

Zoom Workspaces: Using Workspace Reservation on the Zoom web portal

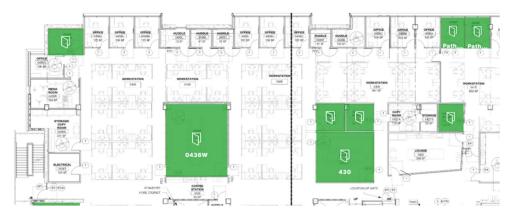
Reserve a workspace

- 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 0

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



- 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 V to <u>select who you want</u> 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 <u>Zoom web portal</u>.
- 2. In the navigation menu, click **Workspace Reservation**.
- 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 <u>Zoom web portal</u>.
- 2. In the navigation menu, click **Workspace Reservation**.
- 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 $\widehat{\mathbb{W}}$.
- 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.