

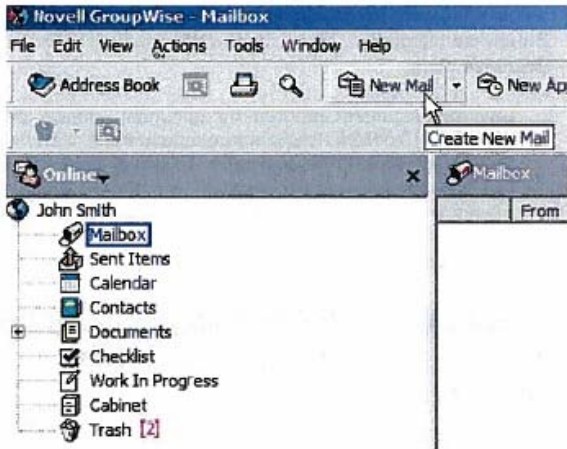
# GroupWise Fax Quick Reference Guide

Using the Stroom® Network Fax Server

MATC's new Stroom network fax server allows faxes to be sent from your Novell GroupWise client. This Quick Reference Guide outlines the steps necessary to accomplish this.

## Basic faxing directly from Groupwise:

1. From the GroupWise main window, select 'New Mail' to start a new email message.

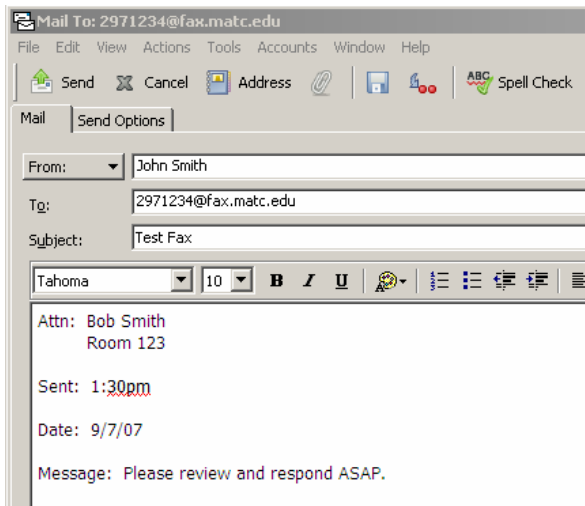


2. In the **TO:** field, enter the destination fax number followed by **@fax.matc.edu**

Example: 2971234@fax.matc.edu or 8009991234@fax.matc.edu

Note: If sending to a North Campus fax number, you must include the 262 area code. ie. 2622382331@fax.matc.edu

3. A note can be placed on the fax cover page by typing a message in the body of the email.



4. The following documents types can be attached to your fax by clicking the 'Insert File' icon.



- Any Microsoft Office file type
- PDF document
- Notepad or Wordpad file type

The Stroom network fax server will handle the process of changing your attachments into a faxable format.

5. Click the 'Send' button



## Delivery Confirmations:

The Stroom network fax server will send you an email confirmation once the fax server has been sent out.

"Stroom Center" <DoNotReply@stree> Stroom Fax Results - Success -- Test Fax

The email will contain a attached graphic of the fax (including cover sheet) that was sent out.

Example:

MILWAUKEE AREA **Technical College**

700 West State Street  
Milwaukee WI 53233-1443

<b>DATE:</b>	Sept. 12, 2007
<b>ATTN:</b>	
<b>FROM:</b>	Michael Gavin
<b>SUBJECT:</b>	Test Fax

### Note:

Attn: Bob Smith  
Room 123

Sent: 1:30pm

Date: 9/7/07

Message: Please review and respond ASAP.