

USER SET UP GUIDE

Getting Started with Robin

New user checklist

- Login for the first time on the [web dashboard](#) using your work email (Change hyperlink to Robin website or organization's login)
- Add a **profile picture** and **set your notification preferences**
 - Click avatar in top right corner › user profile › add picture. Then click user settings in the top right corner to finish setting up your preferences.
- Connect your **everyday apps** under your user settings (e.g., [Slack](#), [Teams](#), [Zoom](#))
- **Download the mobile app** and sign in
 - Scan the QR code below to download the app › enter your work email › follow login prompts.



- **Add co-workers as favorites** to make it easy to see when they are scheduled to be in the office and where they are seated
 - Tap the Pass or People tab › tap Add favorites › then tap the star next to a co-worker to add them to your favorites.

Now that you've set up your account, it is time to make your first reservation using Robin on the mobile app or web dashboard! We've outlined the steps on the next page.

How to reserve a desk

MOBILE APP

1. Tap the **Office tab** on the mobile app
2. Use the drop-downs at the top to **change office buildings, floors, date, and time**
 - You can book a desk for more than one day by using the **Book multiple days** toggle in the calendar module.
 - Tap the filter icon in the top right to find a desk that has the amenities you need.
3. Move around the map and **zoom in to see where co-workers are sitting**
4. Tap a **green desk** on the map and click **Reserve** to book a desk
5. Copy the link and share it in the app of your choice to invite co-workers to join you!

WEB DASHBOARD

1. Open the **Office tab** on the web dashboard
2. Use the drop-downs at the top of the Office tab to **change office buildings, floors, date, and time**
 - Select a desk directly from the map or click **Book a desk** button for more options.
 - You can book a desk for more than one day by using the **Book multiple days** toggle in the calendar module.
 - Click the **Amenities** field to search for a desk that has the equipment you need.
3. Click and hold to move around the map to see where **co-workers are sitting**
4. Click to **book a desk**
5. Copy the link and share it in the app of your choice to invite co-workers to join you!
6. Select **View upcoming desks** to see all your desk reservations.



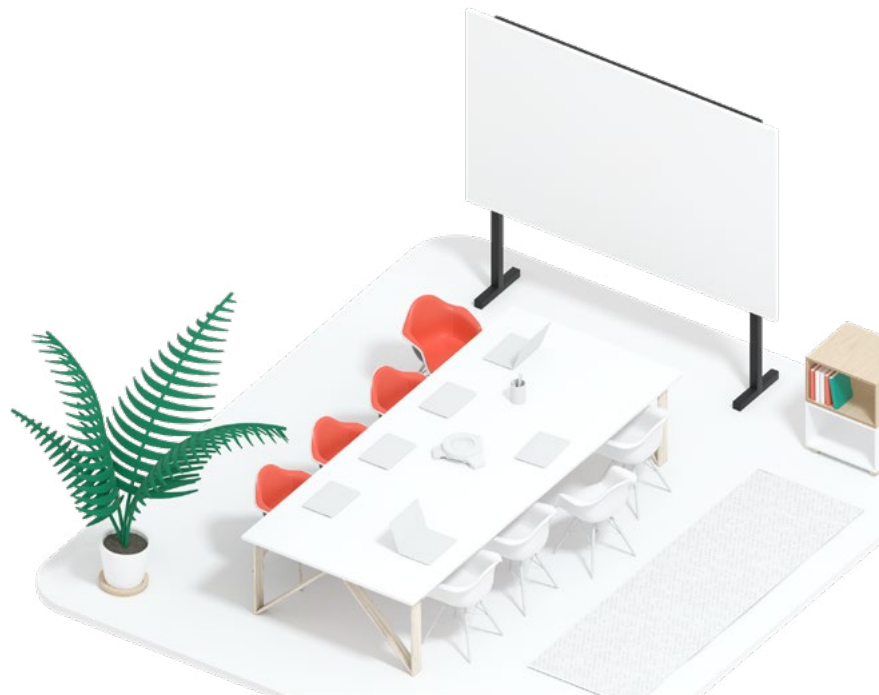
How to reserve a space

MOBILE APP

1. Tap the **Office tab**
2. Use the drop-downs at the top to **adjust the building, floor, date, and time**
3. If your meeting requires special equipment, use the filter in the top right
4. Tap a **green available space to book it** and to enter your event details
5. To see all your upcoming scheduled events, go to the **Pass tab > tap the calendar icon** in the top right corner. You can create a new event from here too, tap the “+” sign in the bottom right.

WEB DASHBOARD

1. Open the **Office tab** on the web dashboard
2. Select **Find a space**
3. Use the drop-downs at the top to **adjust the date, time and duration**
4. If your meeting requires special equipment, use search filters
5. Tap a **green available space to book it** and to enter your event details
6. Select the **Video integration +** button in bottom right of the event composer to add a **Zoom or Teams** link
7. To view your calendar events, click the **Schedule tab** in the top navigation ribbon



Calendar extension

The Robin extension works alongside your [[Google](#) or [Outlook](#)] calendar to help you find the optimal space for your office activities.

Google

1. Create a new event in your calendar.
2. From the Google event composer, click **More options**.
3. Click **Add a space** with Robin. This opens the Robin extension
4. The extension suggests the best-suited spaces according to the type of activity, permissions, availability, and fit. If no “best fit” spaces are available at the selected time, Robin will show other options, or suggest times when spaces and invitees are available.
5. Select a space, fill out the event details, and complete the booking.

Outlook

1. Create a new event.
2. You should see the **Robin icon** in the top right corner, click it to open the **Robin add-in**.
3. Add your guests.
4. Select an activity type.
5. The add-in suggests the best-suited spaces according to the type of activity, permissions, availability, and fit. If no “best fit” spaces are available at the selected time, Robin will show other options, or suggest times when spaces and invitees are available.
6. Select a room from the suggestions, fill out the remaining details, and complete the booking.

Additional instructions to consider sharing with employees

[Integrations that must be connected on the user level]

- Connect your [**Zoom or Teams**] account under your settings so you can add video conferencing links to your meetings.
- Add the Robin add-in that works alongside your [**Google or Outlook**] calendar to help you find the optimal time and space for your office activities like meetings, 1:1's, and focused work.
- Connect your [**Google or Outlook**] email under your user settings to allow Robin to access your calendar. This will help you avoid any scheduling conflicts and help you plan your work week. Additionally, Robin will surface your schedule on your personal Mobile Pass tab.