

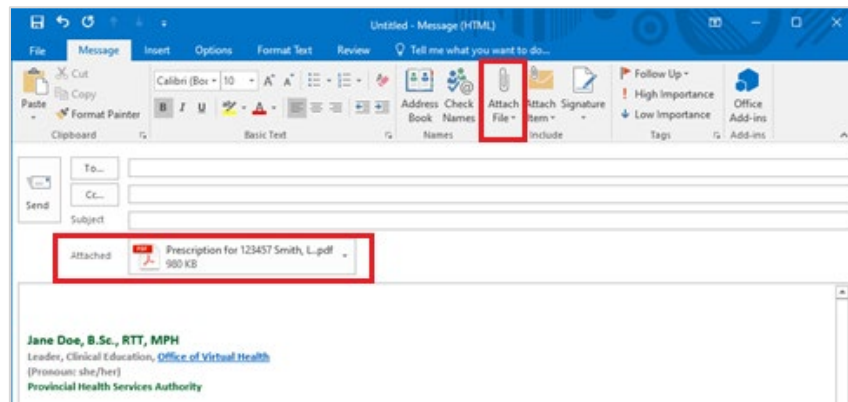
SRFax on a laptop or desktop device

Requirements

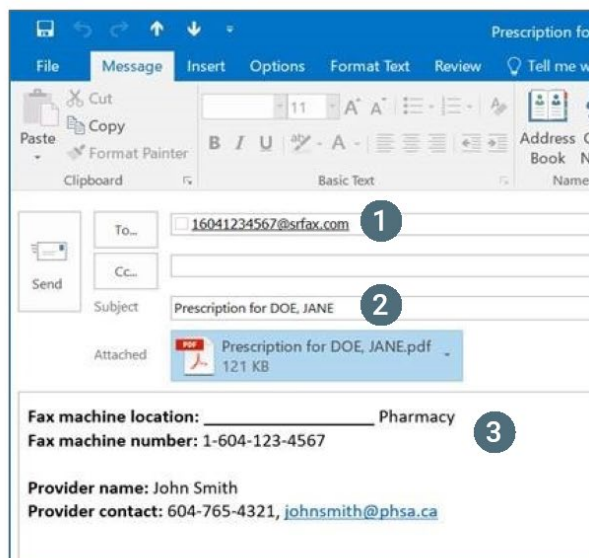
- An SRFax account
- Access to a health authority (HA) issued email
- Wi-Fi/data enabled laptop or desktop device

Sending an electronic fax


1. Open your HA mail application (i.e. Outlook) and open a new email.
2. Attach the desired PDF document.




3. Use the following information for your email:



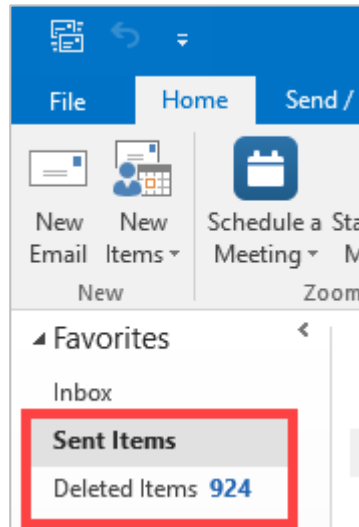
- 1 [1+Area code + Fax number]@srfax.com
- 2 [Document name] for [LAST NAME, FIRST NAME]
- 3 Fax machine location name and fax number, your name, and your contact information.

 **Note that the 'To', 'Subject' and body of the email will become the fax cover sheet with a confidentiality disclaimer.**

4. Send the email.

 *If your fax was not sent successfully, you will receive an email from SRFax within five - ten minutes. Try again, or contact OVHZoomSupport@phsa.ca for assistance.*

5. Delete the email with the attached document from your **Sent Items** and **Deleted Items** to avoid potential privacy breaches.



6. Follow your clinical program guidelines on proper storage of the clinical document.