RINGCENTRAL APP: RECEIVING FAXES

When someone sends you a fax, it appears in the Received page under the Fax section on the Phone menu. Received faxes appear as unread until you navigate to the Received page to view the fax.

Your received faxes can also be accessed in your RingCentral Online Account (https://service.ringcentral.com) or your email inbox, provided that you have the extension configured.

To view your received faxes, follow these steps:

1. Click the **Phone** icon.
2. Click **Fax**.
3. Select **Received**.
4. Hover your mouse over your preferred fax message to display a series of icons you can select to perform:
   a. **Add Contact:** Allows you to add an unknown number or contact.
   b. **View**: Preview of the fax.
   c. **Download**: Downloads the fax message to your local storage.
   d. **Forward**: Allows you to forward the fax to another contact. This opens the **New fax** window, where you can select your preferred options before forwarding the fax.
   e. Select the **More** button to reveal a list of additional options.
      i. **Mark as unread**: Marks the fax message as unread.
      ii. **Block number**: Blocks the phone number of the person who sent the fax.
      iii. **Delete**: Deletes the fax.