

## GUIDEBOOK ON MOBILE DEVICE

To access the team member guidebook in Workday on a mobile device (Android or iPhone) via your Google account, please follow these steps.

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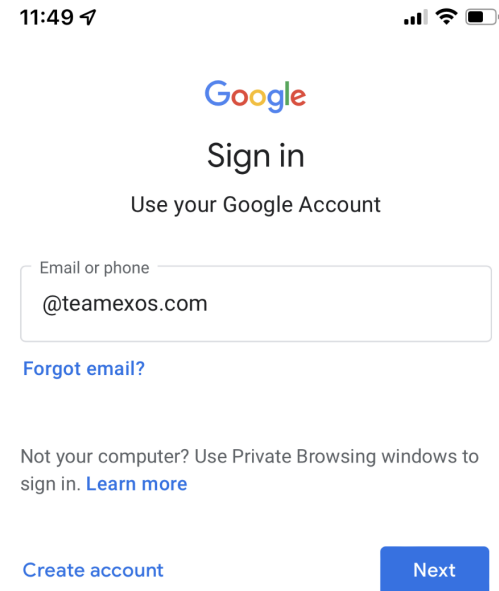
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### From Your Mobile Device:

1. Open Safari or Chrome browser, and type in this URL at the top: [apps.google.com/user/hub](https://apps.google.com/user/hub)
2. Sign in with your teamexos.com Google account:
  - Use your teamexos.com email address to sign in.
    - oThe format will be [firstname.lastname@teamexos.com](mailto:firstname.lastname@teamexos.com) or [fristinitiallastname@teamexos.com](mailto:fristinitiallastname@teamexos.com)
  - Team members without a teamexos.com email will use your Cloud Identity account.

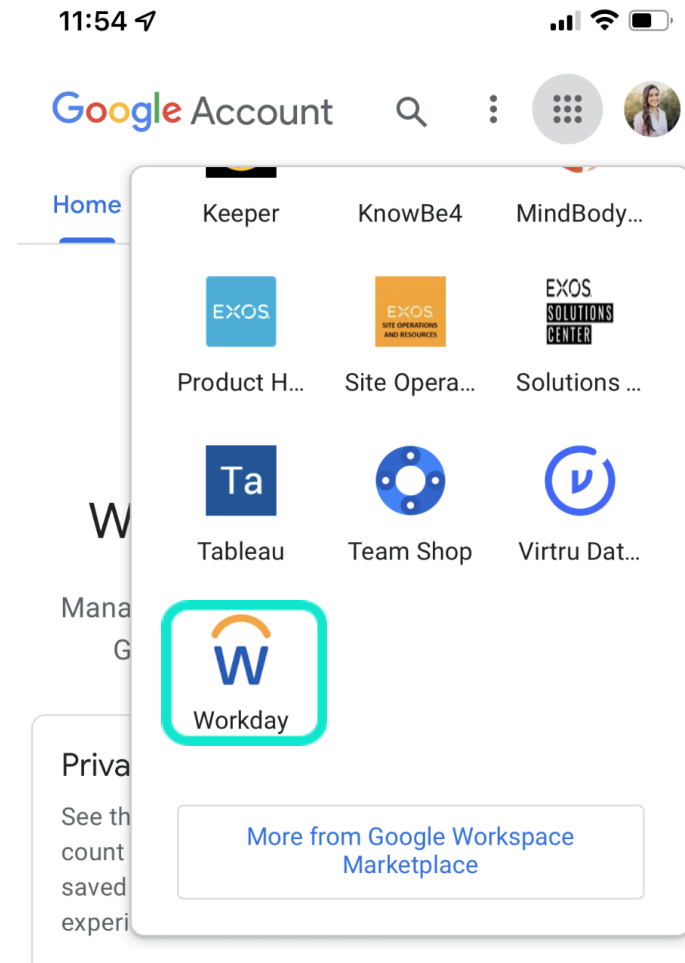
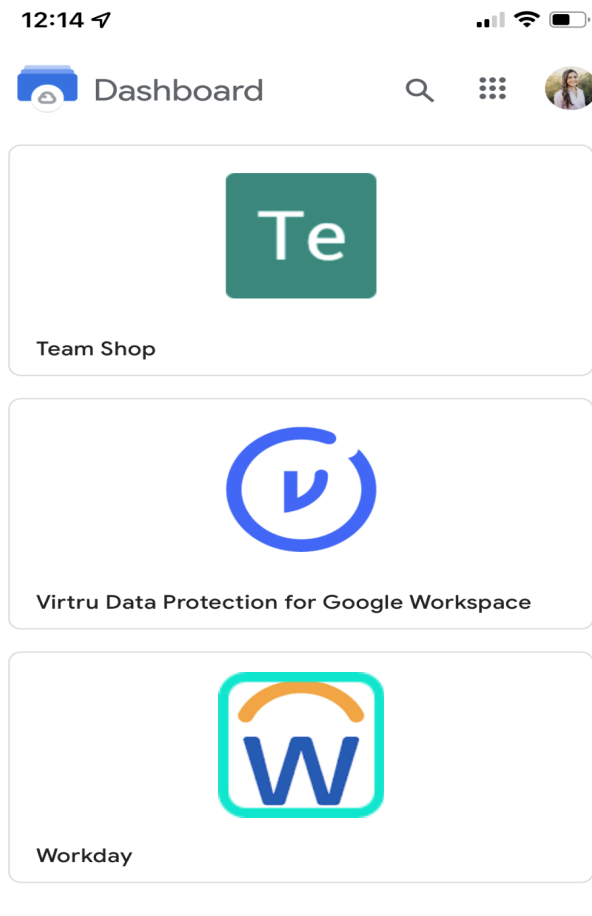


3. Once you are logged into your Google account, either:

- Scroll down on the list of Apps and select the Workday app.

OR

- Tap on the 3 lines in the left hand corner , then tap the nine small boxes and select the Workday app.



4. In Workday, click on your **Profile Icon** in the top right, tap Inbox, tap on the **Team Member Guidebook** task and view the document.

