



Ed II Study Rooms

Zoom Workspace Reservations App

June 26, 2025

Purpose

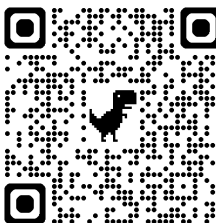
Study rooms on the 2nd and 3rd floors of Education 2 building are available for reservation by Undergraduate, Biomed, MPH, and SOM Medical Students.

Hours of Operation

Reservations are between
8:00am-4:00pm
Monday through Friday only.

Unauthorized

Unauthorized use outside
designated access hours may result
in restricted privileges.



Reservation Instructions



1

Download the Zoom app or sign in to Zoom at ucr.zoom.us.

2

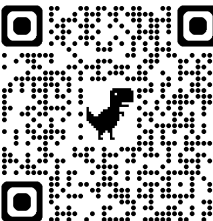
Login using your UCR email credentials. (UCR NetID and password).

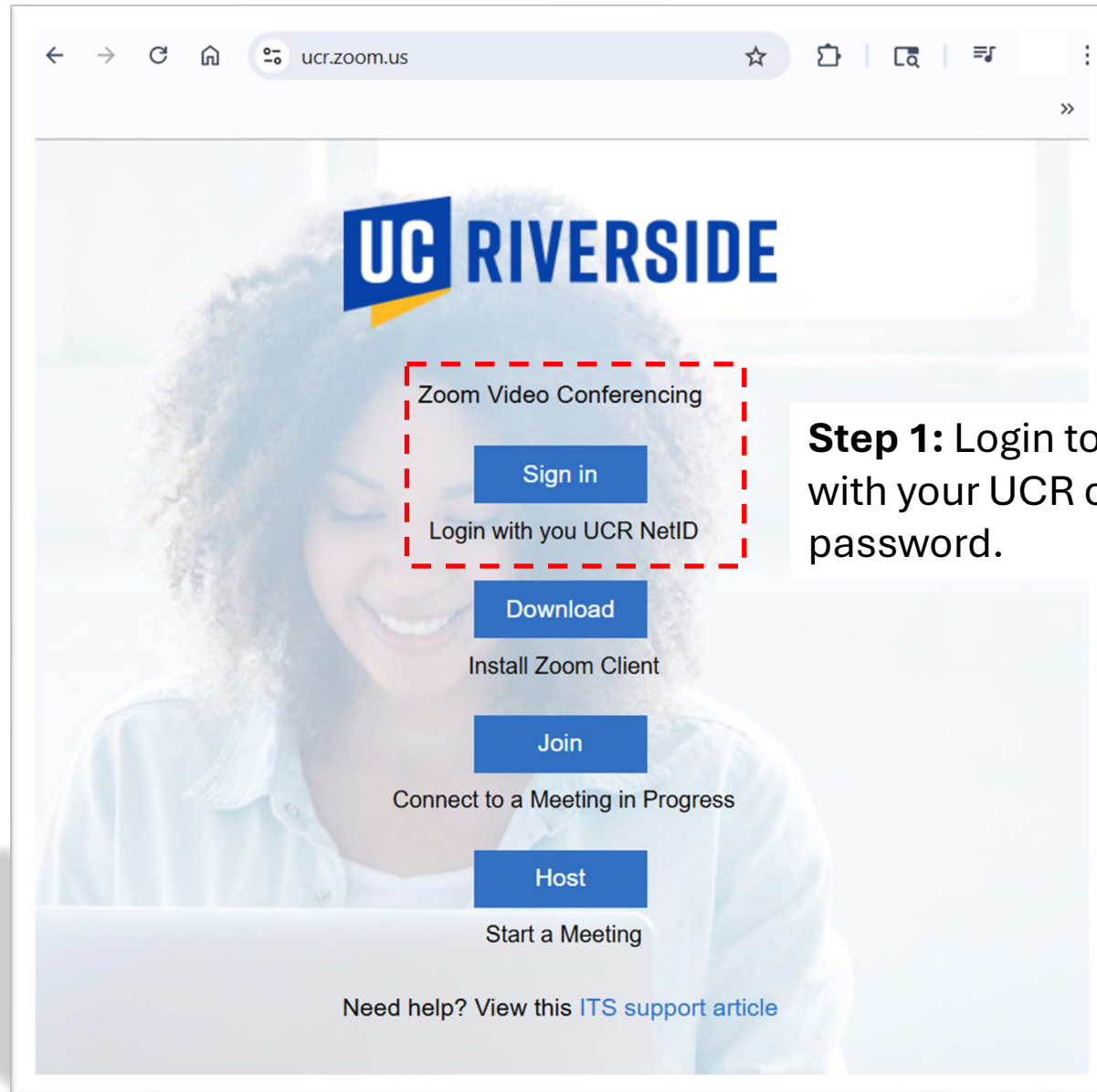
3

Select the Study Room location, floor, available date and time.

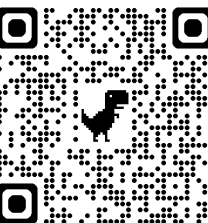
4

Submit your reservation. You will receive an email confirmation once your booking is complete.





Step 1: Login to ucr.zoom.us with your UCR credentials and password.



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Clips

Workspace Reservation

Scheduler

Settings

When you join meetings, webinars, or other participants or members can find you on their account via direct chat, video, and other apps and others.

