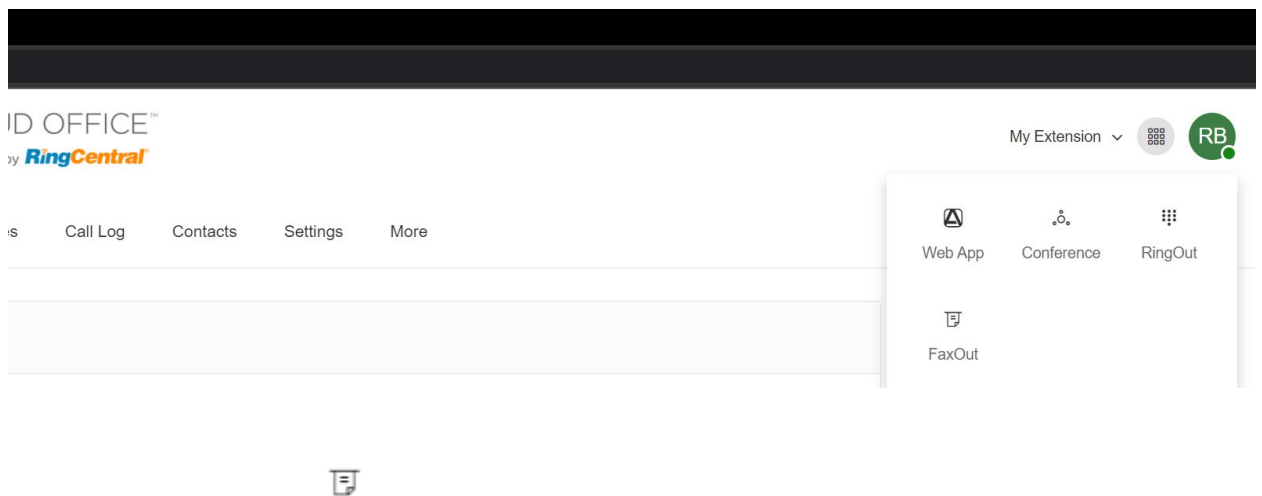


# Send a Fax Through the Avaya Cloud Office Online Account

1. Login to Avaya Cloud Office <https://login.cloudoffice.avaya.com/> by clicking on the Single Sign-on button

The first screenshot shows the 'Sign In' page for AVAYA CLOUD OFFICE™ by RingCentral. It features a text input field for 'Email or Phone Number', a 'Next' button, and a section for 'Or sign in with' containing 'Google' and 'Single Sign-on' buttons. The 'Single Sign-on' button is highlighted with a red box.

The second screenshot shows the 'Single Sign-on' confirmation page. It asks to 'Confirm your email to sign in' with a text input field containing 'john.doe@lmunet.edu'. There is a checked checkbox for 'Remember email' and 'Back' and 'Submit' buttons at the bottom. The 'Submit' button is highlighted with a red box.



4. Type the recipient's fax number in the To field following the format: *Country Code + Area Code + Phone Number* (i.e. +6502223333).

To ⓘ

5. Press Enter on your keyboard. You can add multiple fax numbers by typing it in the To field separated with commas or semi-colon. Alternatively, you can select a recipient from your contact's list by clicking the plus icon. Select contact/s to send a fax to, then click Insert.

To ⓘ

8884732963



6. Check the Cover Page checkbox if you want to include a cover page. Click Select to choose a cover page design from the list, then add optional notes if needed.

Cover Page

Enable

Contempo

Cover Page Notes

7. Click Browse then locate the files to send. You can attach files saved locally on your PC. You can also attach files from your cloud storage - Box, Dropbox and Google Drive.

Attach Files ⓘ

8. Click Send Now to send the fax immediately.

Schedule


Enable

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- If you want the fax to be sent automatically at a later period, tick the Schedule checkbox to set a date and time when the fax needs will be sent.

Schedule

Enable

Send on 04/30/2021 11:00 PM 

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Cancel

Schedule

**NOTE:** To check the status of your sent fax message, see [Check Status of Sent Faxes](#). You will also [receive transmission results via email](#).