



- Do not connect your device (workstation, cellphone or iPad) to BellMTS Guest Wifi while at the hospital (other than at these locations: CCMB MacCharles or 700 Elgin); it will break your connection to MS Teams, Connection Dialer (Virtual Visit Provider Portal) and MyMBT Messaging (Cortext).
- Due to the potential security and privacy risks associated with the TikTok app, you must delete the app from your work or personal device prior to installing and using MyMBT Messaging (Cortext) on that device.

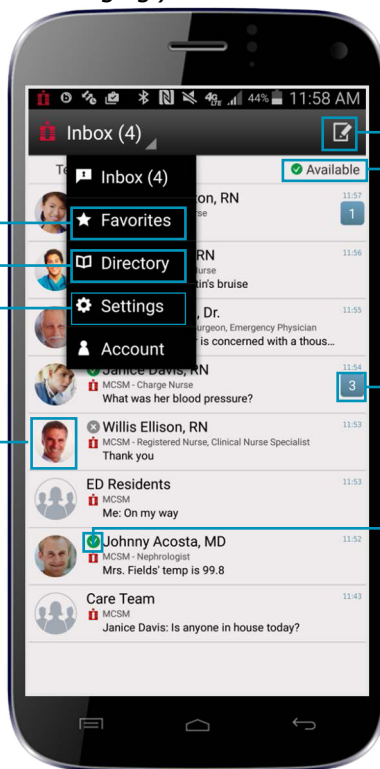
1. [Click here](#) from your mobile device to install the app. Configure your connection and notification settings as shown on pg 2.
2. Log in with your <user name>@mymbt.ca and your network password. (Each time you change your network password you will be prompted to update it in MyMBT Messaging.)

Create and manage your favorite colleagues and groups

View colleagues in your directory

View and configure your Cortext settings

Upload your photo  
Configure your photo in "Settings" and then under "Account"



Compose message to individuals and groups

Let users know your availability status  
Choose from 3 different options:

"Available"

"Busy"

"Do Not Disturb"

\*You can add custom details and a timer for your "Busy" or "Do Not Disturb" status

Number of unread messages from person or group

View users availability

Send secure photos



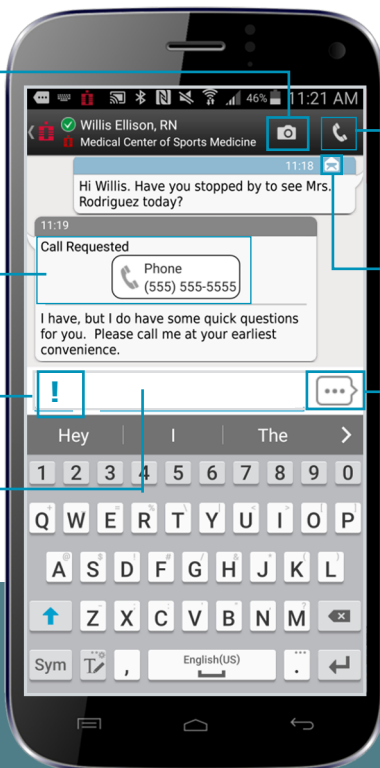
#### BE PRIVACY-WISE

You **MUST** use the Take a Photo option when sending images so that the image is not stored on your device.

Click on Callback Requests to instantly call

Urgent message (!)

Send secure messages (including out of network encrypted messages)



Request a callback quickly  
Configure your callback numbers in "Settings" under "Account"

View read receipts to see when your colleagues receive and open your messages

Use pre-populated responses to quickly text your colleagues back

Cortext can be used from personal or managed devices.



On the web:  
Access the web version on any computer at: [cortext.imprivata.com](https://cortext.imprivata.com)

