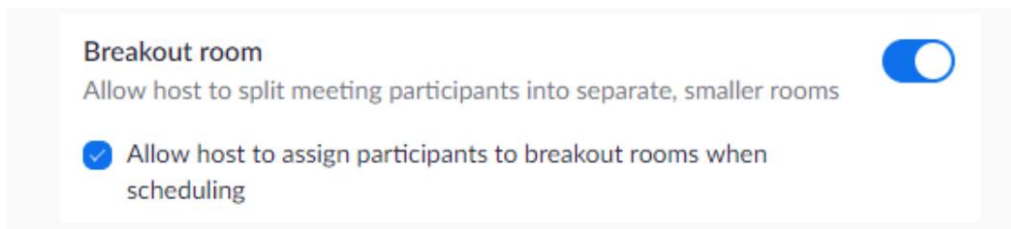## Breakout Rooms

Requirements:
Account owner or administrative privileges

Important to Know

- Only the host can assign participants to breakout rooms
- The co-host can leave and join any breakout room only if she or he joins a breakout room assigned by the host first.
- Participants who attend a Zoom meeting using Chromebooks/Chrome OS or Zoom Rooms are not able to join breakout rooms, but they can use the main room as their small group space.
- If the meeting is being recorded ONLY the main room is recorded, not the breakout rooms.
- The FIRST STEP is to enable breakout rooms in the account settings.

How to Enable the Breakout Room Function

1. Sign into your Zoom account.
2. Click on **Account Management**
3. Click **Account Settings**
4. Click on the **Meeting** tab and scroll to the **Breakout Room** option and enable this function.

Breakout room
Allow host to split meeting participants into separate, smaller rooms

☑ Allow host to assign participants to breakout rooms when scheduling

5. There is also the option to allow the host to **pre-assign participants to breakout rooms**. This allows you to save time during the meeting, but take note you must have the participants email addresses available at the time you schedule the meeting.

How to Pre-assign Breakout Groups

As the **host**, you can assign participants to breakout groups when you schedule the meeting.

1. Sign into your Zoom account.

2. Click on **Schedule A Meeting**

3. Under **Meeting Options** check "Breakout Room pre-assign"

4. Click on **+Create Rooms** to open the window that allows you to assign participants to small groups.
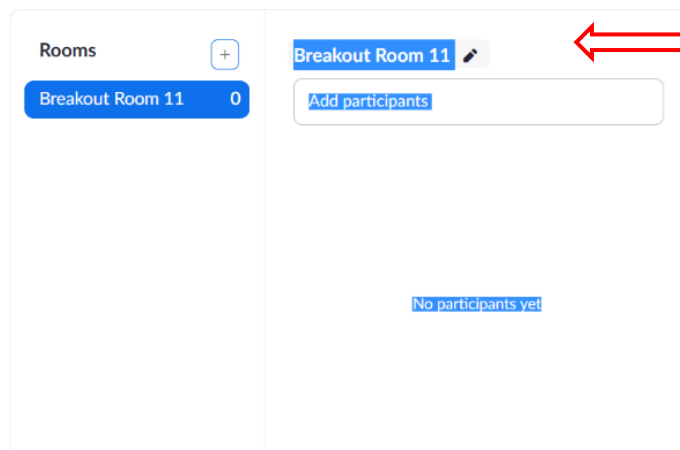
Meeting Options

- ☑ Enable join before host
- ☐ Mute participants upon entry 🔽
- ☐ Enable waiting room
- ☐ Only authenticated users can join
- ☑ Breakout Room pre-assign
  - **+ Create Rooms**   ⬆ Import from CSV
- ☐ Record the meeting automatically

5. In the new window, click on **Rooms** and at the email addresses of the participants. Click again to create Group 2 and repeat for as many rooms as you need. Click **Save** and continue to schedule your meeting as usual. Even after you send the meeting invitation you can return to this page to make changes to the groups until the meeting begins.