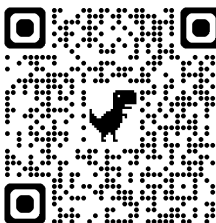


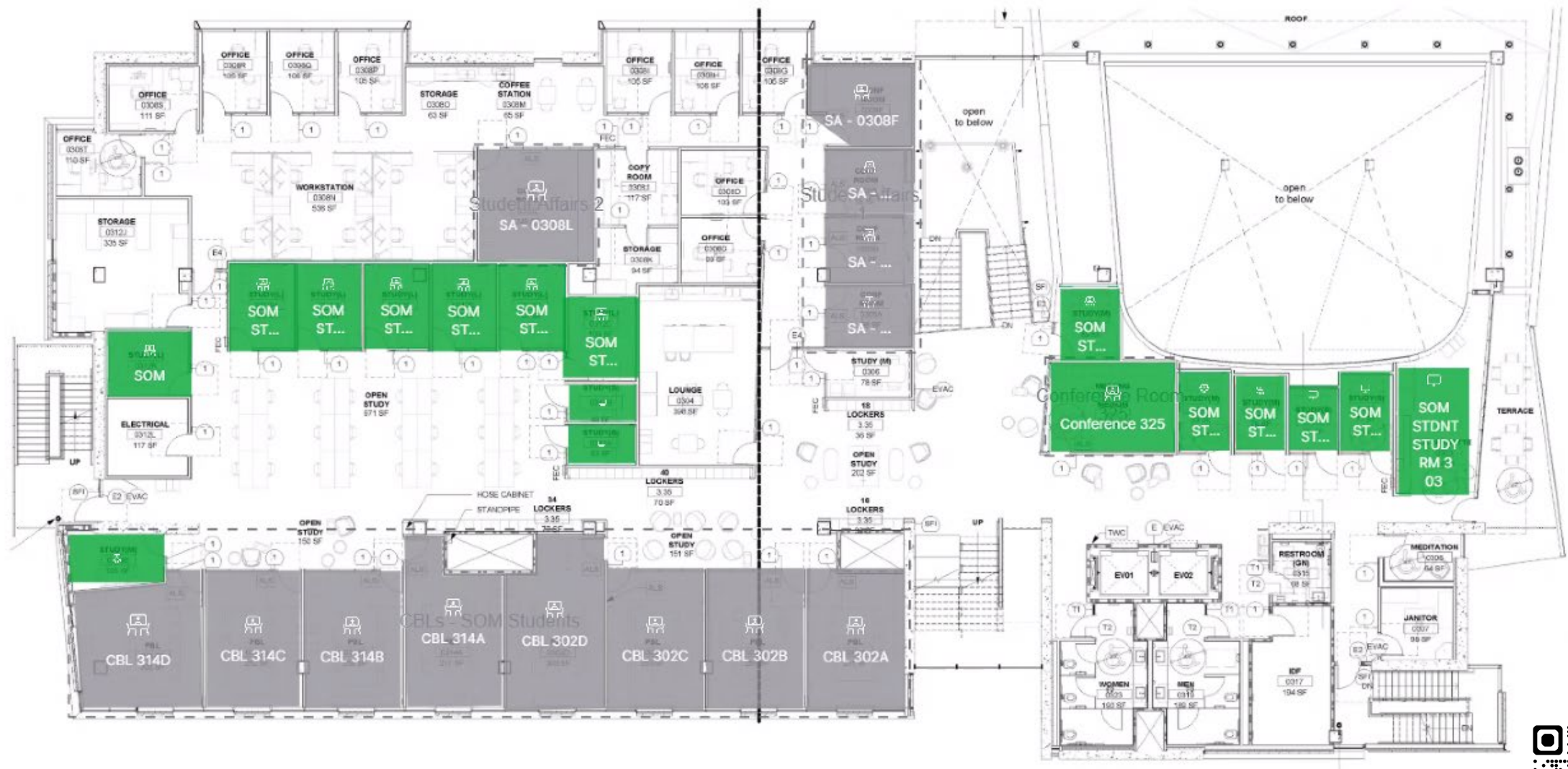
Personal information

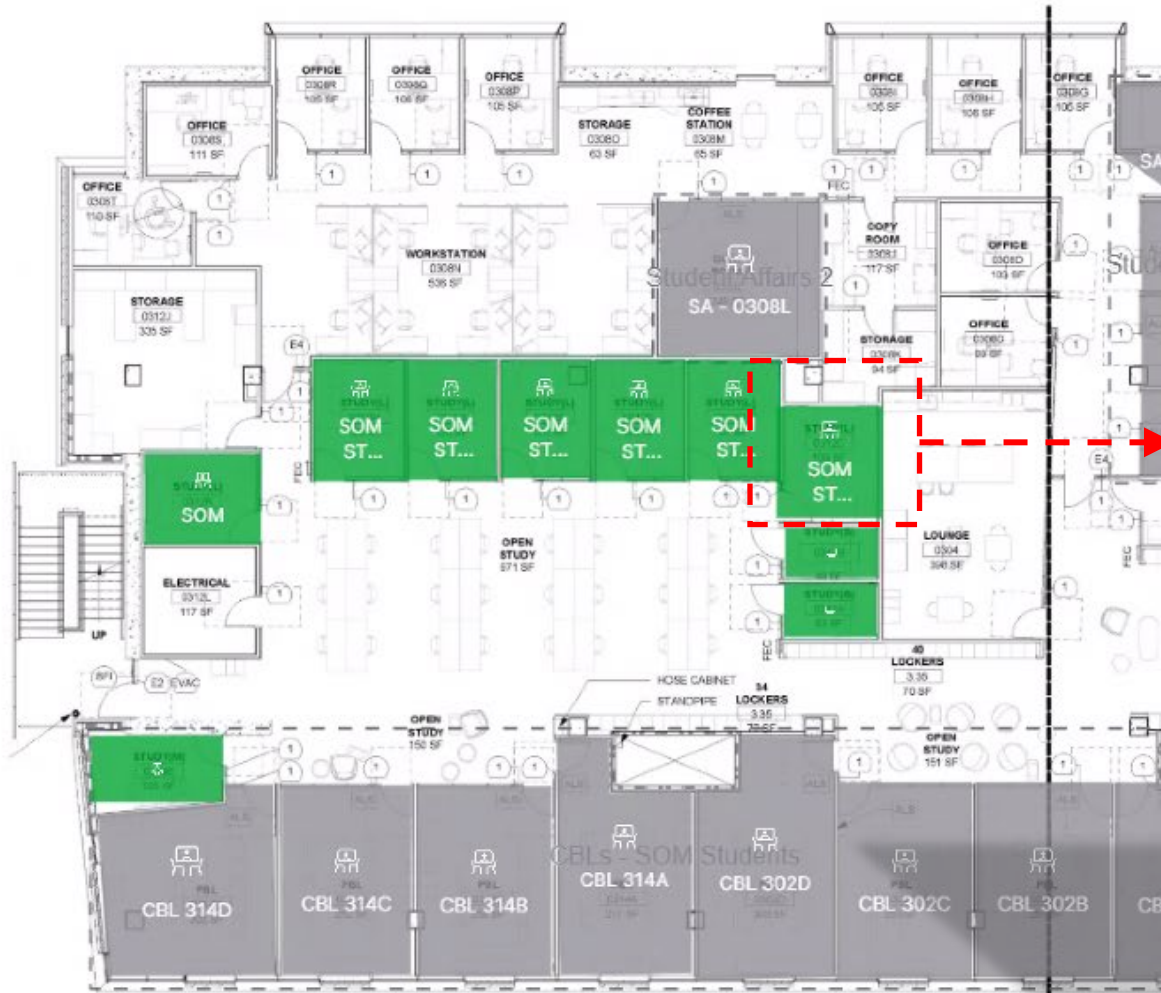
Phone

My direct chat link

Step 2: Go to “Workspace Reservation”.







Available



SOM STDNT STUDY RM 312C

Today, 11:03 AM - 11:35 AM

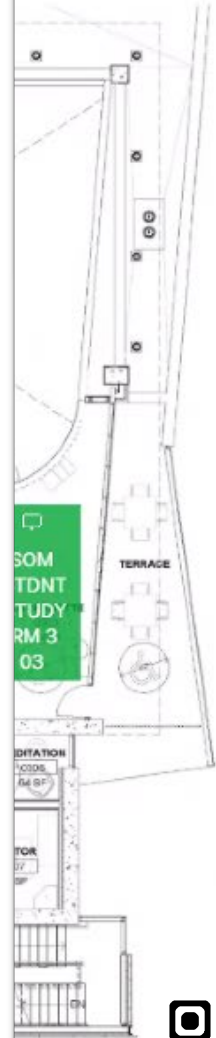
[Edit](#)

 The administrator has limited the reservation time, you can only reserve a maximum of 4 hours at a time.

Step 3: Verify the location/floor of study room, date, and time.



Reserve



SOM STDNT STUDY RM 312C



Today



June 2025

GMT-07	SUN 22	MON 23	TUE 24	WED 25	THU 26	FRI 27	SAT 28
11:00 AM							
12:00 PM							
01:00 PM							
02:00 PM							
03:00 PM							
04:00 PM							
05:00 PM							

[For new event](#)

06/26/2025



12:00 PM



05:00 PM



Does not repeat

Event name

Testing Event

Attendees

Name or email address

Event type

☐ Zoom meeting

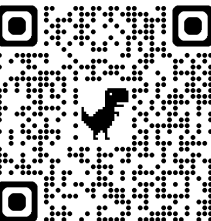
☒ Offline

Cancel

Reserve for Myself



Step 4: Enter event name and other attendees.
Click “Reserve” when completed.



SOM STDNT STUDY RM 312C

Today



June 2025

GMT-07

SUN 22

MON 23

T

11:00 AM

12:00 PM

01:00 PM

02:00 PM

03:00 PM

04:00 PM

05:00 PM

Fill out the questionnaire



Terms and Disclosure

Questionnaire is required to reserve

1. By reserving, I understand that I must check in within 15 minutes of the reservation start time, or the study room will become available to others for reservations.

