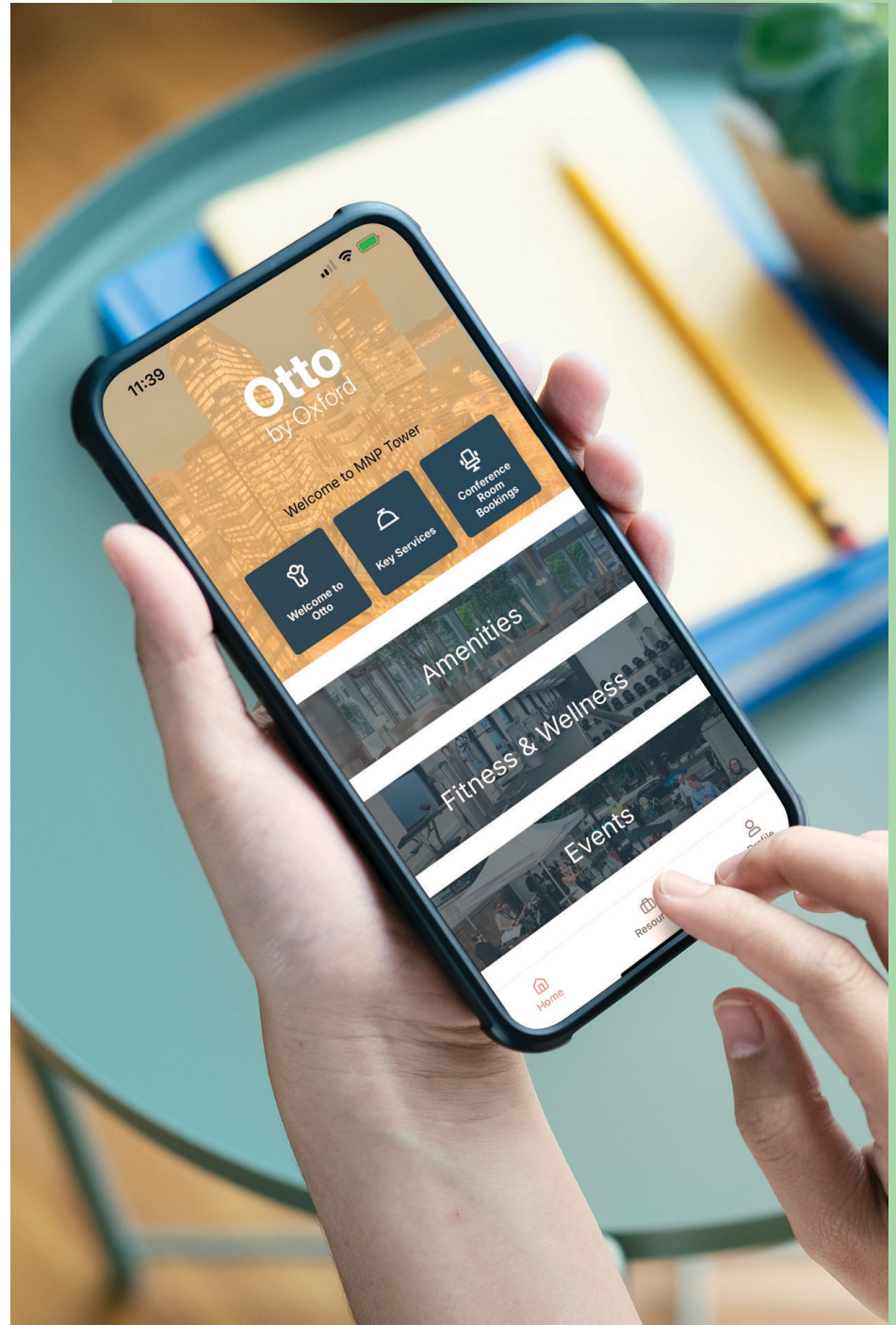


Your Otto by Oxford user guide



Meet Otto

Otto by Oxford is your new trusted companion for an enhanced office experience.

Otto keeps you connected to your workplace by providing real-time updates on community events, important building notifications, and information about all the premium amenities you can enjoy. Simplify your workday with Otto at your fingertips.



ottobyoxford.com



Getting started: download and setup



Step 1: Download the Otto by Oxford App

Scan the QR code below to download the app.



Otto by Oxford is available for download on:

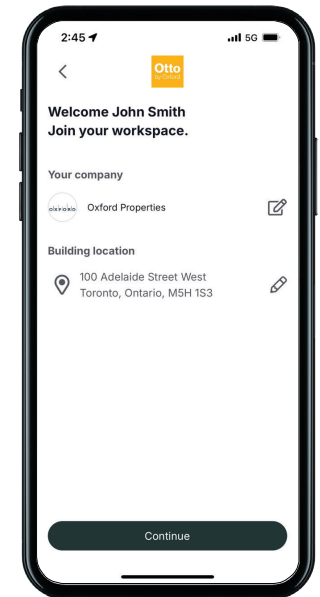
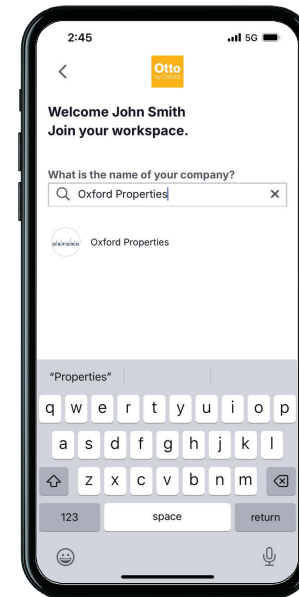
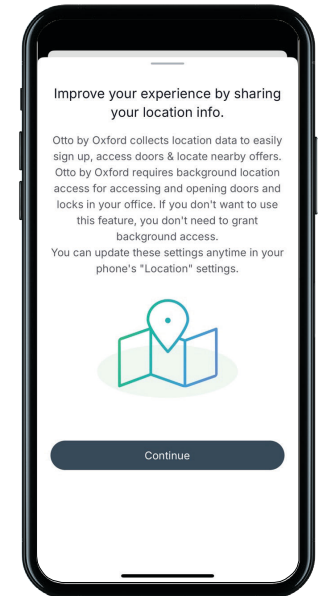
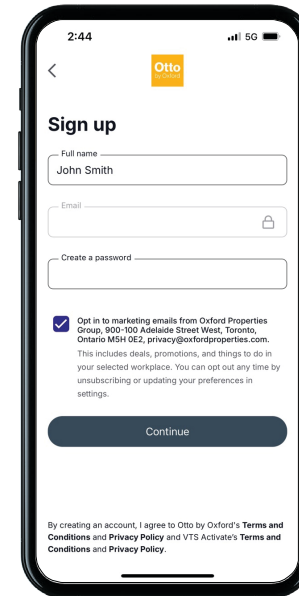
- Google Play Store (Android)
- Apple App Store (iOS)

Step 2: Create Your Account

- Open the Otto app and select **“Get Started”**
- Follow the step-by-step instructions to set up your account using your **work email to gain full access to Otto’s features and benefits**
- **Select your company name for a personalized experience**
- If your company has multiple offices, ensure you select the correct workplace address

Step 3: Verify Your Account

- Check your inbox for an invitation to verify your account
- Complete the verification to unlock additional Otto features and benefits

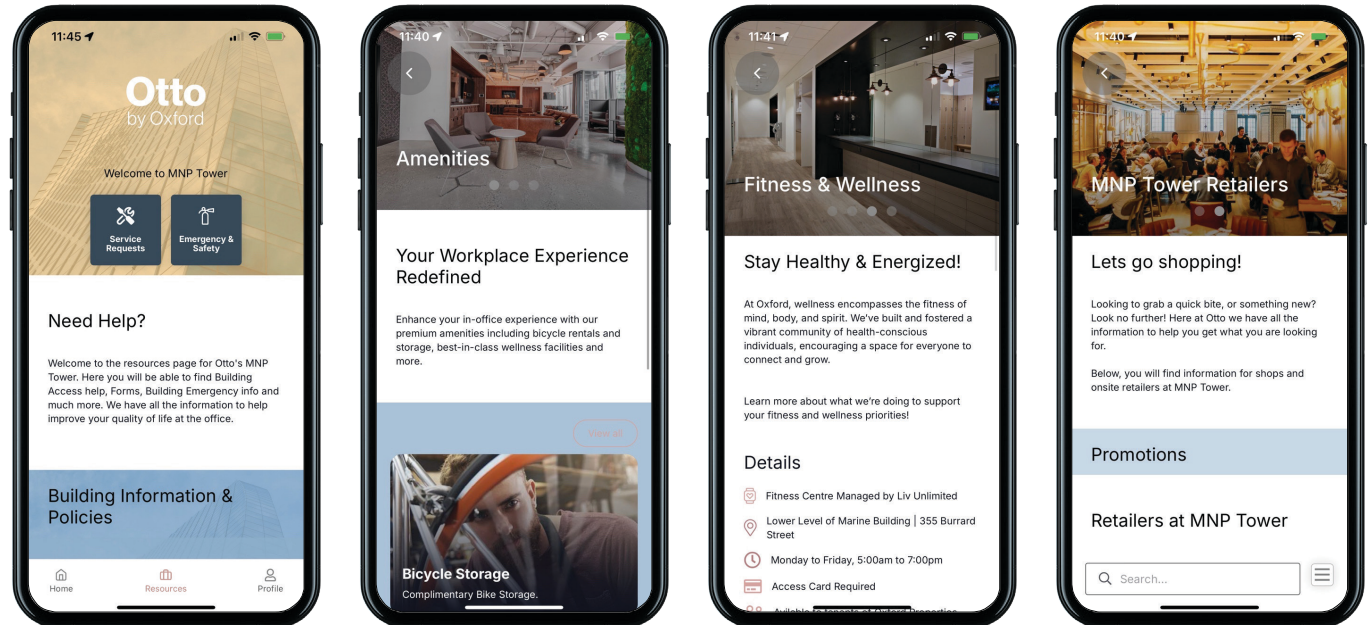


*Screen examples are for demonstration purposes only.

A fresh look, just for you

We've redesigned the Otto app to better serve your needs!

Our sleek new look isn't just about style—it's about improving your experience. With smarter navigation, intuitive features, and content tailored to your interests, the updated Otto app makes it easier than ever to stay connected, informed, and inspired.



*Screen examples are for demonstration purposes only.

Explore what Otto can do for you

Otto puts everything you need to know about your building in one place.

Here's how you can navigate the app's key sections:

Home Tab

Explore building amenities, upcoming events, exclusive promotions, and services tailored to your workplace.

Resources Tab

Quickly access essential building policies, emergency procedures, and safety information.

Profile Tab

Manage your Otto account, review your interaction history, and customize notification preferences to stay informed.

Key Elements

Emergency & Safety Information

Exclusive Amenities & Services*

Fitness & Wellness Programs*

Parking & Bike Storage Solutions*

Retail Offers & Promotions

*Available features may vary depending on your property.

Get ready to experience your office like never before. Otto is here to make your workday seamless, productive, and enjoyable.



