

Rightfax on a MAC

Start Safari

Enter <http://rightfax.win.uthscsa.edu/webclient> in the address bar, return

You will be prompted for your network login

Enter it, press Log In

You will be prompted to enter your network login again



RightFax

Use Windows
 Authentication

User ID:

Password:

Login Forgot password?


[? Help](#)

You do not need to reenter your login. Be sure the “Use Windows Authentication” box is checked and select the “Login” box

To send a file select the “New Fax” Document

Fill in all fields that start with * they are required

Create/Edit Document

 Delete  Help

Send

Cancel

Primary Information

To

*Name

*Destination Type

*Destination

Voice Number

Company

City/State

Phonebook Search

Name can be anything. It is a text field and just can't be blank. Be sure "Fax Number" is selected in "Destination Type". In the destination field if it is an inside fax machine just enter the last 5 digits. If it is an outside local fax enter "9XXXXXX" start with a 9 and enter the 7 digits with no spaces or hyphen. If it is a long distance number enter "91XXXXXXXXXX" enter 9 then 1 then area code and 7 digit number. Do not use a long distance code. They are not required for Rightfax.

Note:

If you have problems sending to an inside 5-digit extension try using "921056XXXX" instead.