☒ I accept these terms.

2. By reserving, I understand that I may only reserve study rooms in 4-hour timeframes.

☒ I accept these terms.

3. By reserving, I understand that I am responsible for discarding all waste, including papers, handouts, and materials, into the receptacles.

☒ I accept these terms.

4. By reserving, I understand that I need to cancel my reservation if the space is no longer needed.

☒ I accept these terms.

Cancel

Submit and reserve

[For new event](#)

06/26/2025



12:00 PM



05:00 PM



Does not repeat ▼

Event name

Testing Event

Attendees

Name or email address

Event type

☐ Zoom meeting

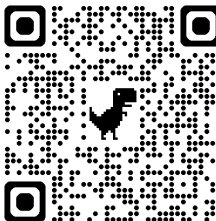
☒ Offline

Cancel

Reserve for Myself



Step 5: Accept the terms.
Click “Submit and reserve”



Confirmed

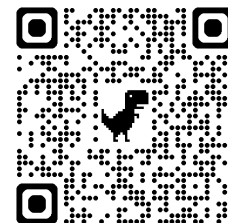
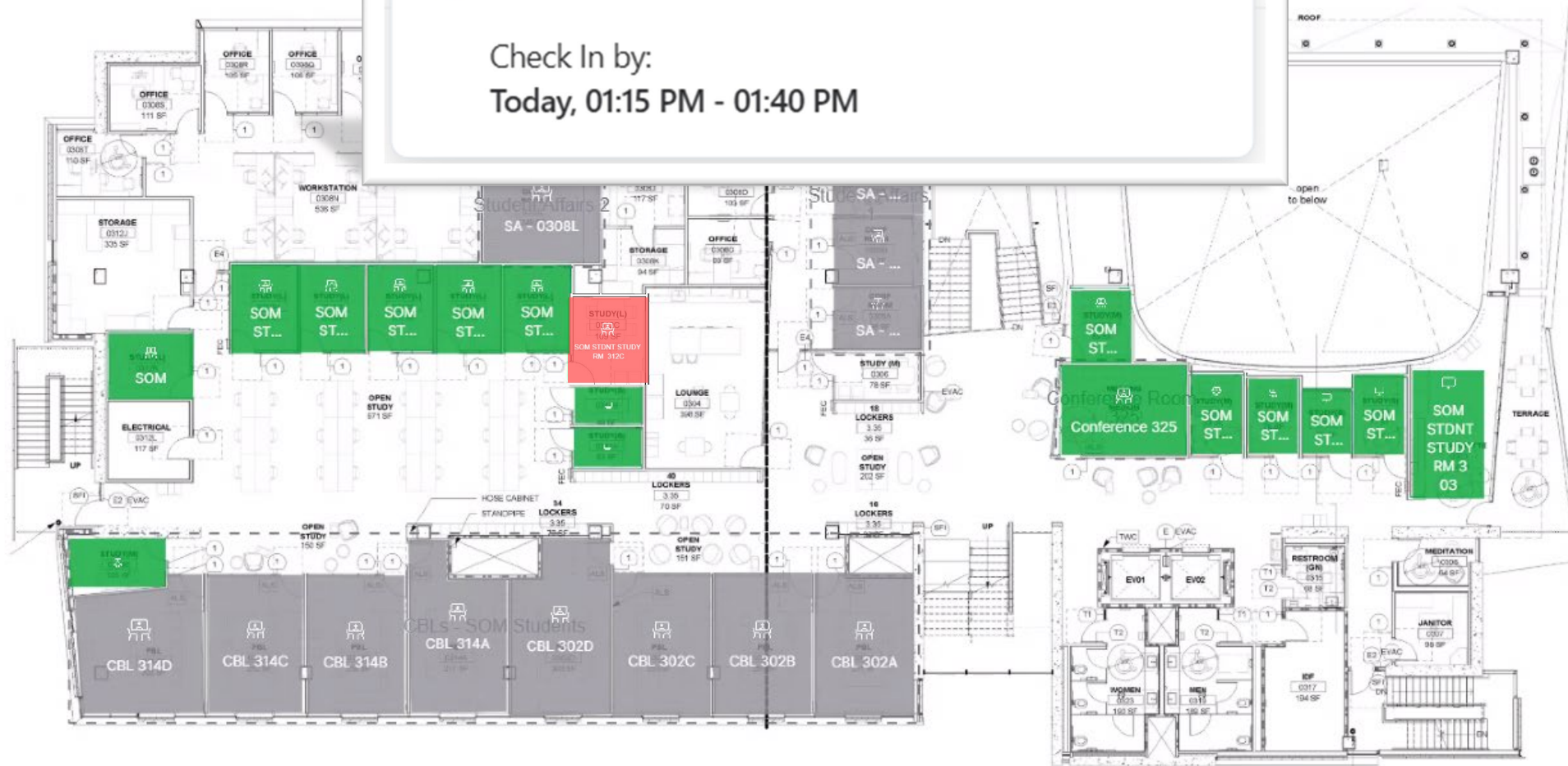


