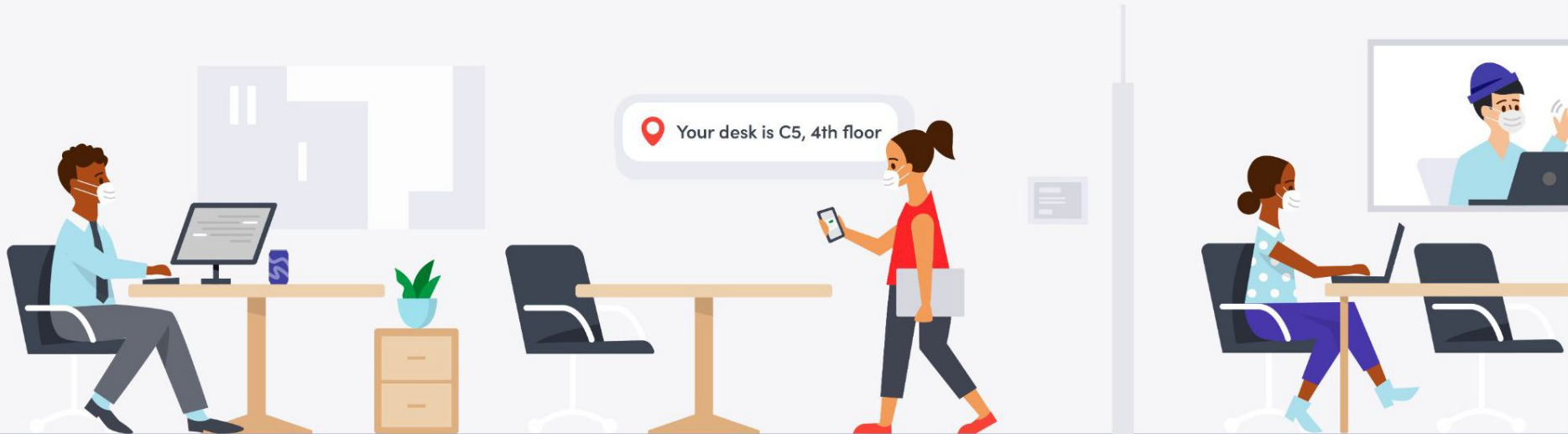


Welcome to Envoy Desks

Envoy Desks makes it easy to book a desk for the day
or in advance, right from your phone.



