

Zoom Breakout Rooms

Creating breakout rooms

Note: Only Hosts can setup and control breakout rooms. Co-hosts can travel between breakout rooms on their own.

1. Start an instant or scheduled meeting.
2. Click **breakout rooms**.



3. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
 - **Automatically:** Let Zoom split your participants up evenly into each of the rooms.
 - **Manually:** Choose which participants you would like in each room.
4. Click **Create breakout rooms**.

Assign 1 participants into Rooms:

Automatically Manually

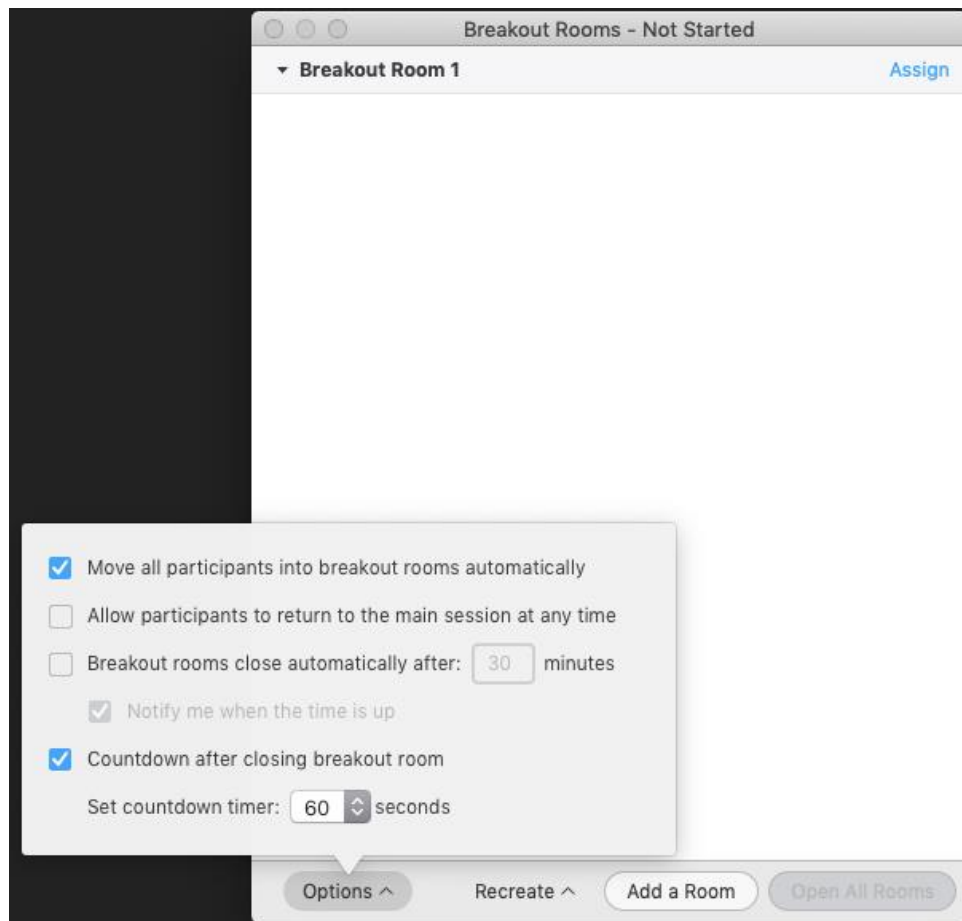
1 participants per room

Create Rooms

5. **Your rooms will be created but will not start automatically.** You can manage the rooms prior to starting them by following the instructions below.

