

How do I book a flexdesk?

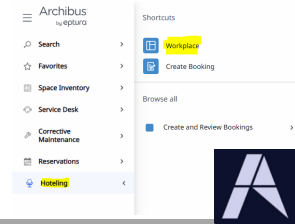
STEP
01

Go to [FLEXDESK BOOKING UNI.LU](https://flexdesk.booking.uni.lu)

You can also access directly via the Hoteling Menu on

<https://archibus.uni.lu/archibus>

An app to book directly with your phone will come soon.



STEP
02

Click on Book workspaces

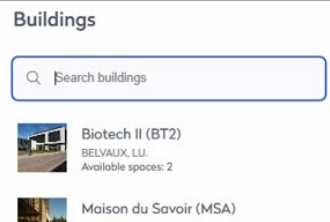
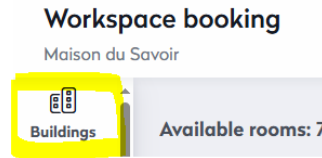


Book workspaces

STEP
03

Choose the location

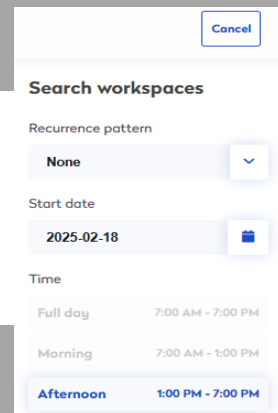
You can access the flexdesk areas available



STEP
04

Set your requirements on the right

(date, time range). You can see where staff members are located and find a flexdesk nearby

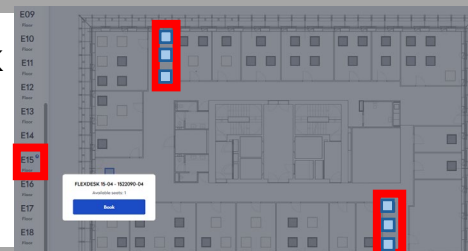


STEP
05

Select a flexdesk and click on Book
Floors with flex areas and flexdesks displayed in blue.

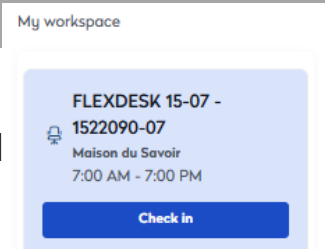
You can book for another person.

You will get an email with the booking details.



STEP
06

Don't forget to check in on the D day
or cancel your booking if no longer needed
Booking not confirmed after 1 hour will be automatically cancelled.



Cancel booking