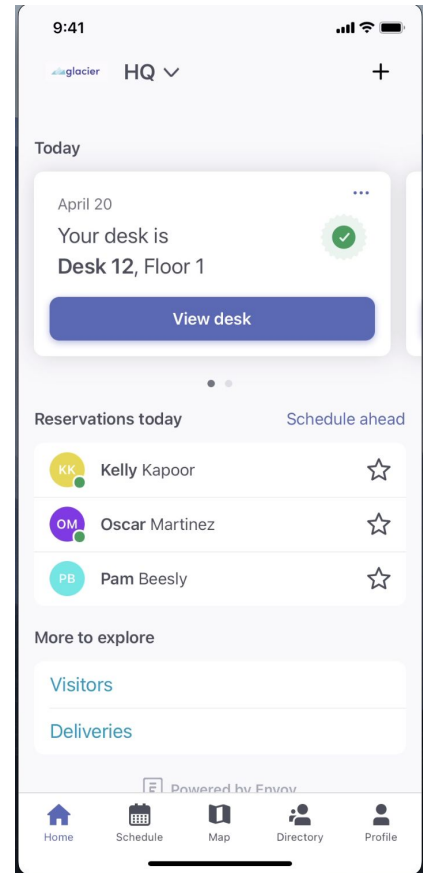
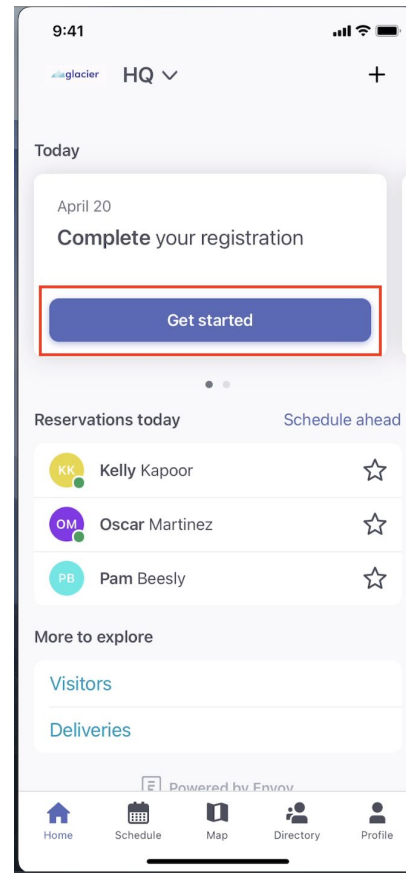
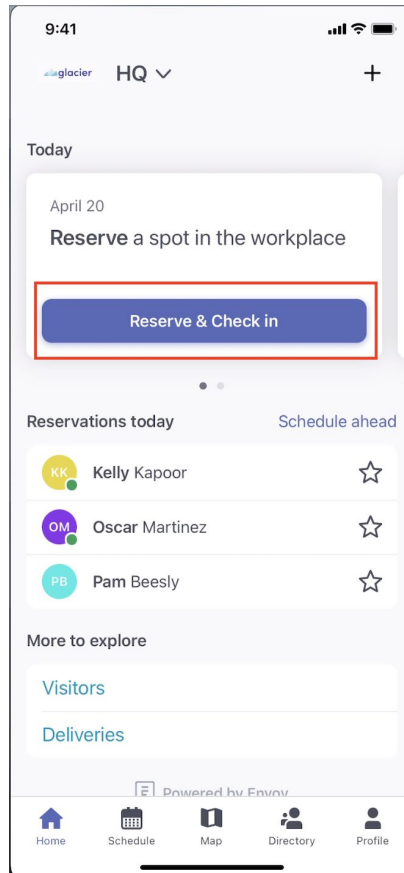
If this is your first time using Envoy, start by downloading the Envoy app

- Scan one of these QR codes
- Sign up using your work email



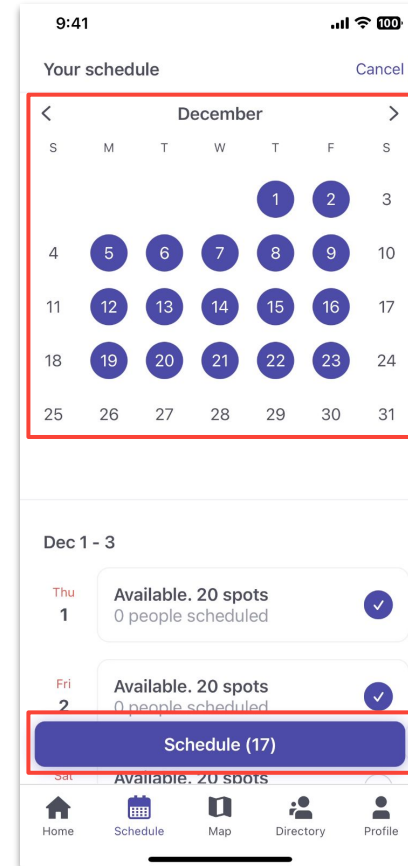
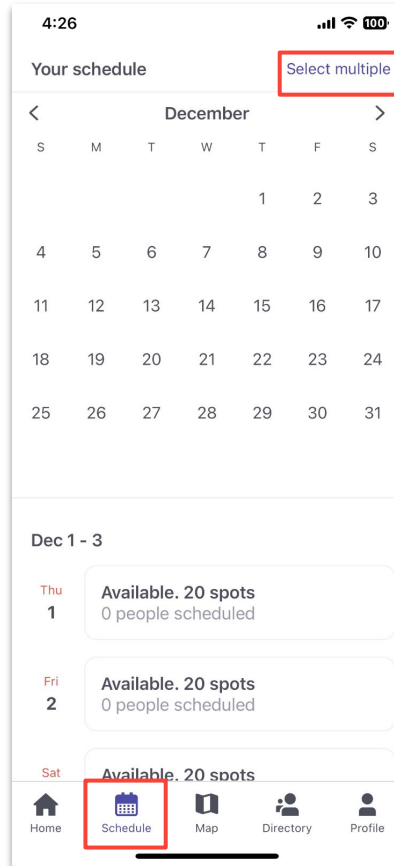
Register and Sign in

- Open your Envoy app.
- First tap **Reserve & Check in** to complete your health questionnaire or **Get Started** if you're already scheduled for the day.
- Note we have now combined the action of registering and signing-in into a 1 click process.
- After completing the questionnaire the app will automatically sign you into the workplace and check into your desk. The Home tab will display a **View Desk** card afterwards.



