


# Suffolk University Web PhoneManager Help

You can manage your voicemail options online with the Web Phone Manager.

Web PhoneManager allows users to manage their mailbox recordings and their mailbox settings. Web Phone Manager provides a convenient graphical user interface and a system of tabs that organizes messages and mailbox settings that allows users quick and easy access to their mailbox. If you cannot remember your security code or your mailbox number, you can use the security code reset feature of Web PhoneManager to reset it.

University Computer Policy

 Suffolk University computing resources referenced by this document are bound by the [University Acceptable Use Policy](#).

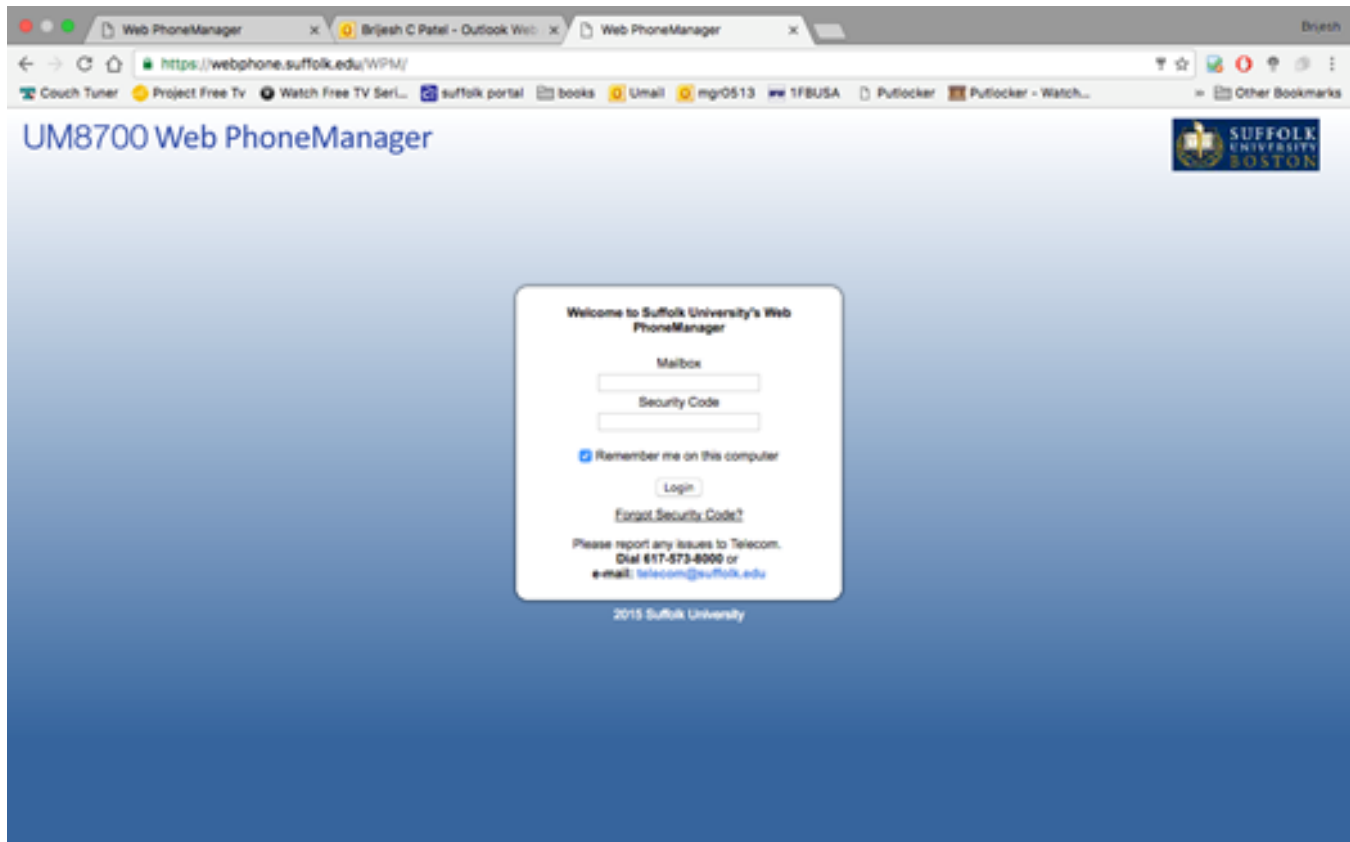
**Initial mail box set up must be completed before this option is available.** [Instructions here.](#)

**Access is available ONLY from within the University's network**

## Step 1

Access Web PhoneManager by clicking on this URL: <https://webphone.suffolk.edu/WPM> or enter it in your browser.

## Step 2



The screenshot shows a web browser window with the URL <https://webphone.suffolk.edu/WPM/>. The page title is "UM8700 Web PhoneManager". The main content is a login form with the following elements:

- Header: "Welcome to Suffolk University's Web PhoneManager"
- Input fields: "Mailbox" and "Security Code"
- Checkbox: "Remember me on this computer" (checked)
- Button: "Login"
- Link: "Forgot Security Code?"
- Text: "Please report any issues to Telecom. Dial 617-573-8000 or e-mail: [telecom@suffolk.edu](mailto:telecom@suffolk.edu)"
- Footer: "© 2015 Suffolk University"

1. Enter your mailbox number (your extension)
2. Enter your Security Code (same as voicemail security code)
3. Click Login.

## Step 3

Mourtada, Norman  
Mailbox: 4229



- Home
- Personal Settings
- Message Settings
- Notification Settings
- User Resources

Dashboard [Inbox](#) [Saved](#) [Trash](#)

Welcome to the Suffolk University's Web PhoneManager portal

**Finding Help**

For Web PhoneManager use online Help after login.

or [Click here](#)

or Dial 617-573-8000 or x8000

**Reaching Suffolk University's Voicemail**

From inside the University Dial x3000

From outside the University Dial 617-305-3000

**Notices**

Please use the 'Help' link for context based help for any menu item or option.