1. Click here from your mobile device to install the app. Configure your connection and notification settings as shown on page 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.)

3. Follow the instructions below.

- View users availability
- Upload your photo
- Configure your photo in “Settings” and then under “Account”
- Create and manage your favorite colleagues and groups
- View colleagues in your directory

- 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 and configure your settings
- 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

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

Cortext can be used from personal or managed devices.

Need Help?
Call the Service Desk
204-940-8500 Option 4, Option 1
toll-free 1-866-999-9698 Option 4, Option 1

On the web:
Access the web version on any computer at: 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.

Ensure notifications for new messages will display on the lock screen: Settings>Notifications > Cortext

Ensure cellular connection settings are on: Settings>Cellular

Adjust Cellular Data Options:
Settings>Cellular>Cellular Data Options

Ensure alerts and repeating alerts for unread messages are on:
Open Cortext>Cortext Settings>tap Urgent Alerts/Routine Alerts (Fig 1) and configure as shown (Fig 2)

Turn on all options

Turn on cellular data

Ensure alerts and repeating alerts for unread messages are on:
Open Cortext>Cortext Settings>tap Urgent Alerts/Routine Alerts (Fig 1) and configure as shown (Fig 2)

in addition to the options on the image below, select your 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.