Envoy App Instructions

The Envoy app is a phone app you will use to show the security guards when you enter the Main Building. Below are instructions of its use.

You must sign in each day that you come to campus and show your green check mark of approval to the security guards upon entering the building.

A. **If you already had access to Envoy from the Summer**: Then, please ignore the rest of this email. Continue using Envoy as you've been doing so!
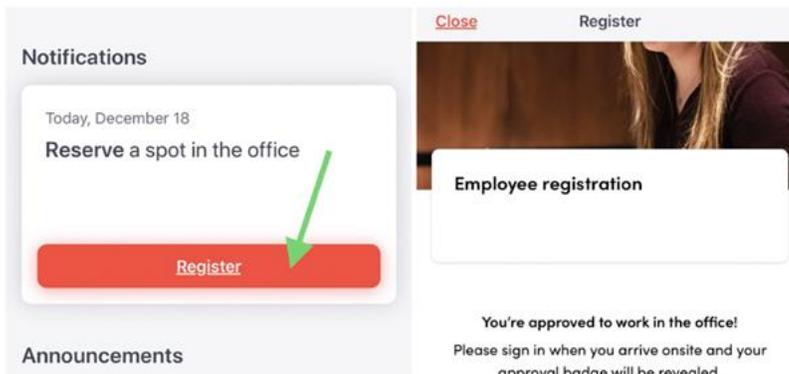
B. **If you are new to Envoy**: Then, please download the Envoy mobile app in the Apple App Store or Google Play Store. To make sure it is the right app, the Envoy logo should look like this:
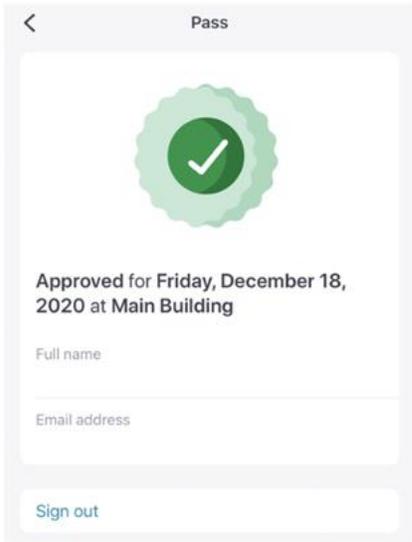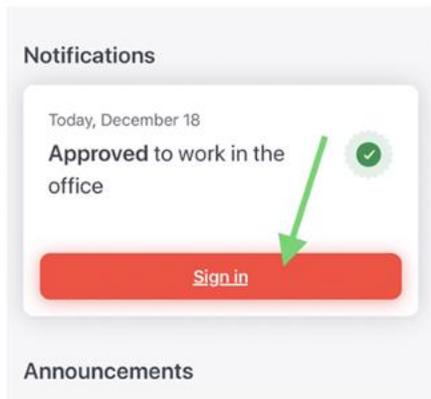

Once in the app, sign up using your MSM Email address.

C.   **HOW TO USE THE APP:**

1.   **Each day before you come to campus**: Open the Envoy app. You should see a card that says "**Reserve a spot in the office**." Tap the button that says "**Register**" and answer the questions that follow. You will know instantly if you are approved to come on campus.

2.   **When you arrive on campus**: Open the mobile app and tap the card that says "**Sign in**," which will tell you whether you've been approved or not. Then you can click on "**View pass**" to show the green check mark of approval. Show security this screen, then you're all set!

Please do a test-run of registering on the Envoy app before your arrival to see if the app is working properly. If you run into any issues, you can email the COVID Response Manager at covidresponse@msmnyc.edu, in which you will receive a response within 24 hours.