eXpress

Enterprise
Communication
Platform

User Registration

Phone number and E-mail
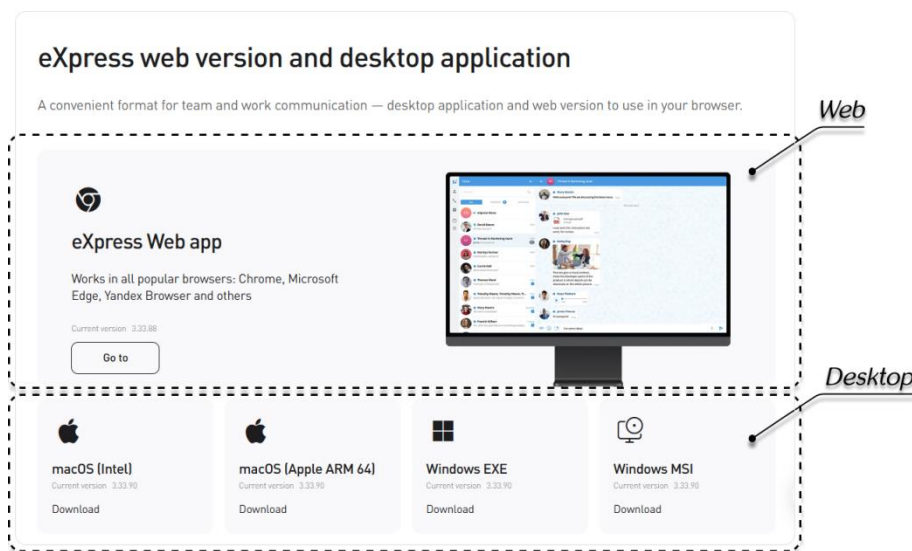
Step 1. Install the app:

- 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. Perform registration on the regional server:

1. Click "Phone and credentials".
2. Select your country, enter your phone number and click "Next".
3. Enter the code received in the SMS message.
4. Select your profile avatar and enter a name that will be shown to other users. Click "Next".

Step 3. Sign in to the corporate server:

1. Enter your corporate email address. Click "Next".
2. Enter the corporate server address in the following field
   _____.
   Click "Next".
3. 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
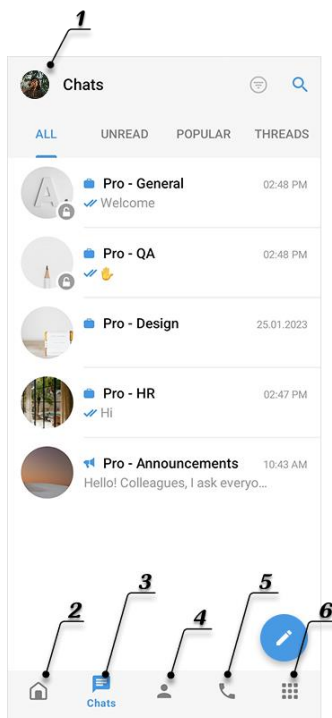
1. **"Settings" section.** Managing app settings.
2. **Main page.** Contains a list of the company's corporate services, a news feed and announcements of upcoming events.
3. **"Chats" section.** This section contains a list of available chats, channels, discussions and chatbots:
   - the "All" tab displays 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.