

Discord Set-Up Instructions



To Access Discord from personal BlvdHome Computer via Web Browser or Desktop App

1. Go to discord.com/login and click Register.
2. Enter in information making sure to enter in your **BlvdHome Email, full First name and Last name** for the Display name so you can be identified by others, enter your DOB. Then set a password to claim your account. For nickname, enter **full First name and Last name**.
2. Go to the Discord app on computer or phone and type in login information. If Discord app not on computer, contact IT department.

Those who have Discord on a desktop at work can also download the app on their cell phone.

To Access Discord from Cell Phone

1. Download the Discord app from the iOS App Store or Google Play Store for Android
2. Once installed, scan QR code for BlvdHome Discord Server. (NpJTEsj35S). Make sure to enter in your **full First name and Last name** for the username so you can be identified by others, enter your DOB, **enter your BlvdHome Email NOT Phone #** and set a password to Claim Account. For nickname, enter **full First name and Last name**.

Things to know when using Discord:

- **SET YOUR STATUS MESSAGE AS YOUR PHONE EXTENSION.** On APP, click on “YOU” in the bottom right; then EDIT STATUS [type in EXT (your extension)] then check “DON’T CLEAR” then select SAVE. On the DESKTOP version, click on your NAME in bottom left. Click on EDIT CUSTOM STATUS and [type in EXT (your extension)] and click on the drop down box for CLEAR AFTER and select “DON’T CLEAR” and then save.
- If you are going to be out of the office or unavailable, **set a Status Message** that lets others know you will be away in a meeting or out of the office and not available. Click on your profile, then Set Status Message. And remember once your return, update your STATUS MESSAGE back to your Ext. (follow steps above).
- Remember this is a public communication platform, others can see your comments so **please keep things professional**.
- If you **don’t get a response** or a reply on a request it is **your responsibility to follow up** with that department and give them a call.
- All Team Members are on Discord, so you can reach out and message anyone in the company!
- Get with your Team Leader to make sure you under the Discord Channels available to you as well as which ones you **should have notifications turned on** so that you do not miss out on work required information. See Discord channel definition sheet for some company common channels.

BlvdHome Logo for Channels & Company Announcements:

Under **General/Announcements** you will view all company wide announcements.

You can view the whole list of the company on this channel on the right side of the desktop app or in the app click on the right pointing arrow next to announcements. If not showing on the desktop, click on the people icon on the top right of the app for them to appear. You can easily message anyone directly by clicking on their name, then message. The chat will then appear under your chat section.

Update Notifications on EACH Channel:

On Desktop Click on the Bell in the top right once in channel. In the app for each Channel to adjust the notifications, click into the channel, then click on the name at the top, settings, then Notification Settings. **Notifications may need to be adjusted for EACH of your channels. Main Announcement Channel should be set to All Messages.**

Individual Chats Discord Logo(Desktop), Message icon(app):

Those who you have sent a friend request to and they have accepted it will appear, or those who you have direct messaged. It is not required to send a Friend request to chat or send a direct message to another team member, as long as that team member has already joined the BlvdHome Discord server.

Custom Group Chats:

Private Group Chats can also be done under the section with the BlvdHome Logo, click on Private Chat.