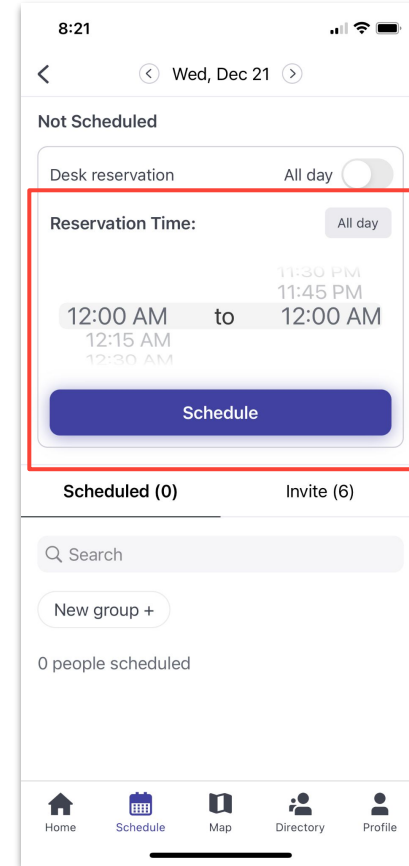
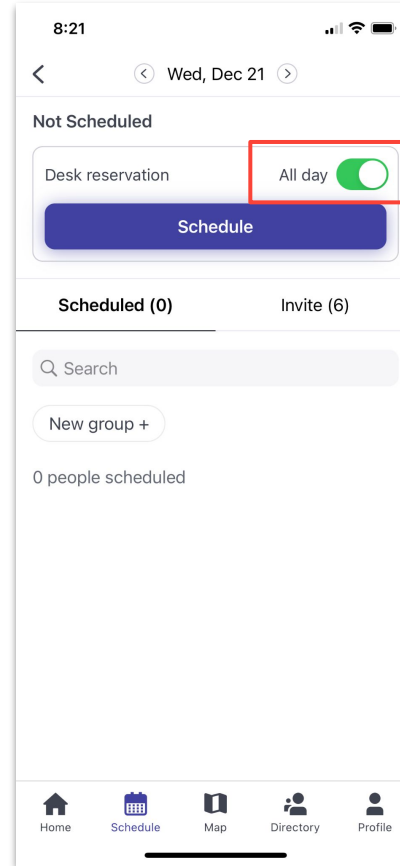
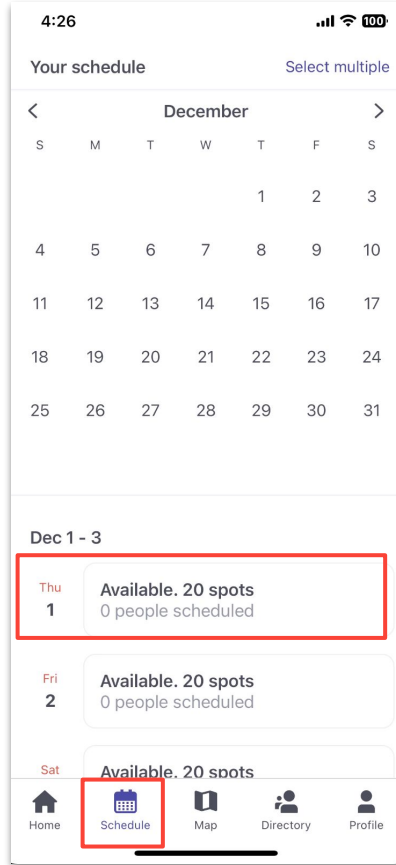
Booking in advance: Schedule multiple days at once

- Tap **Schedule** then **Select Multiple**.
- Select the various dates you want to book on the calendar.
- Click **Schedule** at the bottom to book more than one day at a time.
- Usually the same desk is chosen for each of the days you have scheduled to come into the office. (based on availability)



