

To log in to the Unified Messaging web portal:

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**



To access training and reference guides (optional):

1. First, select **User Resources**
2. Next, select **End-User Training** for a training session on the Web PhoneManager
3. Then, select **Telephone User Interface** for a training session on the telephone interface
4. Finally, select **Quick Reference Guide** for a quick reference guide of the telephone interface and access instructions

