

Headspace User Guide

Setting Up Your Account

- Go to <https://work.headspace.com/emoneyadvisor/join> and enter your eMoney email address
 - You will **receive an email from Headspace** <service@mail.headspace.com>, click the “Get Started” button/link within that email
 - You have the option to **create a new account** if you’ve never used Headspace before or to **link an existing account** if you’re already a user
 - **To set up a new account**, you’ll enter your first and last name, work email address, and create a password
 - You’ll be prompted to join eMoney’s team and to do so, you’ll click on **“Join the Team”**
**Please note that in the future, if your name changes along with your email, you will need to sign up with the new email address and merge the old account*
- Once your account has been created, go to the app store on your mobile device to download the Headspace app then login with the credentials you set

Designated Meditation Spaces (in eMoney offices)

Designated meditation spaces in each of our offices will be made available on a first-come, first-served basis and hope to have each office’s space up and running by the end of December. **NOTE:** Due to the timing of the San Diego office move, this space will likely be ready in early January.

Each area will be equipped with a chair and a bean bag as well as noise-cancelling headphones to be used in the meditation spaces only. Once the spaces are ready to be used, we’ll communicate their locations accordingly.

Helpful Tips

- If you’re new to meditation, start off with the short sessions – these can be as quick as 1-3 minutes each
- Throughout the workday, try doing a few sessions to reset and refresh.
- If you find yourself in one of our offices, you can utilize the designated meditation spaces

- If using a designated meditation space in the office, please make every effort not to exceed 15 minutes as we want to ensure everyone has the opportunity to take advantage of this perk.
- While employees are encouraged to meditate throughout the day and we want you to feel refreshed and remain productive, please don't spend *too* much time meditating during normal working hours. Once you're in the comfort of your own home, feel free to meditate for as long as you need!

Headspace Mobile App Overview

Home page

- **Headspace recommends/Recommended for you**
 - As you start to use the app, Headspace will begin to make recommendations based on your previous activity and you'll see those on your Home page.
- **Everybody Headspace**
 - This feature allows you to join in on live meditation sessions with other Headspace users (not just at eMoney).

Explore page

Here you can search for specific topics and view popular categories. If a category is interesting to you, click on that and you'll find featured sessions and more

- **For parents**, you'll even find a category with short sessions designed for your little ones

Sleep page

Here you'll find sessions designed to help you fall asleep, calming music, tips for waking up throughout the night, etc.

Account page

Your personal stats, including total time meditated, number of sessions completed, and average duration of those sessions can be viewed here. You'll also be able to reference past sessions completed under the "Journey" tab as well as the "Mindful Moment" of the day.

Headspace Mobile App Screenshots

