

Envoy Desks

Easy desk booking for hybrid workplaces

Empower employees to reserve a desk to work and collaborate safely on-site.



Adapt your space for hybrid

Determine which desks are available to reserve based on your workplace's capacity and social distancing guidelines. Easily flex your space by adding or removing available desks on your floor map.



Rely on easy hot desking

Employees book a desk for the day or in advance through the Envoy app. They'll automatically get a desk near their team or in their favorite spot, and can easily change it up to sit near coworkers.



Use your space efficiently

Ensure your desks are available for those who need them by freeing up resources that go unused. Employees can check into their desk when they arrive or release it for someone else to use.

How it works

Step 1: Create an interactive floor map

Upload your existing seating chart and designate which desks are available to book, permanently assigned, or unavailable to maintain social distancing. This lets your team see at a glance which desks are available and where coworkers are sitting.

Step 2: Employees book a desk from the Envoy app

Employees can book a desk for the day or in advance right from their phone or on the web. They have the flexibility to choose where to sit, depending on what they need to get done that day and who they are working with.

Step 3: Automatically seat teammates near each other

Designate neighborhoods so teammates can work near each other to collaborate. Automatically seat teammates by function or project team, while still giving them the flexibility to change their desk if they prefer.

Step 4: Make smart decisions about your space

Get an accurate view of who and how many people plan to work on-site each day so you can right-size your layout to support your team and minimize wasted space.

