

SIMPLE IN/OUT

Your New Digital In/Out Board

Simple In/Out is a great way to see the current status of your co-workers and visitors while keeping everyone informed about your availability. **Simple In/Out** aims to be the easiest and most accurate in/out board ever created. Our goal is to provide valuable information when you need it while allowing you to make updates quickly and easily.

GETTING STARTED

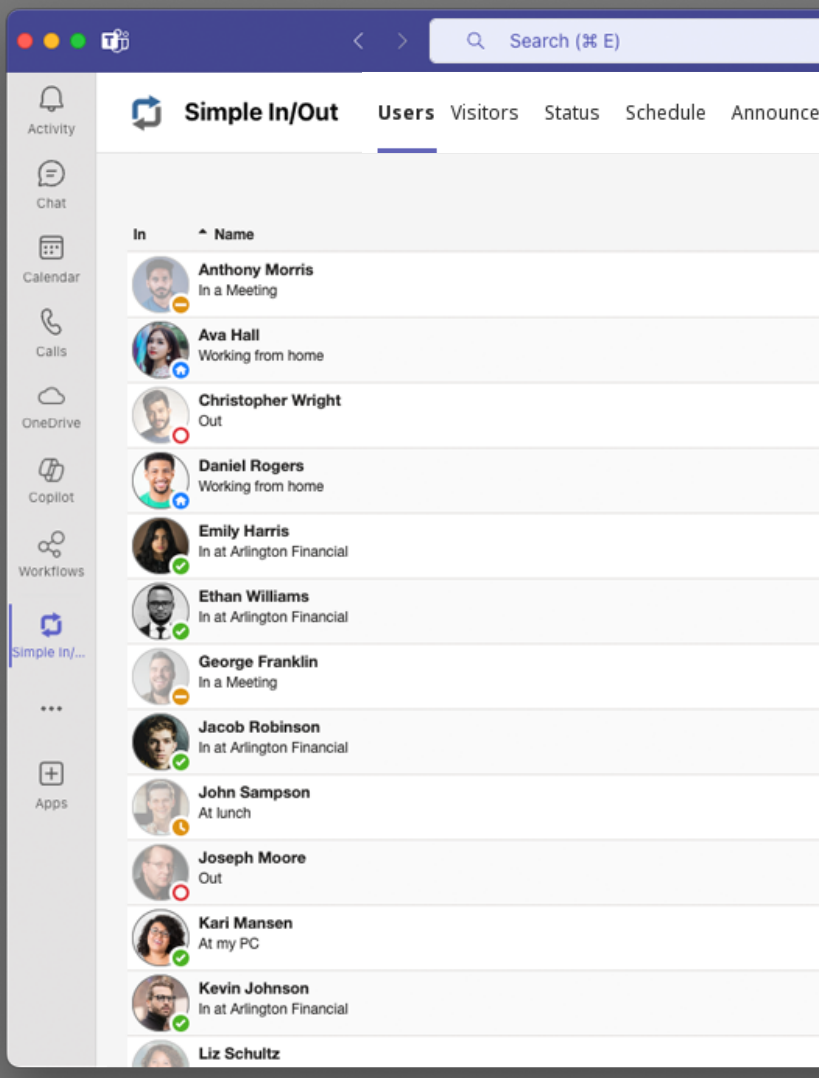
When you're invited to join a company within Simple In/Out, you'll receive an email welcoming you with a link to choose your own password. Clicking this link will take you right to simpleinout.com to pick a password and activate your account. Remember your password as you'll need it to log into any of the Simple In/Out apps and our website in the future.

Once you've chosen your password, you can use the website and any of our apps to view your board and update your status. We offer phone apps for iOS and Android. We also have desktop apps for Windows as well as macOS. Any or all of these applications can be used with your email and password.

