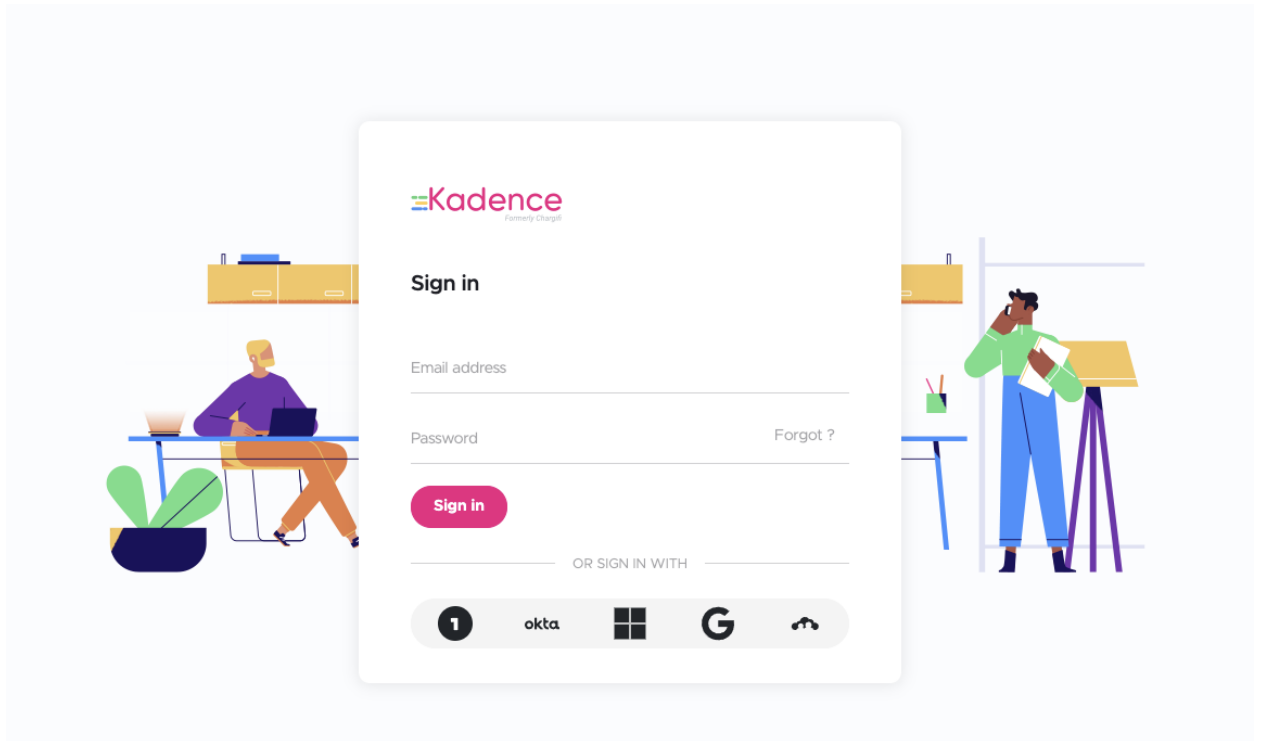


Hi Team,

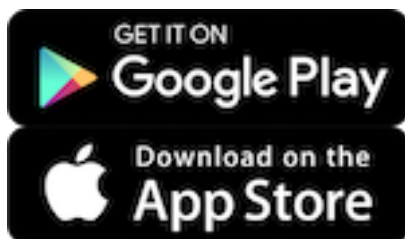
We are excited to announce a tool to help with our return to the office! You will now be able to reserve a desk through Kadence / Chargifi. This is a simple to use platform which lets you see the available desks and choose the date and time you would like to reserve your working space.

You can login to Kadence to book your space via the following steps:

- Via the [website](#) using your Outlook credentials (click on the MS icon within the page)



- Via the WebApp [video instructions](#)
- We also highly recommend downloading the [mobile app](#) using your Outlook credentials via:



Still looking for a little more training? Here are (3) more resources to assist you in your booking experience:

- [User training video \(Web\) \(Mobile\)](#)
- [Kadence Help Center](#)

- [Getting Started Guide](#) provides additional guidance for a successful set up

We are so excited that we are finally able to return to the office and to share in that collaborative atmosphere many of us have been missing this past year. We're happy to be able to provide tools like Kadence to make it safe and comfortable for you.

Welcome back to the office!