# JULY TIPS OF THE MONTH

eFax Solution (outgoing only)

Wherever you are working, you may have occasional need to send a document via fax. If so, you can take advantage of a free eFax service to send faxes from your MTA email account. See this link for more information https://its.ny.gov/efax. Note that this service does not include inbound faxes. If you need to receive a fax, using an actual fax machine remains the best option for most people. If you have a business need that regularly requires a large volume of incoming faxes, submit a Service Request in ServiceNow.

Create a Hyperlink to a Location on the Web

Adding Hyperlinks to your document can improve reader experience and facilitate a call to action. Here's how to do it.:

    a. Select the URL (web link) that you want to insert as a hyperlink into a Word document.

    b. Right-click and choose Link to insert.
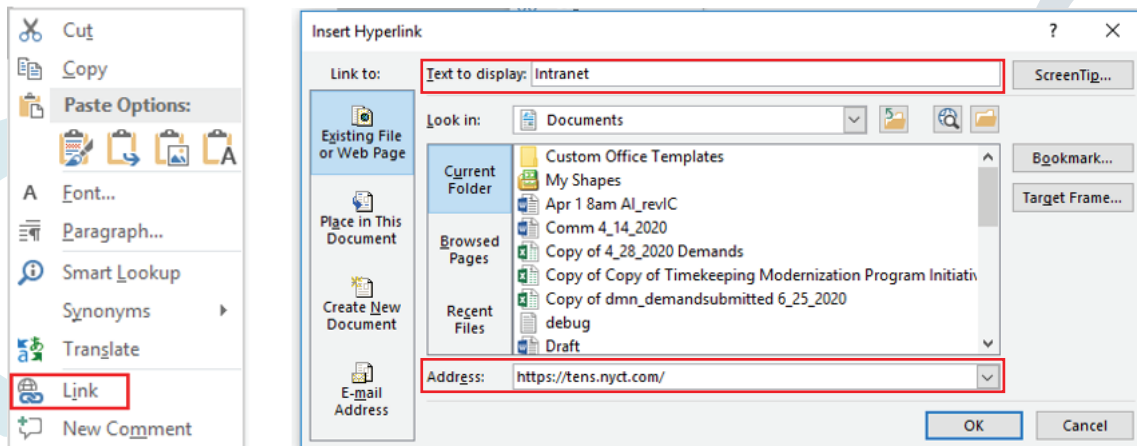
    c. Type or paste your URL in the Address field and whatever text you wish in the Text to Display field.

    b. Select OK to confirm.

Stepping away during a video call

Be Courteous! If you need to step away during a video call, place yourself on mute, but leave the video on so others can see you're not there. Consider sending a message via chat to let your colleagues know when you'll be back.

Reminder - Always use your MTA email account

If you have an MTA email account, you should always use that for MTA business, including video meetings. If you're invited to a meeting hosted on a service other than Teams, sign in with your work email address, not your personal email.

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