Enable Fax Services

Navigation

In order for the Unified Mailbox to be able to accept inbound Fax, it is necessary to add an additional SMTP address named: FAX=10digitphone@adsroot.itcs.umich.edu.

To Set the SMTP address, navigate to the mailbox properties and click the E-Mail Addresses tab.

Example: Setting FAX=10digitphone@adsroot.itcs.umich.edu

1. From the Add list, select SMTP Address.

2. In the E-mail address box, type FAX=10digitphone@adsroot.itcs.umich.edu

Note: replace “10digitphone” with the user’s area code and phone number.

3. Click OK.
1. Click **Apply**.

![Exchange Self-Service Administration Guide Pt.9](image)

**Note:** For every additional university Phone number added to the mailbox repeat Enabling FAX Services.

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