Breakout Room Assignment 1 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.
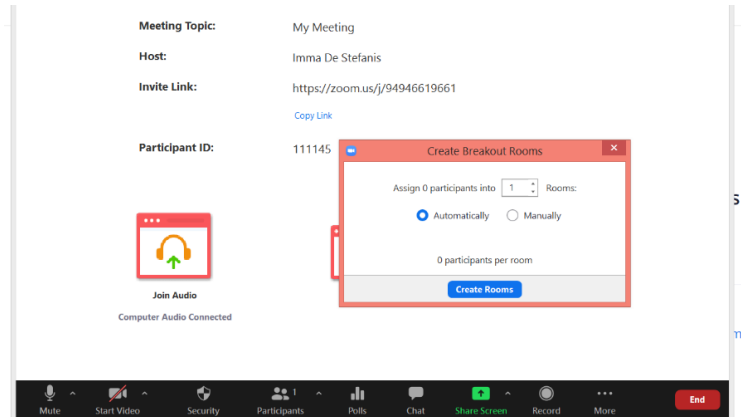
Rooms	+
Breakout Room 11	0

Breakout Room 11 ✏️

Add participants

No participants yet

Click on pencil icon to change name of group
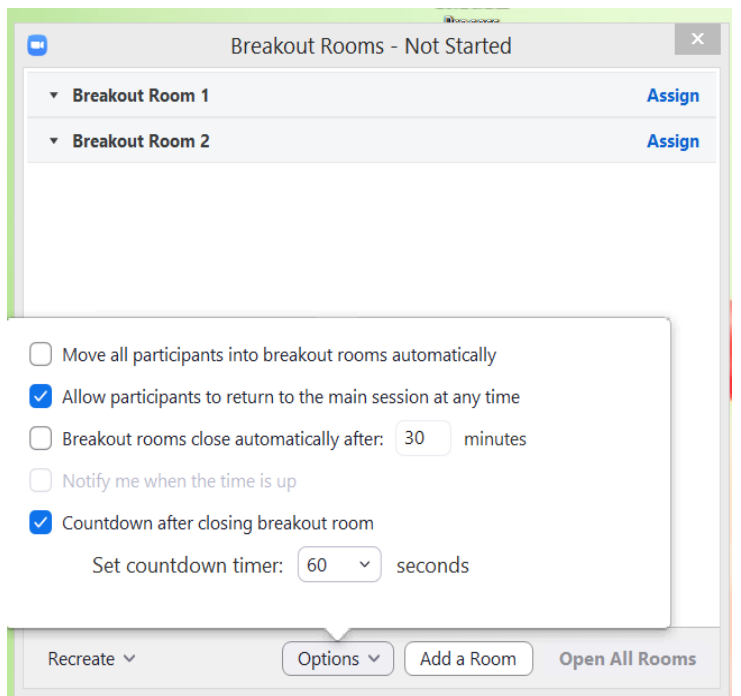
Type email addresses here.

Import from CSV   Cancel   Save

Creating Breakout Groups DURING the Meeting

1. Click **More…** and select **Breakout Rooms.**
2. When the options window opens **select the number of rooms** and one of the two options: (a) **automatically** for Zoom randomly assign participants to groups OR (b) **manually** to place people in particular rooms.
3. After you create the breakout rooms click the **Options.** Here you can:
   a. **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.
   b. **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. If a group is meeting in the main room you do not want to let participants return whenever they choose.
   c. **Breakout rooms close automatically after x minutes:** If this option is checked, the breakout rooms will automatically end after the period of time that you choose.
   d. **Notify me when the time is up:** If this option is checked, the host will be notified when the breakout room time is up.
   e. **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.
4. Select **Open All Rooms** to automatically send participants to their rooms.
5. You can rearrange groups and rooms at any time by selecting **Recreate** or **Add a Room**.

Hosts can also….

– Manually enter any room and move between rooms.
– Send a message to groups by clicking on breakout rooms and selecting **Broadcast a message to all**, typing the message in the space provided and clicking **Broadcast**

Participants can ask for help from the host at any time by clicking on **Ask for Help.**

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