

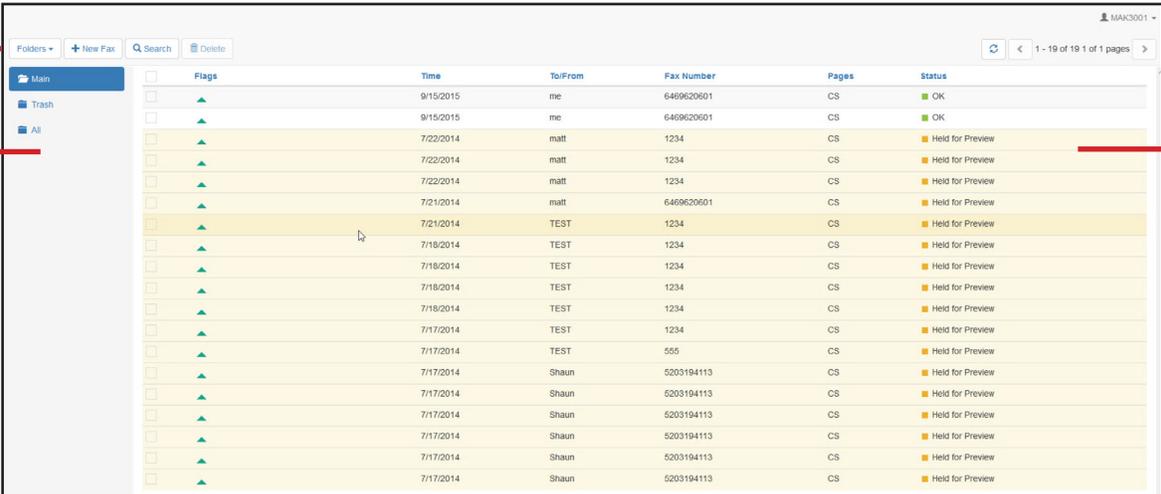
## About the RightFax Web Client

The RightFax Web Client allows you to access your e-fax account from any ITS-supported browser, from your MacOS, iOS, Windows, or Android device, and includes all of the functionality of the Windows client. **NOTE: You must be on a WMC network to log in.**

## Logging In

1. Type <http://rfax-app02/webclient> into your browser address bar.
2. Type your **CWID** (Using this format: **cumc\CWID**) and **password** when prompted.
3. Click **Sign in**.

## The RightFax Web Home Screen

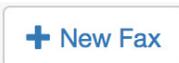


The screenshot shows the RightFax Web Home Screen interface. Callout 1 points to the top navigation bar containing 'Folders', '+ New Fax', 'Search', and 'Delete'. Callout 2 points to the left navigation pane with 'Main', 'Trash', and 'All' folders. Callout 3 points to the top right corner with user 'MAK3001' and page navigation '1 - 19 of 19 1 of 1 pages'. Callout 4 points to the main content area, which is a table of fax records.

Flags	Time	To/From	Fax Number	Pages	Status
<input type="checkbox"/>	9/15/2015	me	6469620901	CS	OK
<input type="checkbox"/>	9/15/2015	me	6469620901	CS	OK
<input type="checkbox"/>	7/22/2014	matt	1234	CS	Held for Preview
<input type="checkbox"/>	7/22/2014	matt	1234	CS	Held for Preview
<input type="checkbox"/>	7/22/2014	matt	1234	CS	Held for Preview
<input type="checkbox"/>	7/21/2014	matt	6469620901	CS	Held for Preview
<input type="checkbox"/>	7/21/2014	TEST	1234	CS	Held for Preview
<input type="checkbox"/>	7/18/2014	TEST	1234	CS	Held for Preview
<input type="checkbox"/>	7/18/2014	TEST	1234	CS	Held for Preview
<input type="checkbox"/>	7/18/2014	TEST	1234	CS	Held for Preview
<input type="checkbox"/>	7/18/2014	TEST	1234	CS	Held for Preview
<input type="checkbox"/>	7/17/2014	TEST	1234	CS	Held for Preview
<input type="checkbox"/>	7/17/2014	TEST	555	CS	Held for Preview
<input type="checkbox"/>	7/17/2014	Shaun	5203194113	CS	Held for Preview
<input type="checkbox"/>	7/17/2014	Shaun	5203194113	CS	Held for Preview
<input type="checkbox"/>	7/17/2014	Shaun	5203194113	CS	Held for Preview
<input type="checkbox"/>	7/17/2014	Shaun	5203194113	CS	Held for Preview
<input type="checkbox"/>	7/17/2014	Shaun	5203194113	CS	Held for Preview
<input type="checkbox"/>	7/17/2014	Shaun	5203194113	CS	Held for Preview

1. **Menu Commands:** Click **Folder** to create/delete/edit folders, **New Fax** to send a new fax, **Search** to find a specific fax, and **Delete** to place a selected fax in the Trash.
2. **Navigation Pane:** Access any folders that have been created for your account.
3. **User Settings:** Click here to view your RightFax **Account Settings**, view and update your **Phonebook**, manage your **Delegates**, access **Help Documentation**, and **Logout**.
4. **Content Pane:** View and manage your faxes here.

### Send a Fax

1. Click  .
2. Fill out all available information fields.
3. Click  to upload your file.
4. Click  when ready to fax.

### Find Additional How-To Information

1. Click the **User Settings** button (see #3, above).
2. Click  **Help** . The RightFax How-To page will open in a new tab.