Reserved SOM STDNT STUDY RM 312C

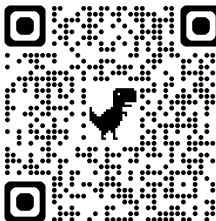
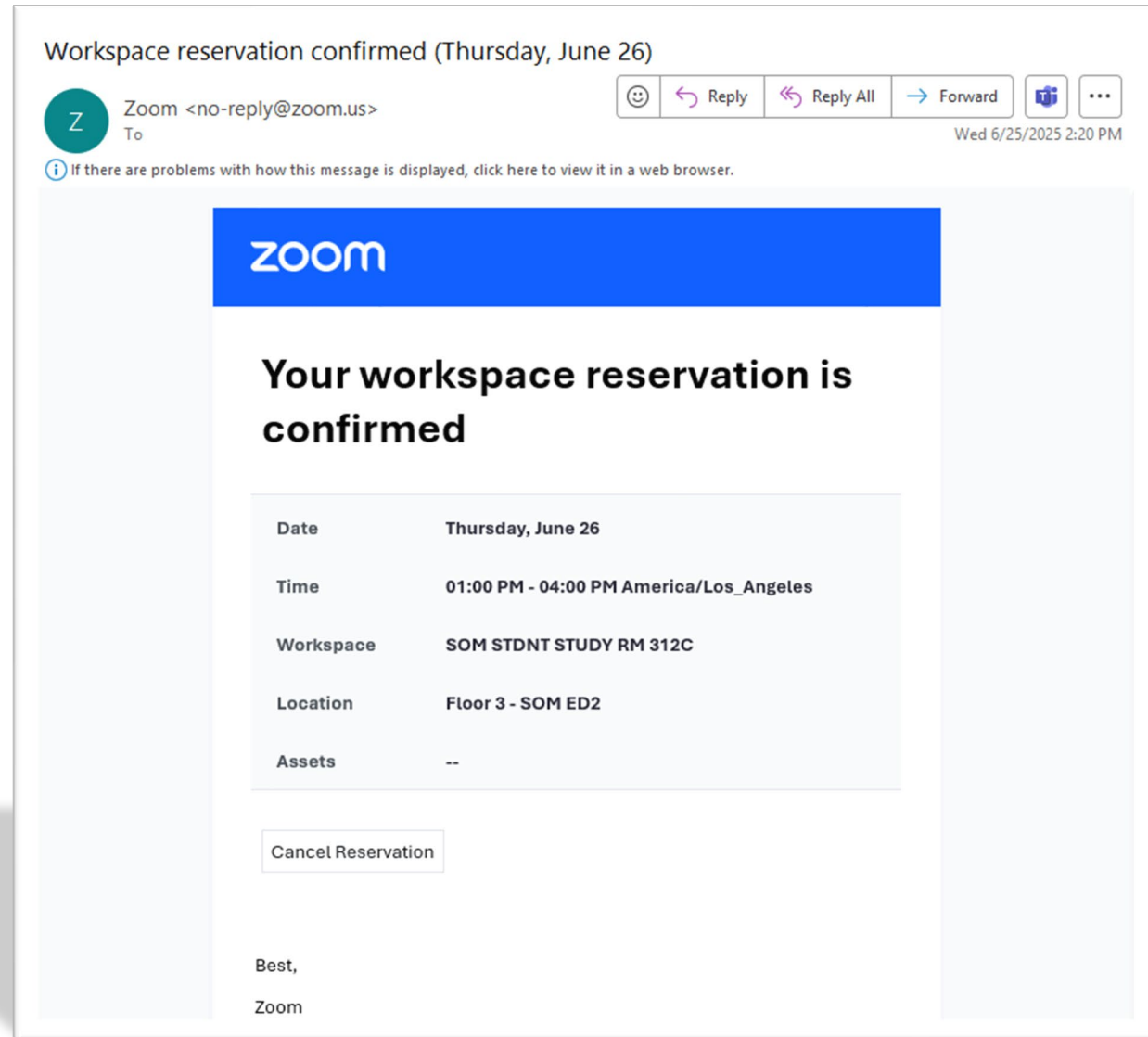