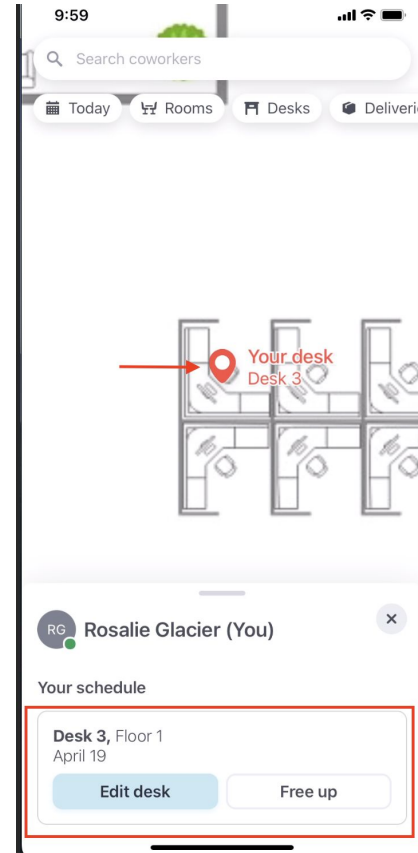
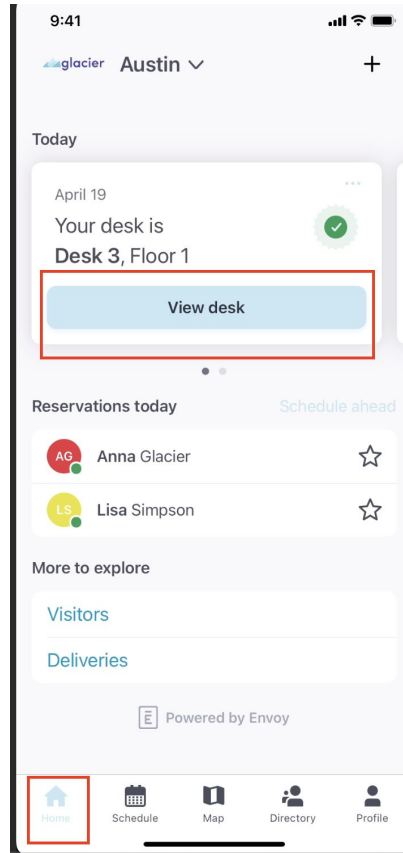
Desk booking by the hour

- If you only need a desk for part of the day, you can book by the hour.
- Tap **Schedule** then select a date.
- Toggle off **All Day**.
- Tap **All Day** next to **Reservation time** and select a start and end time.
- Tap **Schedule** and your desk will be reserved for the hours you selected.



