To set up email notifications:

1. Login to the *Web PhoneManager* via [https://webum.uit.yorku.ca/wpm/](https://webum.uit.yorku.ca/wpm/)
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*