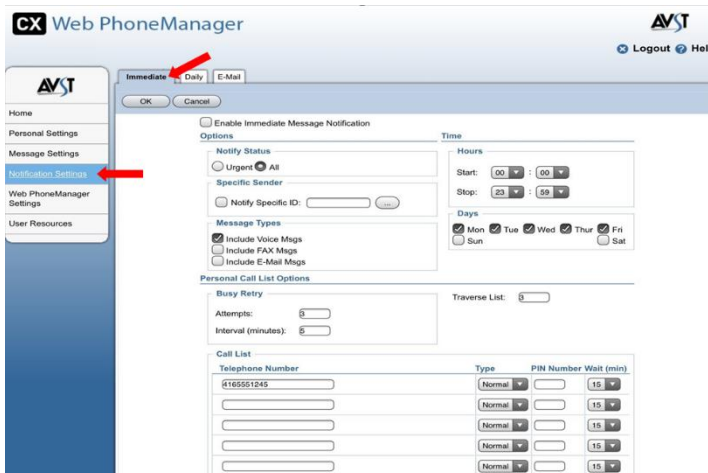


To set up immediate notifications:

1. Log in 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. On the left-hand menu, click **Notification Settings**
6. Select the **Immediate** tab
7. Select **Enable Immediate Message Notification** checkbox
8. Under **Notify Status**, select your preferred option
9. Under **Hours and Days** select your preferred notification hours and days
10. Under **Message Types** select the **Include Voice Msgs** checkbox
11. Scroll down to **Call List**
12. In the **Telephone Number** section, enter your mobile number (you may enter up to nine phone numbers to be notified)
13. Select OK



Note: *Specific Sender* allows you to notify an extension / voicemail subscriber on the system.

Busy Retry are set to system default. You may change these options if you wish.