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## Using SFax - [Web Interface]

Jeff Clark - 2023-06-23 - [Desktop Computing and Printing](#)

### **How to send a fax using Sfax (Web Page Method)**

*Note : This method requires an SFAX account and a web browser (Mac or PC).  
Please contact COMIT for assistance with creating your account.*

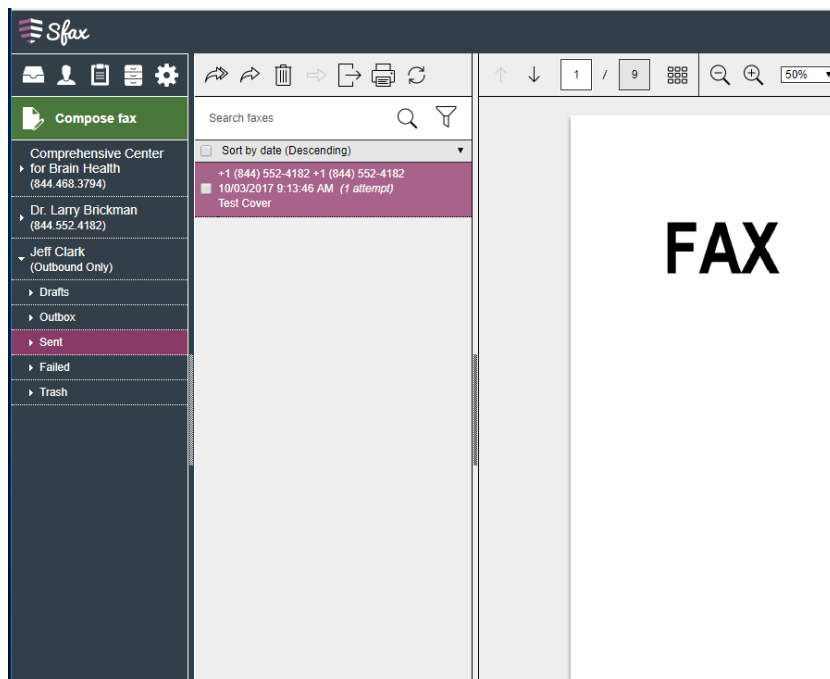
Video:

<https://fast.wistia.net/embed/iframe/meq8cr0sh5?autoplay=true&controlsVisibleOnLoad=true&popover=true&version=v1&videoHeight=360&videoWidth=640&volumeControl=true>

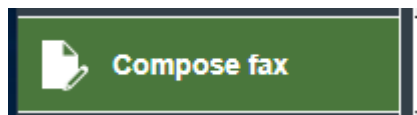
1. Visit <https://app.sfaxme.com>.
2. At this prompt, enter your user name (NetID, not email) followed by your password and select LOGIN

The image shows a login form for Sfax. At the top is the Sfax logo, which consists of a stylized 'S' made of horizontal bars and the word 'Sfax' in a script font. Below the logo are two input fields: 'Username' and 'Password'. Under the 'Password' field is a 'Remember me' checkbox, a circular help icon with a question mark, and a 'Login' button. At the bottom of the form is a link that says 'Forgotten password'.

This will bring you into the portal page.



In the top left corner, select COMPOSE FAX



On the send page, enter the phone number(s) of the recipient(s). Select the +ADD button after each number. You can select the CREATE CONTACT if you would like to save this number for future use.

 The image shows the 'Recipients' form in the Sfax software. It has a title 'Recipients' in red. Below the title is a text input field containing '561-297-1201' and a '+ Add' button. Below the input field is a section titled 'All contacts' with a list of contacts. The first contact is 'Name' with a checkbox and 'Orga' as the organization. At the bottom of the form is a 'Create contact' button.

Select document(s) to send by selecting UPLOAD DOCUMENTS under the Files section.

**Files**

Document

Add from library

Upload documents

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Once prompted, drag the file to be sent to grey box where it shows DRAG AND DROP FILES HERE.

Upload documents

Drag and drop files here

or

Select files

Choose Files

No file chosen

Cancel

Select NEXT

You should now see the file listed in the Files section. Repeat steps 10-11 for any additional documents which you would like to send.

Select the Florida Atlantic University Cover Page (if not already selected)

Cover page	
	All cover pages
	Title
	Florida Atlantic University
	Sfax modern cover page
	Sfax simple cover page
	Sfax traditional cover page

In the left column, Enter the Subject, Reference and remarks which will appear on the cover page. It's a good idea to add the recipient's name in the Reference field.

Subject
Reference
Remarks

You are now ready to send your fax. In the top right corner, select the SEND button.

<input type="button" value="Save"/> <input type="button" value="Send"/>
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Your fax has now been sent.

## **SFax Videos**

Send a fax from the web (www.sfaxme.com)

<http://sfax.script.com/article/1365-sfax-for-web-sending-a-fax>