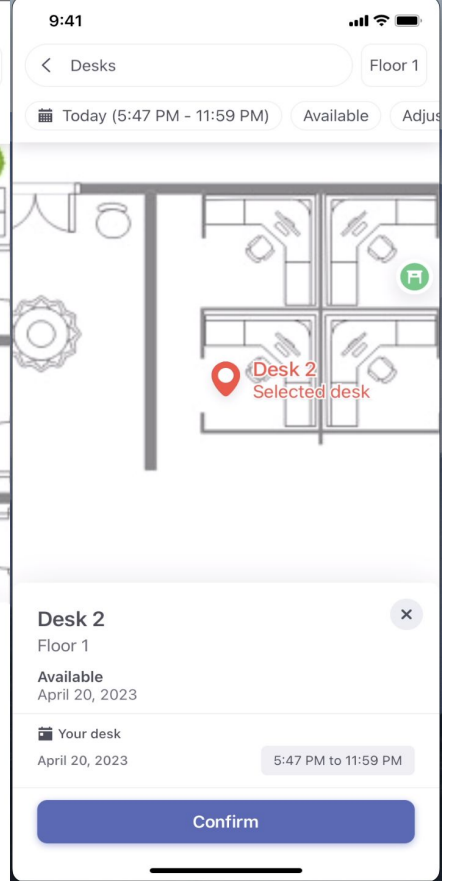
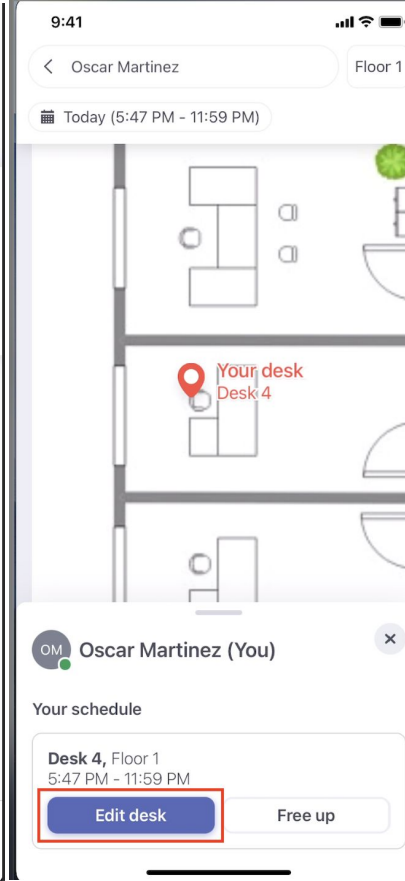
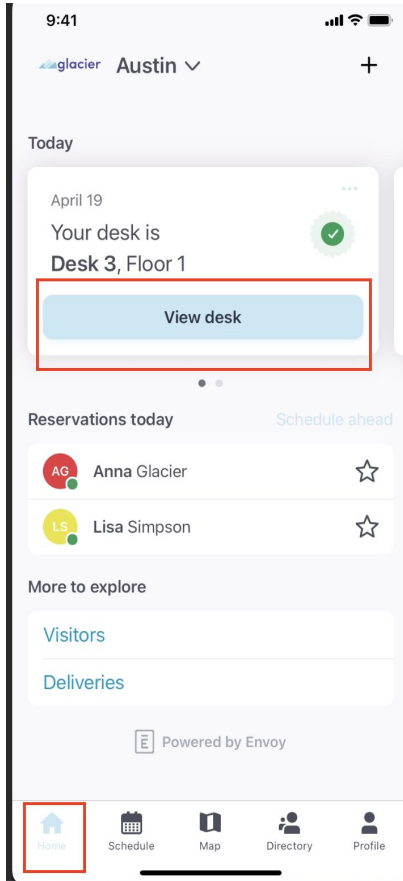
Viewing your desk

- You'll see your desk on the **Home** tab anytime you open the Envoy Mobile app.
- Tap **View Desk** and this will lead you to the desk map displaying your spot on the map along with desk details.



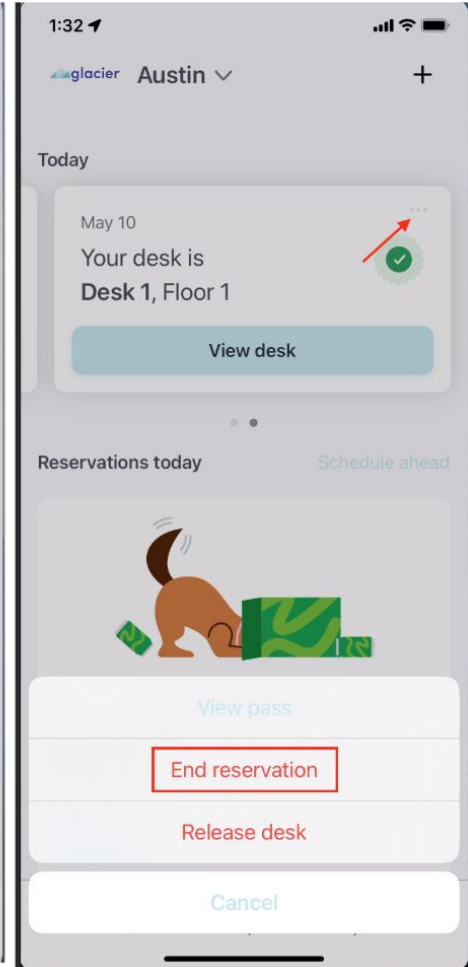
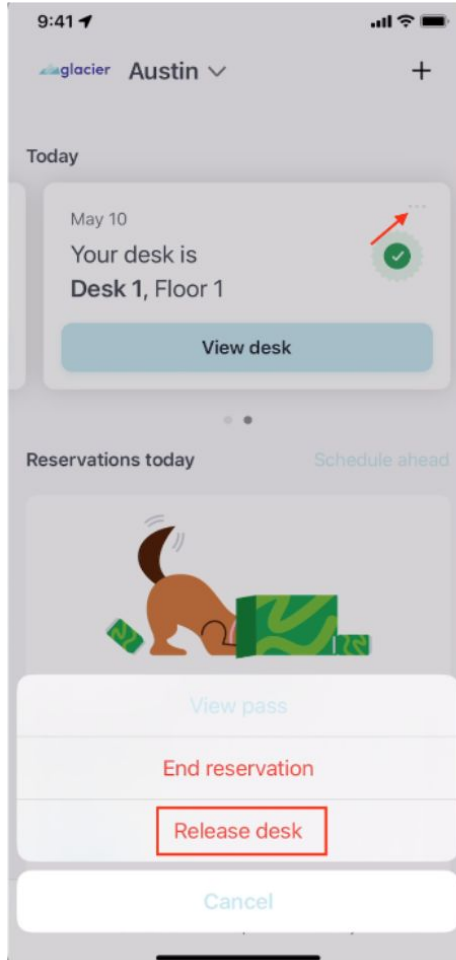
Changing your desk

