



Connect for Tenants

Your step-by-step guide to creating your Envoy account and connecting it to a property

Getting Started:

- [Creating and Logging into your Envoy Account](#)
- [Connecting to the property building](#)
- [Adding employees to the directory](#)
- [Assigning Admins role to your employees](#)
- [Enable Notifications for visitor walk-in check-in](#)
- [Creating visitor invites](#)
- [Creating group invites](#)
- [Checking in visitors to your suite](#)

Optional Settings:

- [Pair your iPad](#)
- [Add your logo](#)
- [Customize the sign-in fields](#)
- [Configure your visitors emails](#)

Data and Privacy:

- [Protecting your data and privacy](#)