

## eFax Department Information

Your name: \_\_\_\_\_

Your department: \_\_\_\_\_

Your username: \_\_\_\_\_@middlebury.edu

Your new fax shared mailbox-name will be: fax-\_\_\_\_\_

Use fax-DepartmentAbbreviation, such as fax-ITS

Your DFS (shared account) group name is: DFS-\_\_\_\_\_ (example: DFS-ITS)

To find your DFS account(s), **go/ecp** in any browser

**Sign in** using your college credentials.

Click on the **magnifying glass** to search

Enter your distribution list (**DFS-DepartmentName**) and variations of it to find its listings.

**Select** the DFS-group you need to edit, double click on it

Select **Membership** (on the left)

**Update the list:**

Select name to Delete, then click the minus sign, then SAVE

To Add a name-click on the plus sign, search for name, select, click Add,

**OK & SAVE**

For our security team, please indicate what type of information you send and receive via fax:

Do your faxes include:	Yes	No	Notes (if any)
Full Names			
Dates of Birth			
Home Addresses			
Email Addresses			
Telephone Numbers			
Mother's Maiden Name			
An Employment History			
Social Security Number			
Driver's License ID/Number			
Passport ID Number			
Tax ID/Number			
Health Information			
Class Schedules			
Academic Actions			
Grades and Transcripts			
Payment Card Data			