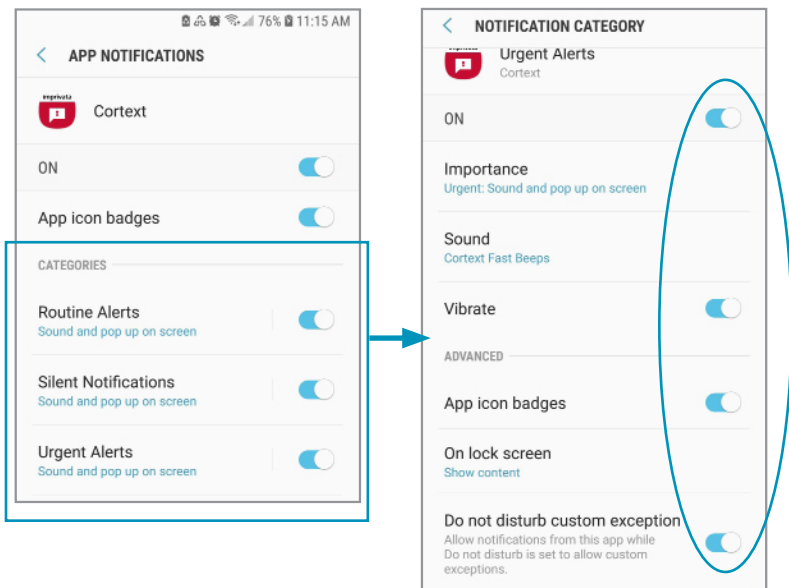
## Connection & Notification Settings

Proper settings ensure that alerts for new and unread messages are displayed when the application is not running. Follow the steps below (images are based on a Samsung, so they may look different on your device).

### Ensure notifications for new messages will display on the lock screen:

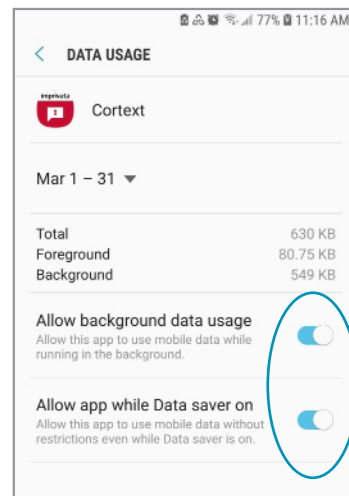
Settings>Apps>Cortext>Notifications

Set all 3 options: Routine, Silent & Urgent Alerts.



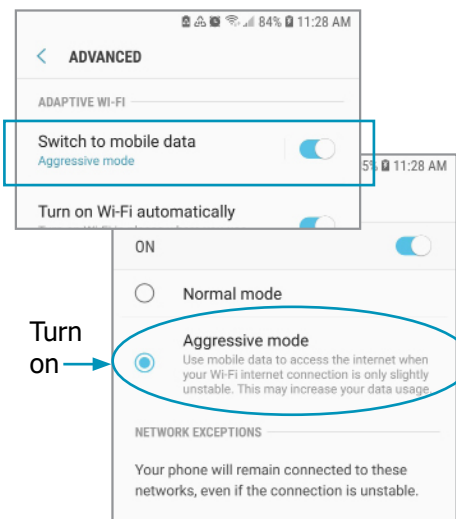
### Ensure cellular connection settings are appropriate:

Settings>Apps>Cortext>Mobile data



### Ensure phone Wi-Fi avoids poor connections:

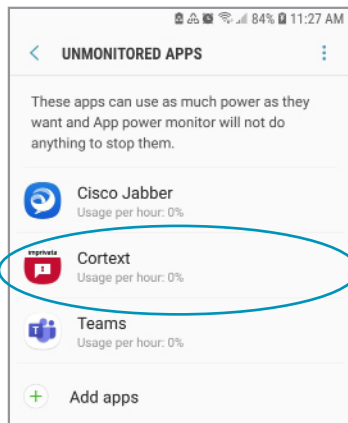
Settings>Connections>Wi-Fi> ⋮ > Advanced > Switch to Mobile Data



### Turn off power saving mode:

Settings>Device Maintenance>Battery>Unmonitored apps

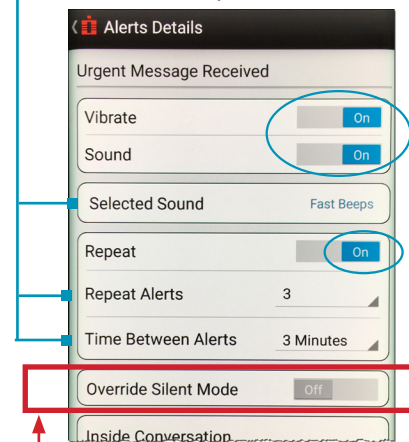
Add cortext app to ensure you will get alerts even when battery is running low.



### Ensure alert settings are enabled:

Open Cortext>Settings>Urgent Alerts/Routine Alerts

Also select user preferences for these 3 options.



Turn this option **on** if you need to receive alerts even when you have turned your phone to silent mode.