Options for breakout rooms

1. After creating the breakout rooms, click **Options** to view additional breakout rooms options.



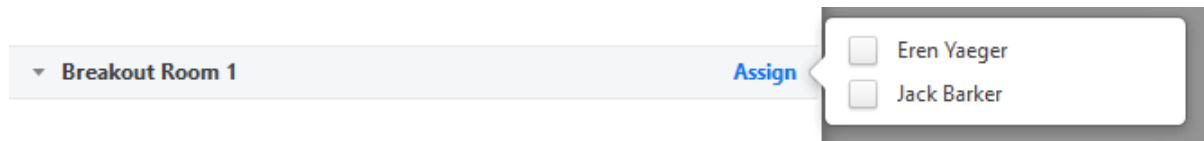
2. Check any options that you would like to use for your breakout rooms.
 - **Move all participants into breakout rooms automatically:** Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click **Join** to be added to the breakout room.
 - **Allow participants to return to the main session at any time:** If this option is checked, the participants can move back to the main session from their meeting controls. If this is disabled, they need to wait for the host to end the breakout rooms.
 - **Breakout rooms close automatically after x minutes:** If this option is checked, the breakout rooms will automatically end after the configured time.
 1. **Notify me when the time is up:** If this option is checked, the host will be notified when the breakout room time is up.
 - **Countdown after closing breakout rooms:** If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.
3. Follow the steps below to assign participants to rooms or click **Open All Rooms** to start the breakout rooms.

Recommendations:

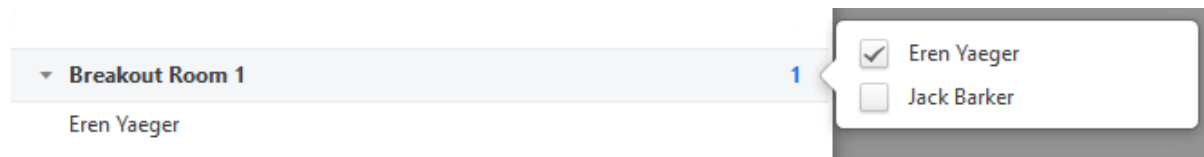
- Timer: 30 sec
- Move participants to breakout rooms automatically
- Lock rooms

Assigning Participants to Rooms

To assign participants to your rooms, select **Assign** next to the room you wish to assign participants to and select participants you want to assign to that room. Repeat this for each room.



Once a participant has been assigned (manually or automatically), the number of participants will show in place of the **Assign** button.



By clicking the number in the Breakout Room title bar, you can click/unclick participants. This will add or remove them from the room. When removed from the room, they will move back to the main room until they are reassigned.

Recreate rooms

Once you have created a room and you want to create a new room setup, you will need to recreate the rooms. From the main breakout room window, click Recreate. Choose Recreate all Rooms. This will replace the current breakout room setup you have in place and allow you to start over.

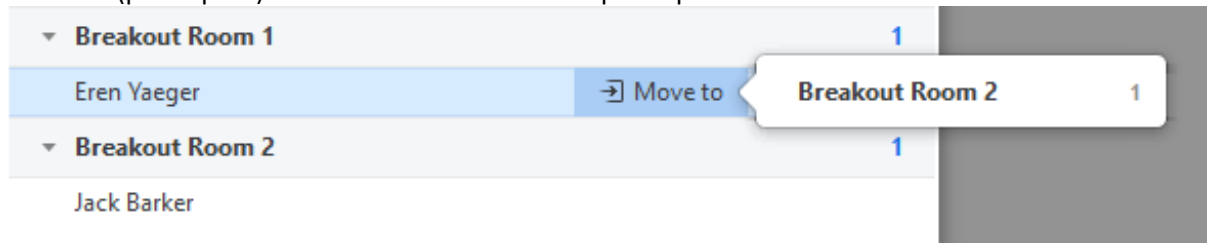


Do not do this if you want to repeat the same breakout room setup you had in place.

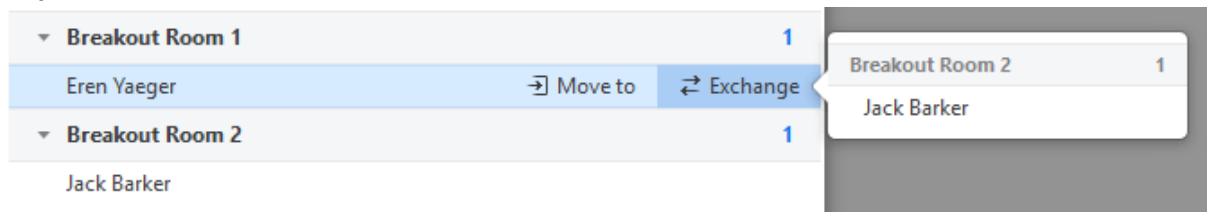
Preparing Breakout Rooms

After manually or automatically assigning participants to rooms, you can rearrange the participants. Participants who are not assigned to breakout sessions will remain in the main meeting when the rooms are started.

