



Akazien Campus GmbH - Akazienstraße 3a - 10823 Berlin

Book a desk via the website

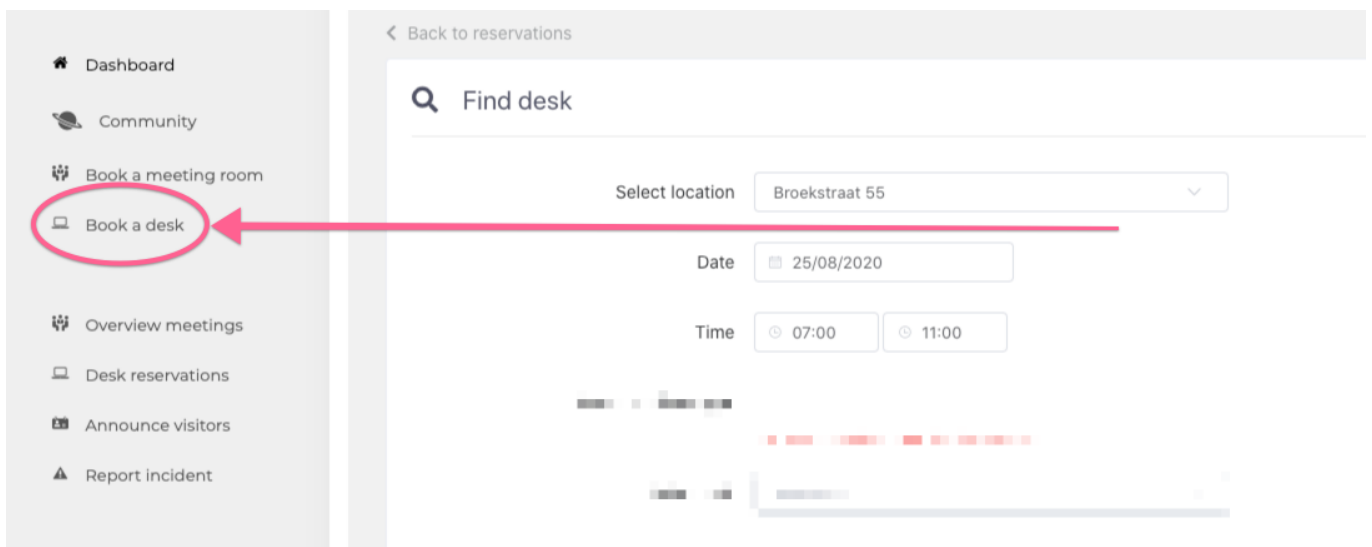
A few simple steps to book a Hot desk spot through the website. Make a reservation to make sure there is a workspace for you.

This way you can ensure that you have your own space to work at and you do not have to worry about social distancing :)

Book a desk via a web browser

Following are the steps to Book a Desk through the website

STEP 1 of 3: Log into and click on Book a Desk



STEP 2 of 3: Select location of the desk, date, time, and filters

Set the location of the desk (see floor plane), date, time and if required filters of the desk you would like to book.

> Click "Find Desk" (below on the right)

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S P A C E

S H A C K

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STEP 3 of 3: Select desk and user

Select the desks (one or multiple) from the overview

Pro tip: use the  to see more info per desk

> Click "Next" (below on the right)

In the last step you can see an overview of your desks and assign users per desk.

> Now just click "Book" to confirm your reservation!

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