Check In by:

Today, 01:15 PM - 01:40 PM



Confirmation Email



Cancellation Email

zoom

Your workspace reservation is canceled **Must Check-in within 15-min, or Reservations Will Be Cancelled.**

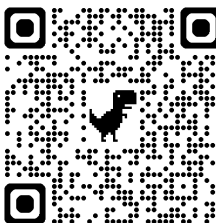
Hi Charo Peralta,

We canceled your workspace reservation because you didn't check in within 15 mins of the reservation start time.

Date	Thursday, June 26
Time	01:00 PM - 04:00 PM America/Los_Angeles
Workspace	SOM STDNT STUDY RM 312C
Location	Floor 3 - SOM ED2
Assets	--

Best,

Zoom



Reservation Guidelines

1

Rooms may be reserved for **up to 4 hours at a time**, and **no more than 3 consecutive days**.

2

Reservations can be made up to **14 days in advance**.

3

If the requester does **not check in within 15 minutes** of the scheduled time, the reservation will be **canceled**, and the room will become available for others.

4

Reservation confirmation emails must be retained in case of disputes.

5

Rooms are available to current **UC Riverside and School of Medicine (SOM) students** only.

6

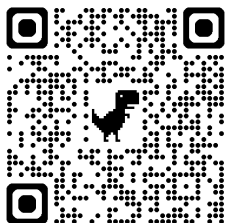
SOM Facilities reserve the right to cancel reservations due to unforeseen circumstances.

7

Reservations take priority, but rooms are also available on a first-come, first-served basis when not reserved. If the room is reserved, you may be asked to leave.

8

Do not leave personal belongings unattended.





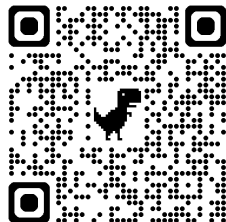
Important Reminders

For questions regarding reservation conflicts, please contact your SOM Student Rep.

For IT or Zoom issues, please contact ITS Support:
multimedia.ucr.edu



<https://ucr.zoom.us>



Rooms may only be reserved for **individual or group academic use.**

Clean up before leaving, and do not move furniture in the study rooms.

Unauthorized use outside of designated access hours may result in **loss of reservation privileges.**

Reservations operate on the **honor system.** Please have **confirmation email available** in case of any discrepancies.

Q&A



Do you have
any questions?