- **Move to** (participant): Select a room to move the participant to.



- **Exchange** (participant): Select a participant in another room to swap the selected participant with.

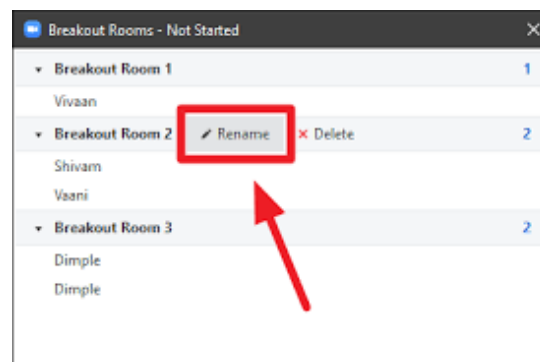


- **Delete Room:** Delete the selected room.
- **Recreate:** Deletes existing breakout rooms and creates new ones.
- **Add a Room:** Add another breakout room.

***** When assigning rooms automatically, click on the number in each Breakout Room title bar to unassign your cohosts and whoever you want to stay in the main room during the breakout session *****

Renaming rooms

To rename a breakout room, hover over the current breakout room title until the menu – Rename / Delete appears. Click on Rename.

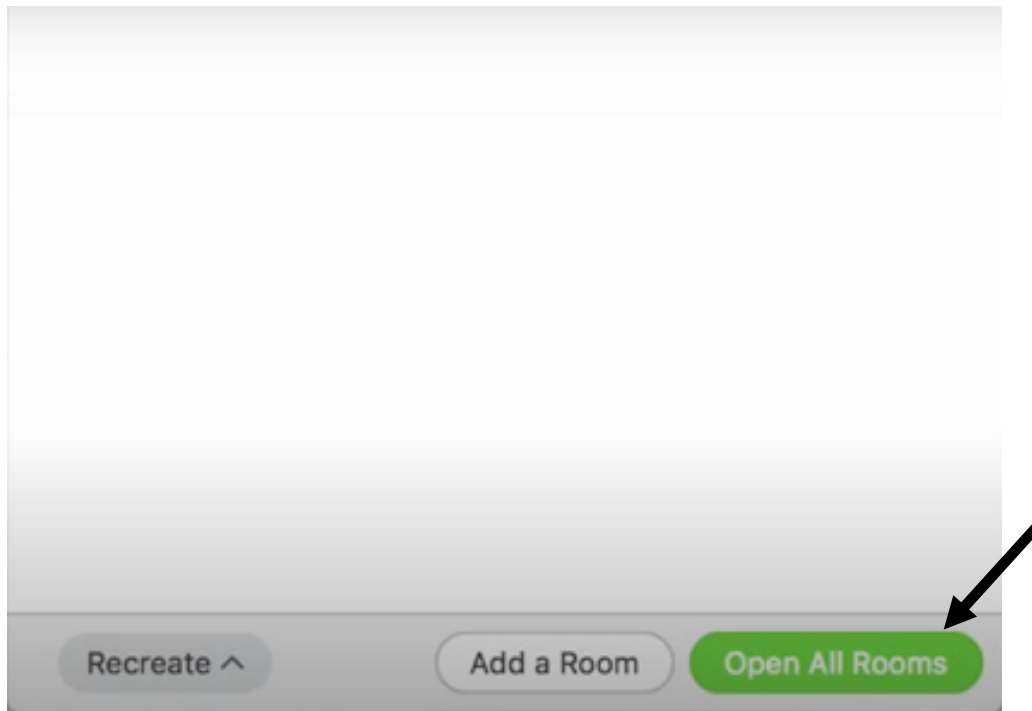


Deleting rooms

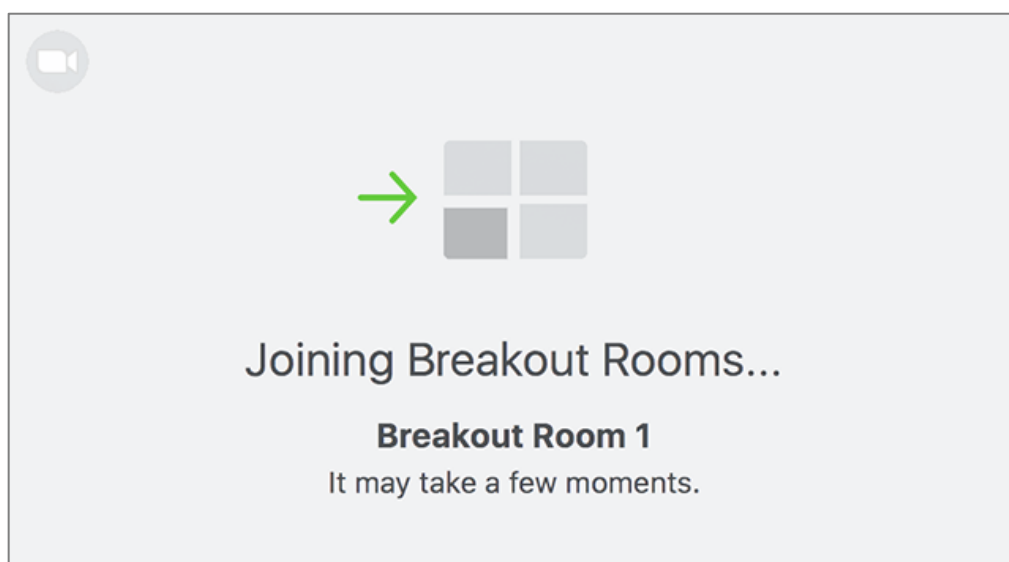
To delete a breakout room, hover over the current breakout room title until the menu – Rename / Delete appears. Click on Delete.

