

# How To Reserve a Breakout Room

**Reservation Direct Link:** <https://intranet.csom.umn.edu/admin/CBS/Pages/BreakoutRooms.aspx>

**Instructions for where to find link:**

1. Log into the intranet: <https://intranet.csom.umn.edu/Pages/currentStudentRedirect.aspx>
2. Under the **School Administration** tab on the left side, select **Building and Event Services** using the dropdown box



3. On the left-hand side, select **Breakout Rooms**



4. Click the hyperlink embedded in the text: **Breakout Room Reservation System**

## Breakout Rooms



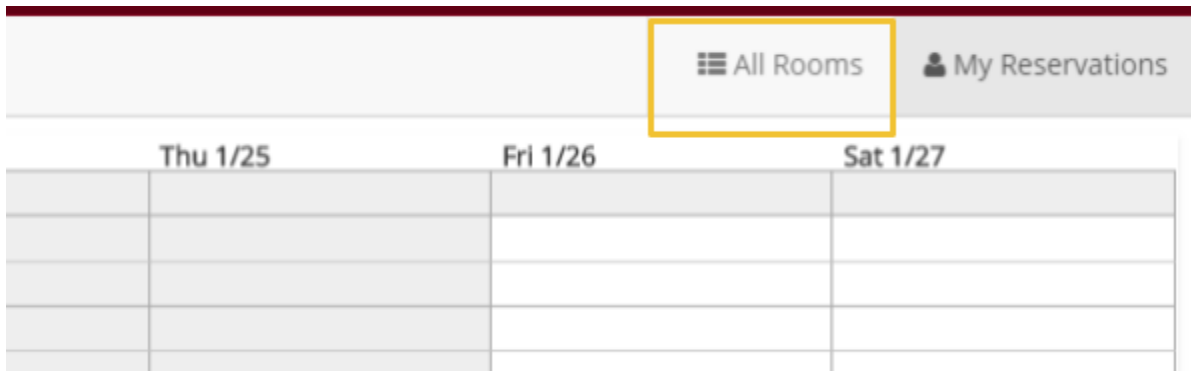
The Carlson School breakout rooms are located on the lower, first and second floors of the Carlson School building and the lower and first floors of the Hanson Hall building.

**Only Carlson faculty, staff and registered students in Carlson programs (enrolled in current term)** may reserve them for meetings, study/tutoring, small group activities, or special accommodation exam needs which may be requested by CSOM faculty/staff or through Disability Services Testing Center.

After reviewing the available equipment, guidelines and instructions below, use this link to the [Breakout Room Reservation System](#) to reserve a breakout room, manage "My Reservations," complete a "Special Request," or to print a "Daily Schedule View" of reservations.

[Breakout Room Reservation System](#) (Note: Using Internet Explorer with the room reservation system is not recommended.)

5. The default view is set to **My Reservations**. To see all rooms, click on **All Rooms** in the upper



right-hand corner.

6. Click on the time slot you'd like to reserve and select the green Reserve button.

