

USEFUL TOOLS

Breakout Rooms

Adapted from: <https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms>

Breakout Rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time.

Up to 50 breakout rooms can be created

Max 200 total participants across all breakout rooms (requires Large Meeting 200 add-on)

Breakout room participants have full audio, video and screen share capabilities

Breakout rooms can also be created when setting up the meeting.

Enable Breakout Rooms

Sign in to the Zoom web portal.

Click Account Management > Settings.

Navigate to the Breakout Room option on the Meeting tab and verify that the setting is enabled.

If the setting is disabled, click the toggle to enable it.

Click the checkbox to allow meeting hosts to pre-assign participants to breakout rooms.

Breakout room

Allow host to split meeting participants into separate, smaller rooms

☒ Allow host to assign participants to breakout rooms when scheduling

Click Breakout Rooms.

Create a Breakout Room

Start your meeting.

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.

Click Create Rooms.



Assign 1 participants into 1 Rooms:

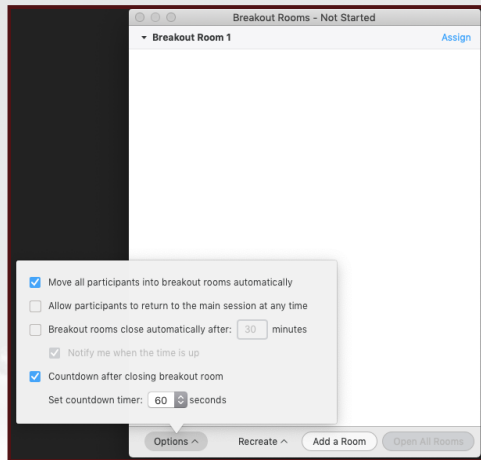
☒ Automatically ☐ Manually

1 participants per room

Create Rooms

Options

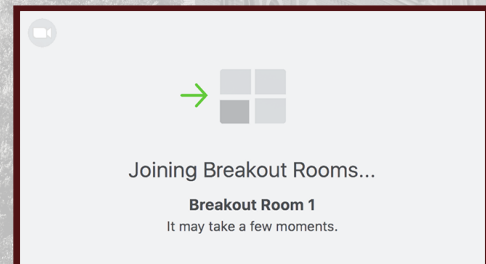
- **Move all participants into breakout rooms automatically:** Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click Join to be added to the breakout room.
- **Allow participants to return to the main session 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.
- **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.



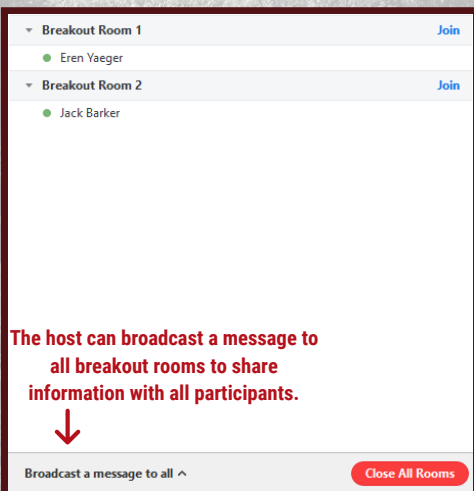
Assigning to Rooms



Start the rooms. All participants will be moved to their respective rooms after confirming the prompt to join the breakout room. The host will be left in the main meeting until manually joining 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.



← Join: Join the breakout room.



Leave: Leave the room and return to the main meeting (only shows when in a breakout room).



← Close All Rooms: Stops all rooms after a 60 second countdown, shown to the host and participants, and returns all participants back to the main meeting.