- If you prefer a different desk, you can easily change your desk within the Envoy app.
- From the **Home** tab, simply click **View Desk > Edit Desk** and choose from any other available desk within the interactive map.
- Select your new desk, make sure the details are correct and then tap **Confirm**.



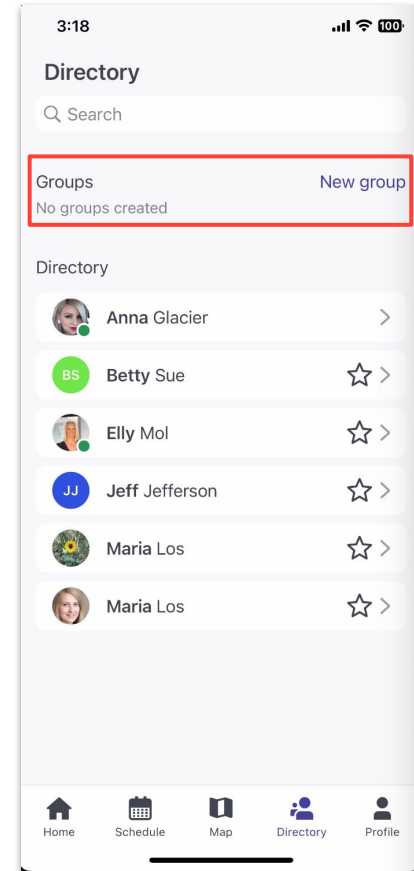
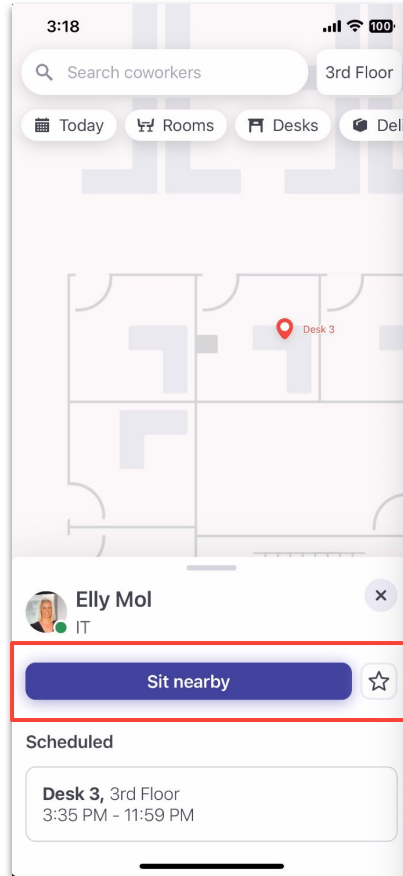
Freeing up your desk and signing out for the day

- When you are ready to free up your desk, go to the **Home** tab and select the ellipsis on the View Desk card, and choose **Release Desk**.
- To sign out for the day, select the ellipsis on the View Desk card under the **Home** tab and click **End Reservation**.



