

Make the most of your Envoy trial

Your step-by-step guide to setting up your Envoy account

Account and hardware

- [Create your first location](#)
- [Set up your employee directory](#)
- [Set up admin roles](#)
- [Pair your iPads](#)
- [Set up your badge printer *\(optional\)*](#)

Protect

- [Set up employee registration](#)
- [Set up rules to screen employees](#)
- [Manage which responses you retain](#)
- [Enable employee screening at active locations](#)

Desks

- [Add your desks using a CSV file](#)
- [Add a floor map](#)
- [Place your desks on the map](#)
- [Set up neighborhoods](#)

Visitors

- [Add your logo](#)
- [Customize your welcome screen](#)
- [Set up visitor types](#)
- [Customize the sign-in fields](#)
- [Configure your visitor emails](#)
- [Enable self or automatic sign-out *\(optional\)*](#)
- [Set up notifications](#)
- [Send your first test invite](#)

Rooms

- [Connect your calendar](#)
- [Set up rooms displays](#)
- [Configure your room settings](#)

Deliveries

- [Set up your first delivery area](#)

Integrations

- [Connect the tools you need](#)