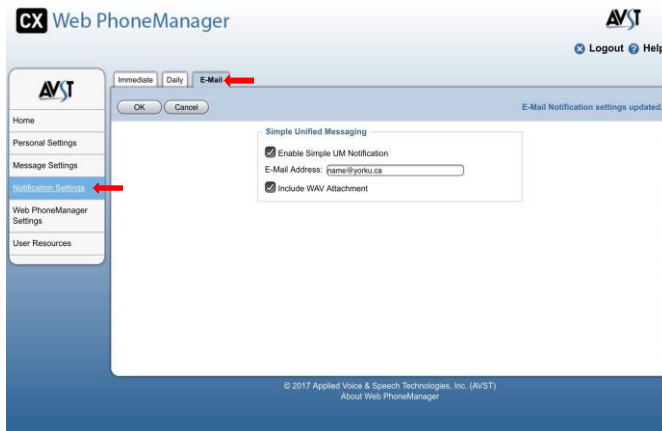


## To set up email notifications:

1. Login to the *Web PhoneManager* via <https://webum.uit.yorku.ca>
2. Enter your mailbox (5 digit) extension in the **Username** field
3. Under, **Security Code** enter the same security code you use to log in via telephone
4. Click **Login**



5. Next, select **Notification Settings** from the left-hand menu
6. Then, select the **E-Mail** tab
7. On the email tab, check the **Enable Simple UM Notification**
8. Now, enter a valid email address in the **E-Mail Address** field
9. Select **Include WAV Attachment** if you wish to have an audio (.wav) recording of the voicemail message included as an attachment with your email notifications
10. Select **OK**