

Doing Hybrid Well

Booking your workspace on Condeco desktop guide

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Visit ubc.condecosoftware.com
Use your CWL credentials to log in.

CWL Authentication

Login to continue to Condeco

Recover your CWL login or
via Email
If you have a non-UBC
CWL account you can
Recover your

2

Click on **Personal spaces** on the navigational pane
on the left side of the browser window.

Personal spaces

Find a colleague

3

Confirm the **Location, Floor, Workspace type,** and **Date.**
Click on **Floor Plan.**

Quick search

Location

Woodward (IRC)

Floor

3

Workspace type

Workspace type

Desk

Date

Wednesday 17 May 2023

Search

Floor plan

4

Click on **Click to enlarge** to select workspace.
● indicates the workspace is available.

Faculty of Medicine

Click to enlarge

326-01 (Desk)

17 May

Available

Monitor Options:

Dual Monitors

Docking Stations:

Lenovo

Peripherals:

Keyboard and Mouse

5

Select ● at the workspace you want and click **Book.**
Your desk is now booked!
You will receive a confirmation email of your booking.

326-01 (Desk)

Book

Desk booked!

OK

6

If you book a space in advance, you will need to
check-in **before 9:30 am.**
You will receive a reminder email to check-in.

