

# 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 with the following elements: 'AVAYA CLOUD OFFICE™ by RingCentral', 'Sign In' header, 'Email or Phone Number' input field, 'Next' button, 'Or sign in with' section, 'Google' button, and 'Single Sign-on' button (highlighted with a red box).

The second screenshot shows the 'Single Sign-on' page with the following elements: 'AVAYA CLOUD OFFICE™ by RingCentral', 'Single Sign-on' header, 'Confirm your email to sign in' section, 'john.doe@lmunet.edu' input field, 'Remember email' checkbox (checked), 'Back' button, and 'Submit' button (highlighted with a red box).

2. Click the FaxOut icon  found on the upper right-hand corner (right below Log Out).
3. Type the recipient's fax number in the To field following the format: *Country Code + Area Code + Phone Number* (i.e. +6502223333).

To ⓘ

 

4. 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 ⓘ

5. 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

Select

Cover Page Notes

Type message here (optional).

6. 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 ⓘ

My Computer

Browse

7. Click Send Now to send the fax immediately.

Schedule

Enable

Cancel

Send Now

- 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

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](#).