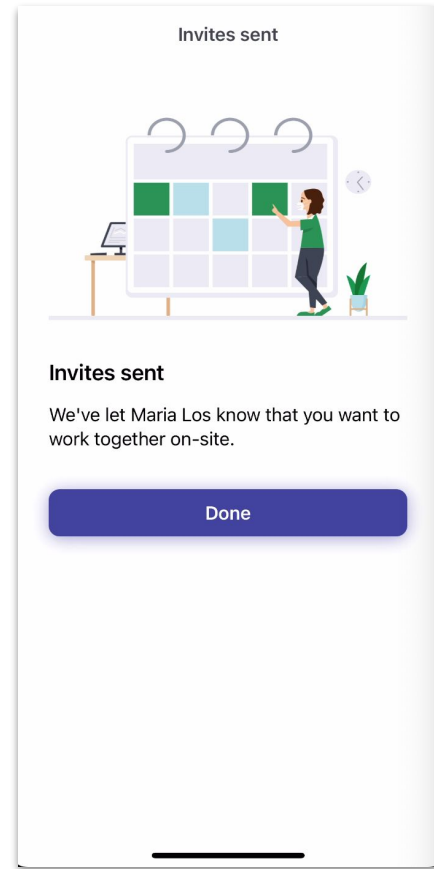
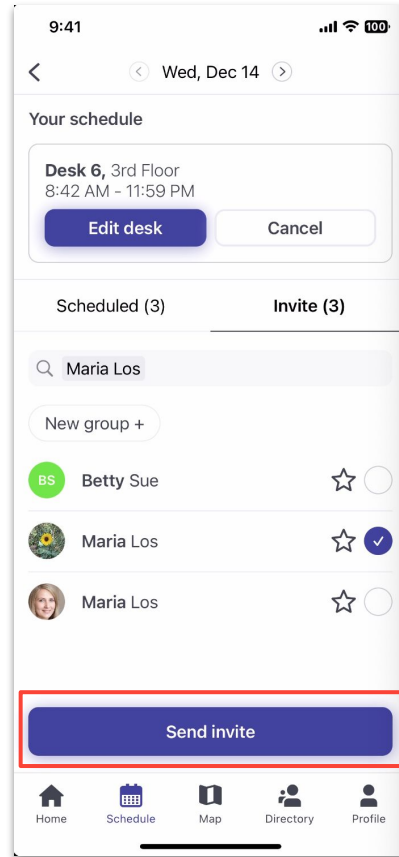
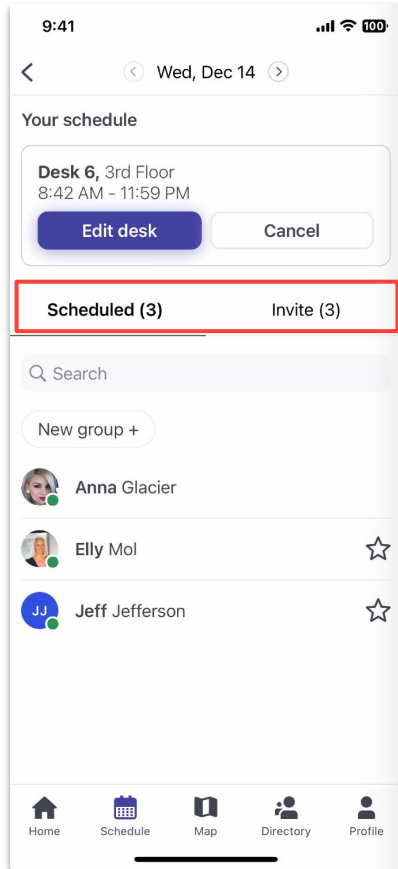
Want to sit nearby a co-worker or see them on the map?

- Under the **Map** tab, you can scroll around on the map to see where your coworkers are sitting.
- Tap an employee's name and choose to **Sit nearby** or tap the **Star** to favorite that coworker.
- Under the **Directory** tab you can see a list of your coworkers or create workplace groups.



Coordinate your schedule and invite coworkers

- Tap on **Schedule** then pick a date from the list or calendar to see who else is planning to work on-site that same day.
- **Invite** a teammate to join you on days you plan to work on-site to collaborate.



Create groups and view employee schedules

- Under the Directory, tap **New Group** and add coworkers to quickly know if your team is coming into the workplace and where you can sit together.
- Tap an employee's name to see more details including their schedule.