VIEW EVERYONE'S
CURRENT STATUS

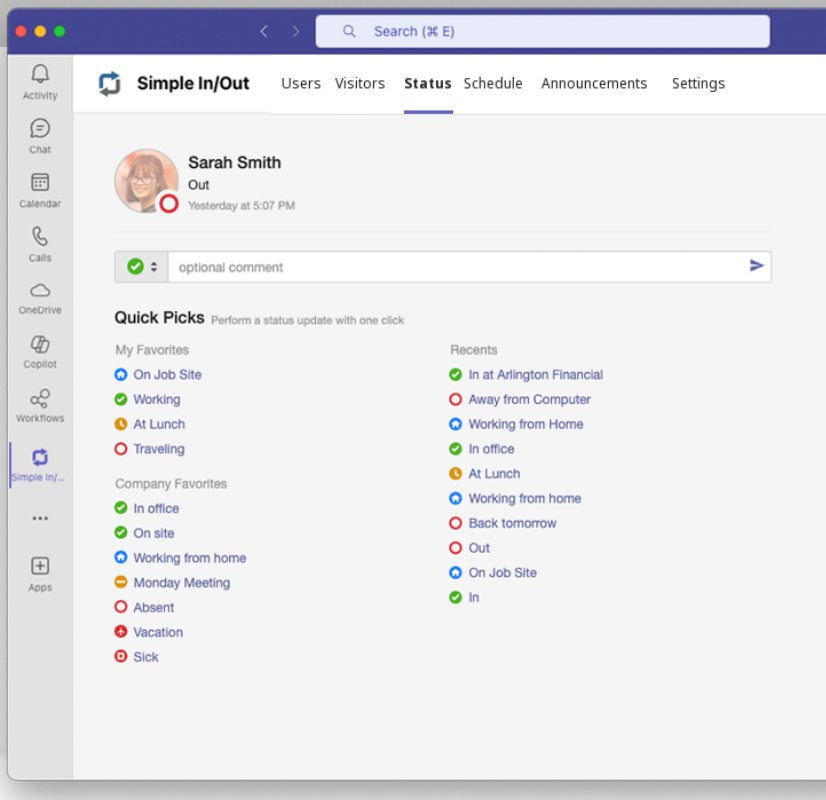
The primary interface for Simple In/Out is a **list of users and visitors** and their current statuses. This interface is available in all the places Simple In/Out is available. The list is sortable and searchable. If your organization is using Groups, you can also narrow down the board to just the group of users and visitors you're most interested in viewing.

Tapping/Clicking on a user or visitor on the board brings up more information about that person. You can view their email address and phone number, as well as click/tap to make quick phone calls and send emails. It's like a company directory with status information.



