To set up immediate notifications:

1. Log in to the Web PhoneManager via [https://webum.uit.yorku.ca](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.