

Enterprise
Communication
Platform

User Registration Server address

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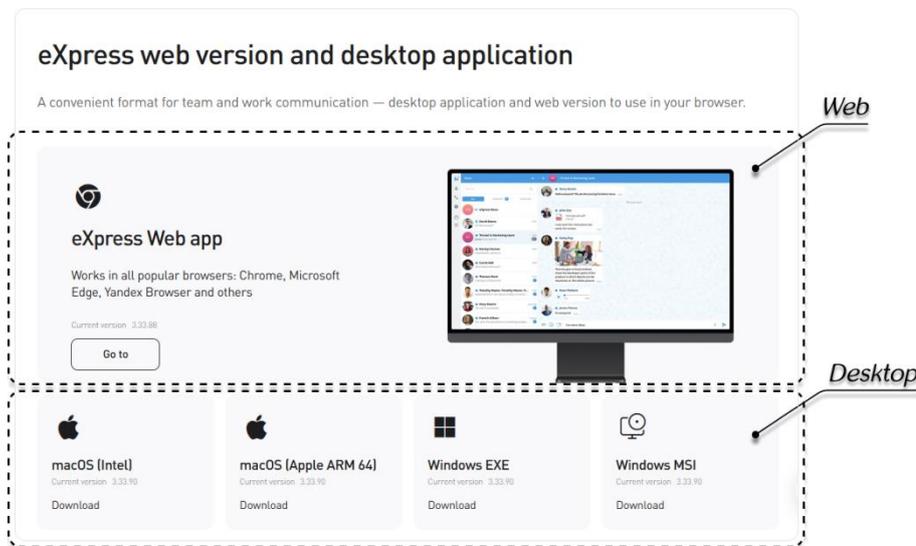
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Step 1. Install the app:

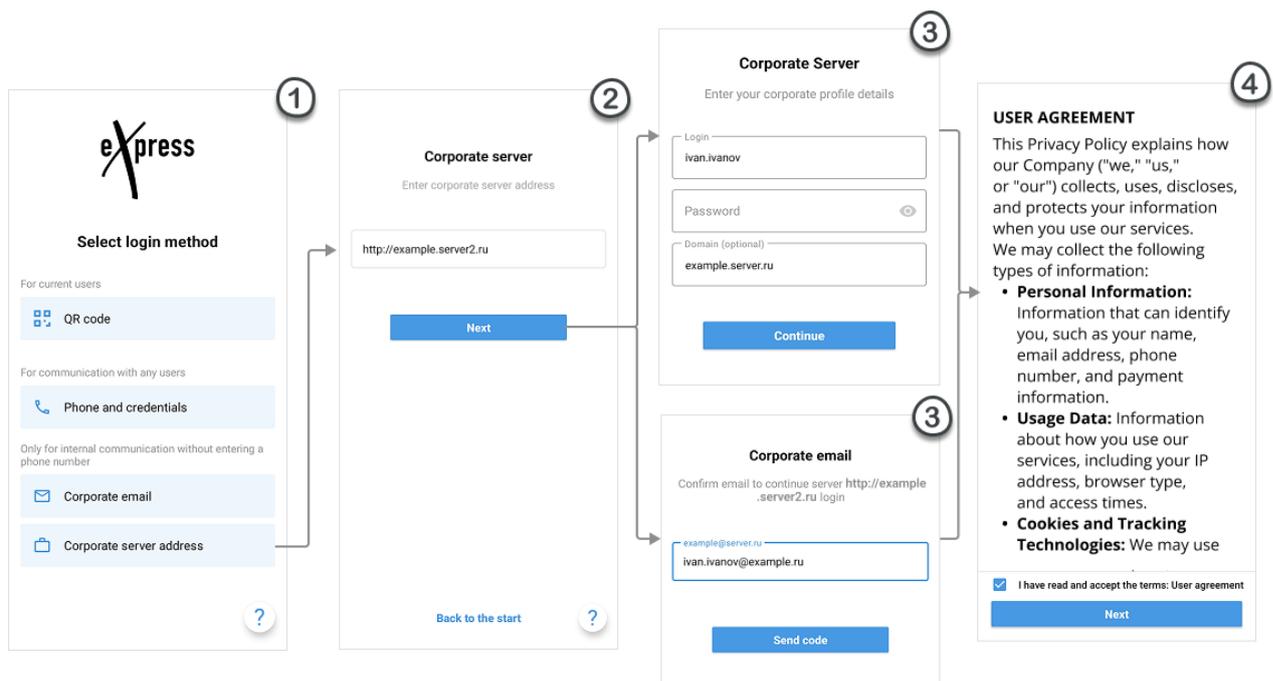
- To install the **Mobile app**, scan the corresponding QR code:



- to install the **Desktop app** or go to the **Web app**, go to <https://express.ms/download/> and follow the recommendations on the website:



Step 2. Sign in to the corporate server:



Attention! If you are registered using a **phone number**, you also need to log in to the app using your **phone number**. If you log in using your e-mail or server address, all correspondence will be lost.

To log in to your corporate account:

- if you are already logged in as an external (“green”) user, click on the “Connect” button in your profile, enter your corporate e-mail address, and log in to the app;
- if you have not yet logged into the app, on the app login start page, click the “Phone and credentials” button, enter your phone number, the code from the SMS message, and your corporate login details.

1. Select “Corporate Server Address”.
2. Enter the corporate server address in the following field

_____.

Click “Next”.

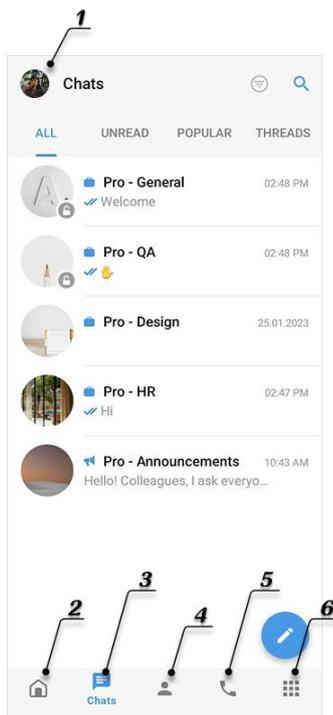
3. In the window that opens, follow the steps depending on the server connection option:
 - **Corporate login and password.** Enter the login, password and domain for your corporate account. Click “Next”.

Note. If you do not have a corporate account, please contact your organization's administrator;

- **Corporate email and code.** Enter your corporate email address and click “Get Code”. Enter the code received in the email.
4. If the user agreement (optional) is displayed, read and accept its terms and conditions. Click “Next”.

You will be registered in the app as a corporate (“blue”) user.

APP MAIN MENU INTERFACE



1. **“Settings” section.** Managing app settings.
2. **Main page.** Contains a list of the company's corporate services, a news feed and announcements of upcoming events.
3. **“Chats” section.** This section contains a list of available chats, channels, discussions and chat-bots:
 - the “All” tab displays all chats and channels to which the user is a member;
 - The “Discussions” tab displays discussions to which the user is subscribed;
 - The “Catalog” tab displays all open corporate chats, channels and chat bots.
4. **“Contacts” section.** This section allows to search for contacts, view contact cards, and manage contact tags.
5. **“Calls” section.** Conferences, conference list and call log.
6. **“Services” section.** This section contains available SmartApps.