

How to schedule a room with the Joan Workplace App

To schedule a meeting space via the Joan Workplace application for android or iphone.

1. Request permission by sending a ticket to helpdesk@nazarene.org.
2. After you have been notified that you have been setup, download the application on your phone by searching for Joan Workplace at the App Store (IOS) or Play Store (Android on your device).
3. Log in by entering your email address.
4. Verify your account with the code that will be sent to your email.
5. Watch the video for instructions on how to use the application on your phone to book a room.

Created on September 12, 2025 by [Tom Barnes](#)

Tags: [Joan](#)