Opening breakout rooms

To open all rooms, click Open All Rooms.



Once the breakout rooms have been started, the participants will be asked to join the Breakout Session. All participants will be moved to their respective rooms after confirming the prompt to join the breakout room. The host and any unassigned participants will be left in the main meeting until manually moved/join one of the rooms. The participants (and the host when manually joining a room) will see the following message shown when joining the breakout room.

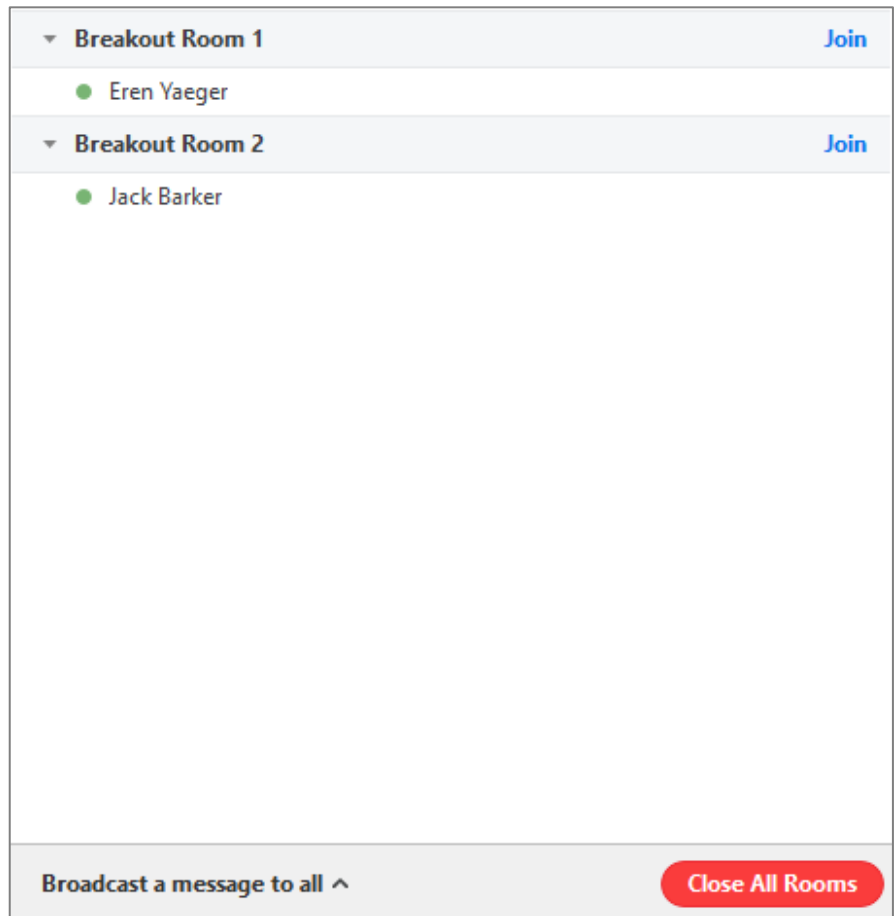


Managing Breakout Rooms in Progress

The host will stay in the main meeting until joining a session manually. If a participant has not joined the session yet, it will be noted by **(not joined)** next to their name and there will not be a green dot next to their name.

