

# 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



The screenshot shows the Carlson School of Management intranet homepage. At the top, there is a navigation bar with 'Inside Carlson' and 'Office of the Dean' buttons. Below this is a sidebar with links like 'Lists', 'Faculty Resource Links', 'Staff Resource Links', 'Student Resource Links', 'Policies and Procedures', 'Faculty Directory', and 'Employee Directory'. To the right of the sidebar, a dropdown menu is open under 'School Administration'. The 'Building and Event Services' option is highlighted with a yellow box. Other options in the dropdown include 'Communications Group', 'Financial Services', 'Human Resources', 'Information Technology', 'Institutional Advancement', and 'The Dean's Office'.

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



The screenshot shows the same intranet page as the previous one, but the sidebar has been modified. The 'School Administration' dropdown is now closed. The 'Breakout Rooms' link in the sidebar is highlighted with a red box. The other links in the sidebar are: 'Libraries', 'Site Pages', 'About Us', 'Service and Request Forms', 'Reserve a Room', 'Classrooms and Spaces', 'Executive Center', 'Equipment, Technology and Fees', 'Conference and Board Rooms', 'Breakout Rooms' (which is the target of the red box), and 'Additional Meeting Spaces'.

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

A screenshot of the Breakout Room Reservation System. At the top, there are two buttons: "All Rooms" (highlighted with a yellow box) and "My Reservations". Below the buttons is a grid of time slots for three days: Thursday, Friday, and Saturday. Each day has four time slots. The grid is empty, indicating no reservations have been made.

right-hand corner.

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

A screenshot of the reservation form. It has two dropdown menus: "Where" (set to "CSOM L-107") and "Duration" (set to "60 minutes"). Below the dropdowns are two buttons: "More Options" and a large green "Reserve" button.