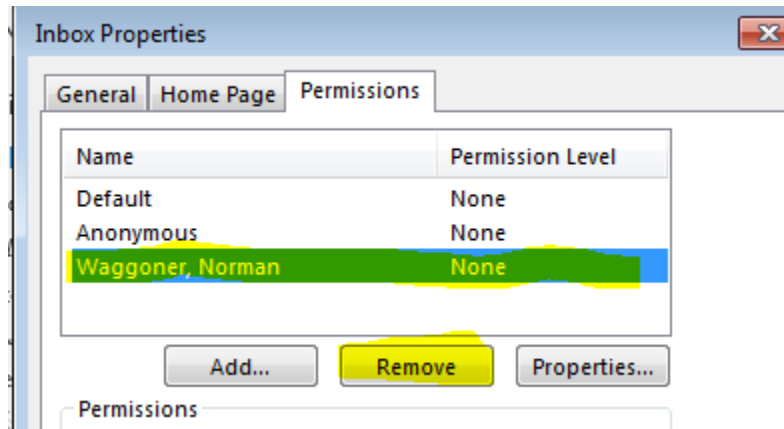
1. Incoming faxes will appear in your Outlook as “ Dept Name – Rightfax”



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

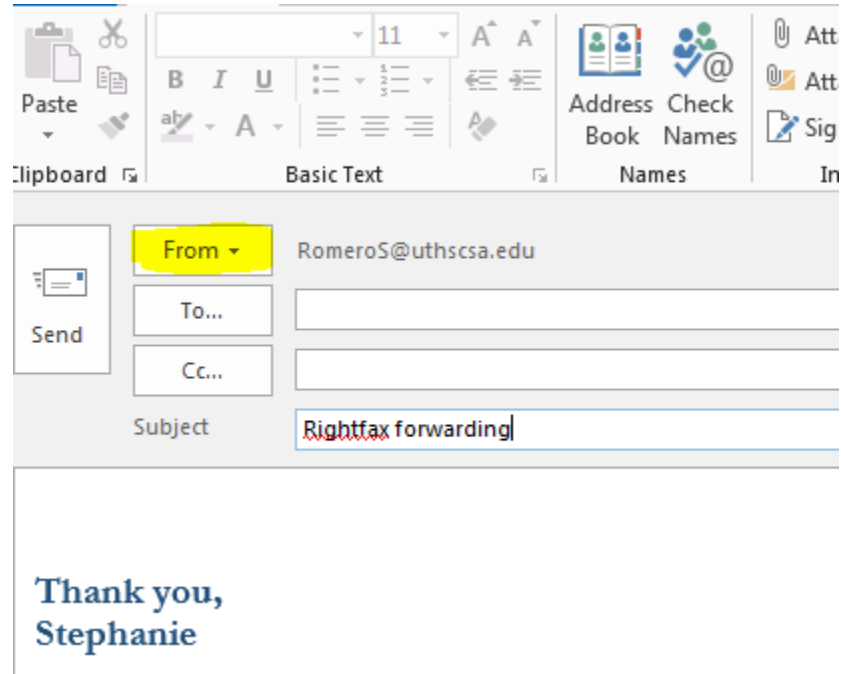


- f. To remove an end user, highlight the name you would like to remove then click “remove”



Forwarding Incoming Faxes

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



To Print Faxes

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