Recommendations:

Have a timer, on a phone for example, to keep track of time while participants are in breakout rooms. This will help you know when to send broadcast messages.



▼ Breakout Room 1 [Join](#)

- Eren Yaeger

▼ Breakout Room 2 [Join](#)

- Jack Barker

Broadcast a message to all ^ [Close All Rooms](#)

Unless the setting restricts them, participants may leave the room and return to the main meeting anytime (only shows when in a breakout room).

Closing All Rooms:

Click Close All Rooms to stop all rooms after a 60 second countdown. The participants will receive a countdown notification in their breakout rooms letting them know the rooms are closing. All participants will be returned back to the main meeting at the end of the countdown.

Recommendations:

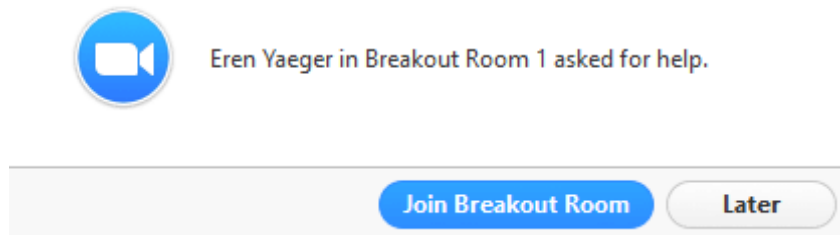
Have a timer, on a phone for example, to keep track of time while participants are in breakout rooms. This will help you know when to send broadcast messages.

Responding to Requests for Help

Participants in breakout rooms can request that the meeting host join their meeting by clicking **Ask for Help**.



You will be prompted to join the room where the request originated from. Click **Join breakout room** to join the room.



Broadcasting a Message to All Breakout Rooms

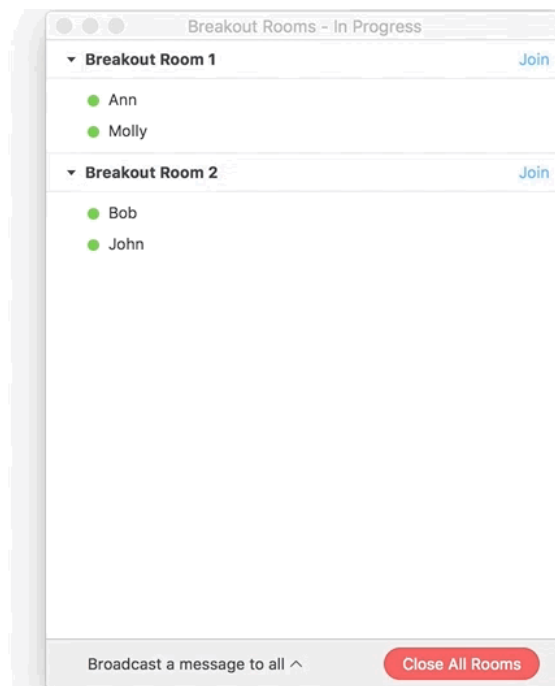
The host can broadcast a message to all breakout rooms to share information with all participants.

1. Click **breakout rooms** in the meeting controls.



2. Click **Broadcast a message to all**, enter your message and click **Broadcast**. These messages are limited to 140 characters.

Notes:
All chat and screen shares that occur in the breakout rooms, stay in the breakout rooms and don't travel back to the main room.



3. The message will now appear for all participants in Breakout Rooms.

From Molly Parker to everyone: We will be returning to the main room in 5 minutes.

For additional information check out these videos –

https://www.youtube.com/watch?time_continue=108&v=j_O7rDILNCM&feature=emb_logo

<https://www.youtube.com/watch?v=BAzipspYhrg>