UPDATING YOUR STATUS USING

MICROSOFT TEAMS

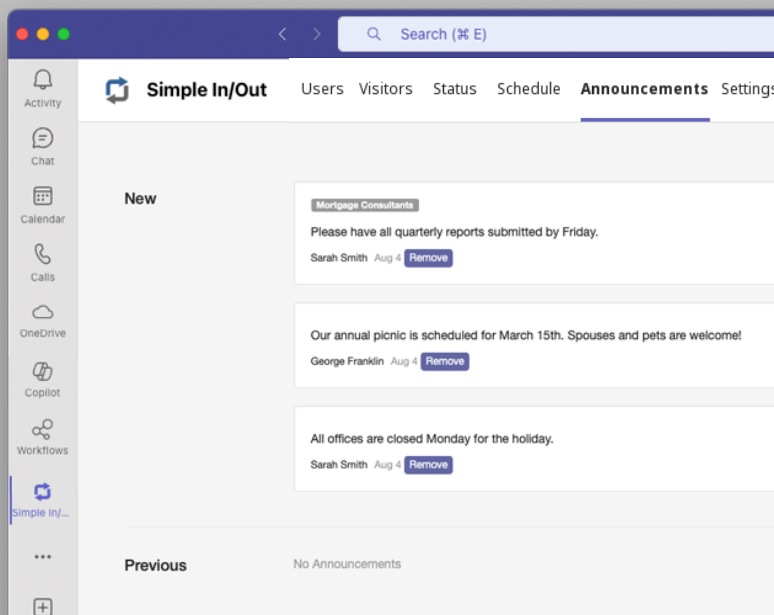


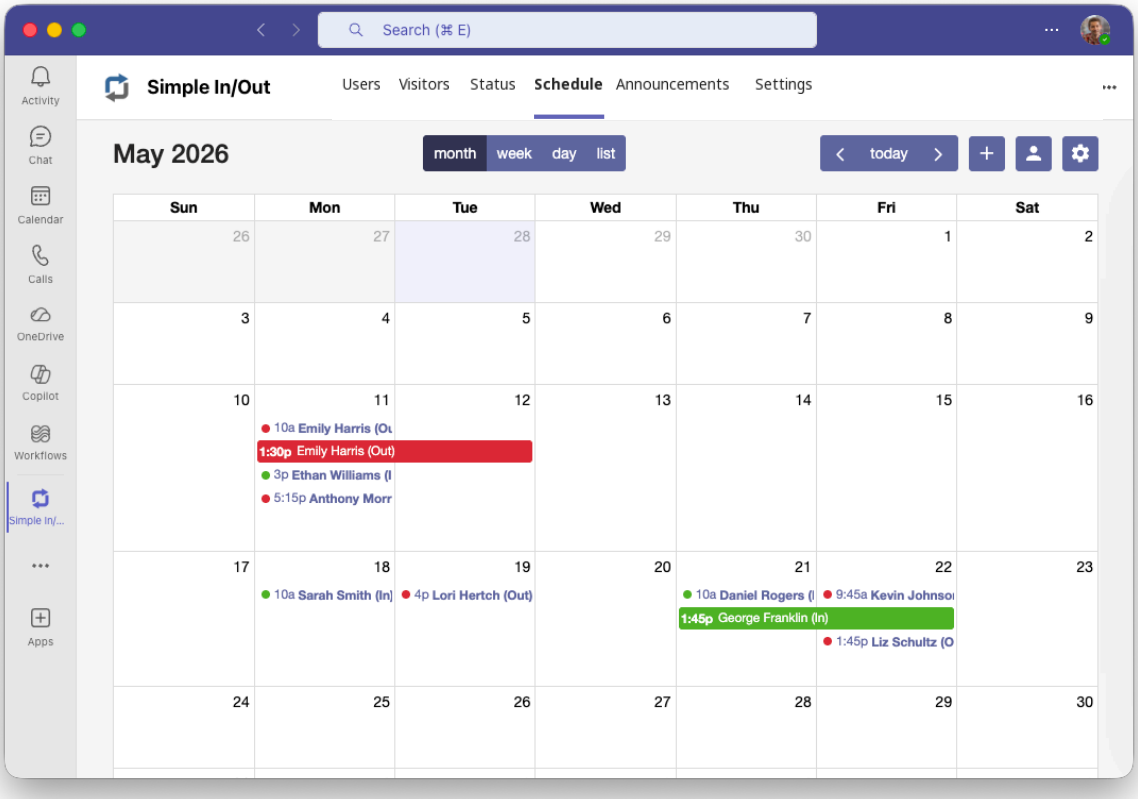
Keep your teammates informed of your status right from inside Microsoft Teams. Simply click one button to update your status and leave an optional comment for more context. We provide the same Simple In/Out Quick Picks available in our apps right within Teams for quick and accurate status updates.

You can configure your Quick Picks right on our website, simpleinout.com. You can also configure Quick Picks in our first party applications for iPhone, Android, Windows, and Mac.

ANNOUNCEMENTS

With announcements, you can easily stay informed about important updates, new events, and other casual information. Everything from company-wide meetings to office closures can be communicated to your organization.

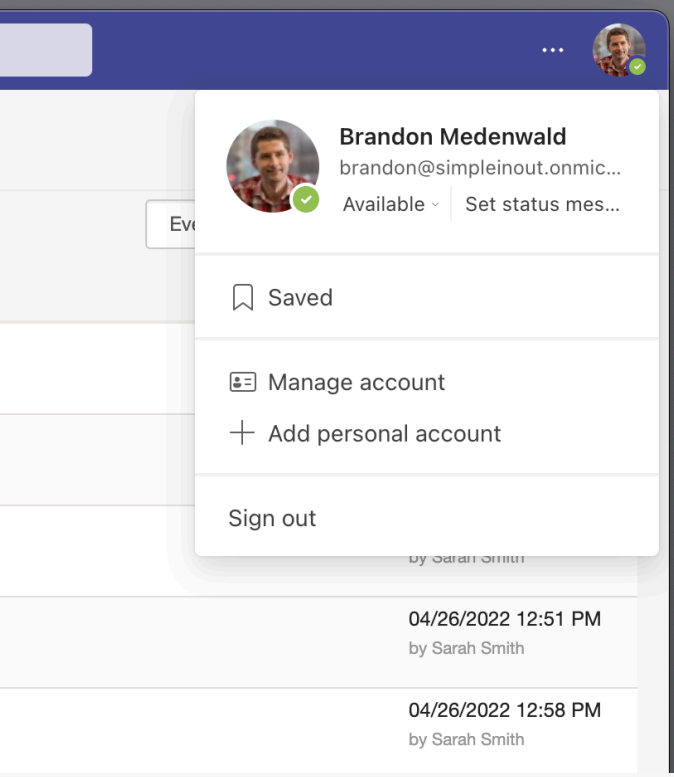




SCHEDULED STATUSES

If your organization allows users and visitors to schedule status updates in the future, you can easily manage Scheduled Statuses with a convenient calendar interface right within your favorite Microsoft application. See the upcoming Scheduled Statuses of your team, manage your Scheduled Statuses, and manage the Scheduled Statuses of others (assuming you have permission of course).

When the time comes, Simple In/Out automatically applies these status updates to keep your board up to date. Spend your time focused on sunscreen and let Simple In/Out handle informing your co-workers of your vacation plans.



AUTOMATICALLY SEND PRESENCE TO SIMPLE IN/OUT

When your status within Microsoft Teams changes, we can update your Simple In/Out status to match. Our integration allows your Microsoft Teams presence information to be available within Simple In/Out, and allows you to take advantage of all the Simple In/Out features we offer like Notifications.

To enable this feature, head to simpleinout.com and click **Settings** (in the upper-right), followed by **Third Party Apps** (on the left). Here you'll see the button to authorize the connection between Microsoft Teams and Simple In/Out.

