



Information Technology Services

How to fax using Avaya Officelinx Web Client

Purpose:

FAXING from web client page (log into PortalGuard and click on Voicemail):

Welcome to MYGCSC

Logged in as: [rmcnamara](#) | [Log Out](#)
[Manage Your Account Settings](#)

Notices

Lighthouse scheduled maintenance occurs Saturdays from 12:00am to 4:00am. Lighthouse is unavailable during these times.
Lighthouse will be unavailable May 6 and May 13 from 7:00 pm until drop for non-payment process has been completed (approximately one hour).

Navigation icons: Argos, AstraWeb, Canvas, FreshService Ticketing System, GCSC-Home, Lighthouse, Omni Update, Security Training, **Voicemail**, WebMail

[Gulf Coast State College](#)

Click on Send FAX from the menu:

Menu categories: Messaging, Location, People, Notification, Settings

Messaging: Send a Message, **Send a Fax**, Messages, Fax Jobs, Greetings, Message Forwarding

Location: In Office 3379, Change Current Location, Locations, Calendar, Addresses

People: Add Contact, Contacts, Lists

Notification: Schedule, Options, Wake Up Call

Settings: Account, Call, Help

In the TO: field type in the fax number you are sending to.

Compose new message

Buttons: Send, Save and Close, Discard, ?

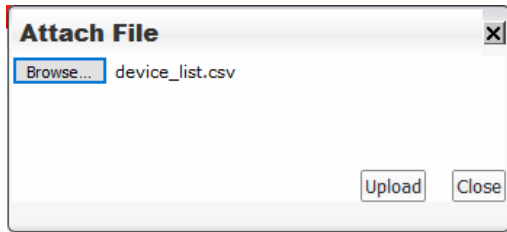
Importance: Normal | Sensitivity: Normal | Mark Certified - Request read receipt | [Add CC](#) | [Add BCC](#)

To: Fax:9 Fax:8507678292

Subject: Test Fax Message

Please review the attached fax document and get back to me. Thank you.

Click on **Attachment** Tab - Click on **Add / File** to view dropdown options. Browse to attach your file.



Choose **upload**.

Attachment is now visible and ready to send. Then click **Send**.



The Messages window will appear.



To view the status of your fax click on **“Fax jobs”**:



Check your **“inbox”** for a **“fax delivery notification”** message.