Creating and Sending an Electronic Fax via IQ
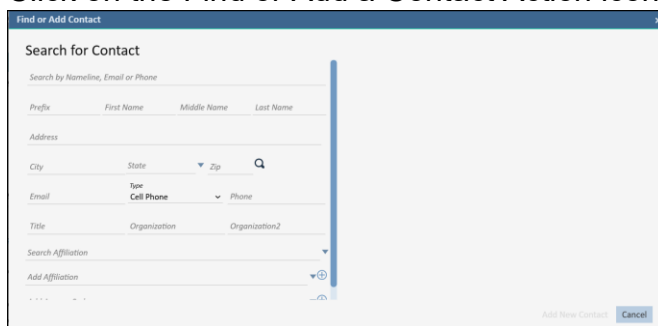
Market: House

Description: These instructions teach users how to use IQ to send email messages to a contact's fax machine using a House Outlook Exchange Server. Please contact your House IQ Consultant for questions on the technical configuration.
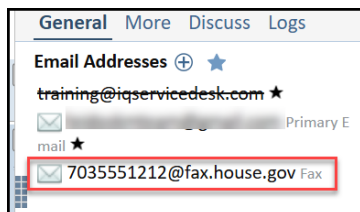
Note: This feature recommends that attachments which are included in the electronic faxed message are 20MB or less. Attachment types accepted: PDF, Word, Excel, PowerPoint, and Text.

Creating an E-Fax Contact Record for an E-Fax Message

1. Click on the Find or Add a Contact Action icon

2. Enter your search criteria for the contact. Results will display after each piece of information has been entered.
3. If there is a match, click the **radio button** next to the contact in order to access their record. If there is no match, click **Add New Contact**.
4. The Contact record opens. If this is an existing contact record, look under **Email Addresses** to check if there is already fax information.

5. If there is no fax number listed, click the + icon next to Email Addresses to add one.
6. Complete the fields for adding an **E-Fax**.
   - In the **Type** field, choose **Email**.
   - In the **Data** field, enter the fax number followed by **@fax.house.gov**. For example: **703-555-1212@fax.house.gov**.
   - In the **Description** field, type **Fax.**
   - Check **Primary,** if this is the preferred contact information to use. If not, leave it blank.

- Select **Save.**

7. The E-Fax contact information will now be saved to the Contact record.

Sending an E-Fax

1. Navigate to the contact you are sending a fax to and click **Add Message**.

2. Complete the necessary fields listed below to send an **E-Fax**.

- Outgoing – Email should be selected.

- To – Access the fax number by selecting the drop-down and choosing the fax number with **@fax.house.gov**. If the E-Fax number was listed in the Contact record it should appear.

- Attachments – Add attachments in the electronic faxed message. Attachment types accepted are: PDF, Word, Excel, PowerPoint, and Text.

- Form Letter – If sending a Form Letter, select the type. You have the option of customizing the Form Letter.

3. Select **Send**.