


Zoom Workspaces: Using Workspace Reservation on the Zoom web portal

Reserve a workspace

1. Sign in to the [Zoom web portal](#).
2. In the navigation menu, click **Workspace Reservation**.
3. At the top of the page, click the boxes to select the following information:
 - Select the date that you want to reserve a meeting space.
 - Select the timeframe that you want to reserve a meeting space.
 - Click the dropdown menu and select the floor where you want to reserve a meeting space.
 - (Optional) Click the filter icon  to filter by **Rooms**, **Desks**, or **Assets**. Under **Rooms**, you can also filter by **Capacity** by entering a capacity range.



Workspace Reservation ?

-

4. After you enter your workspace criteria, view the floor map for meeting space recommendations.




5. Click the room that you want to reserve.
A panel will appear with the workspace's information.
6. (Optional) In the workspace's panel, select the following information:



- To the right of **Reserve for**, click the dropdown arrow  to [select who you want to make the reservation](#) for.
 - To the right of **Reserve Date & Time**, click the forward arrow  to choose the date and/or time range of your reservation.
7. (Optional) If a room you want to book is busy, click the desk and select **View Availability** to continue to view and select an available time.
 8. Enter the meeting title in the “User’s Zoom Meeting” box
 9. (Optional) Add your attendees to the “Invite participants” box. Please note that only individuals with a Zoom account will show up and an email invite will be sent to them once the room is reserved.
 10. Click **Reserve**.
If the workspace has a questionnaire, complete the questionnaire, then click **Submit and Reserve**.

The workspace will be reserved for you. You should receive an email confirmation as well as a calendar invite via Outlook (If not, please make sure that you completed the one-time calendar integration setup).

View, edit, or delete upcoming reservations

1. Sign in to the [Zoom web portal](#).
2. In the navigation menu, click **Workspace Reservation**.
1. In the top right corner, click **My Reservations**.
A **My Reservations** panel will appear, displaying your upcoming reservations.
2. (Optional) To the right of **View**, click the dropdown menu to select an upcoming date range for your reservations.
3. Hover your mouse over a reservation, then click the ellipses  and select an action:
 - **Edit Reservation:** Edit the details of your reservation, then click **Reserve** to save changes.
 - **Edit Questionnaire:** Update your answers in the workspace questionnaire.
 - **Delete Reservation:** Delete your reservation. After you click **Remove**, a confirmation window will appear. In the confirmation window, click **Remove**.

Delete a reservation using your avatar on the floor map

1. Sign in to the [Zoom web portal](#).
2. In the navigation menu, click **Workspace Reservation**.
1. On the floor map, click your avatar.
A panel will appear, displaying information about the workspace. Under **Reserved by**, your name and the delete button  will appear in the panel if the system detects your reservation within the workspace.
2. Under **Reserved by**, click the delete button .
3. If a verification dialog displays, click **Delete** to confirm.
 - (Optional) Select the **Don't ask me again** checkbox.

Replace an existing reservation with a new reservation

When you begin to reserve a new workspace, you will receive a message that indicates that you have another existing reservation during this timeframe.

1. In the pop-up message, view your previous reservation details.
2. Click **Replace** to confirm that you want to replace it with a new reservation.

If you continue to reserve a new workspace, the system will automatically delete and replace the previous reservation. The new reservation will appear in the **My Reservations** panel.