

Facilitator Quick Guide for Zoom Breakout Rooms

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Breakout rooms allow you to split your Zoom meeting into separate sessions to perform specific tasks. Hosts and co-hosts can switch between sessions at any time. Participants can be split into separate breakout sessions automatically by Zoom, manually by the host, or participants can select a breakout session to join. By default, only the host can assign participants to breakout rooms.

Breakout room limitations:

- Co-hosts must join the breakout room assigned to them by the host before they can leave and join any other breakout room.
- Users joining the Zoom meeting from mobile apps (Smartphones & tablets) can participate in breakout rooms – but cannot manage them.

Before you can use breakout rooms, you must have the proper settings established in your Zoom profile. Log into your account on the web portal (<https://zoom.us>) and go to **Settings** -> **In Meeting Advanced**. Turn on **Allow host to split meeting participants into separate, smaller rooms** and save your settings.

Breakout room

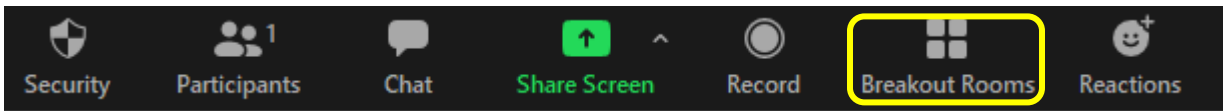
Allow host to split meeting participants into separate, smaller rooms



Create Breakout Rooms

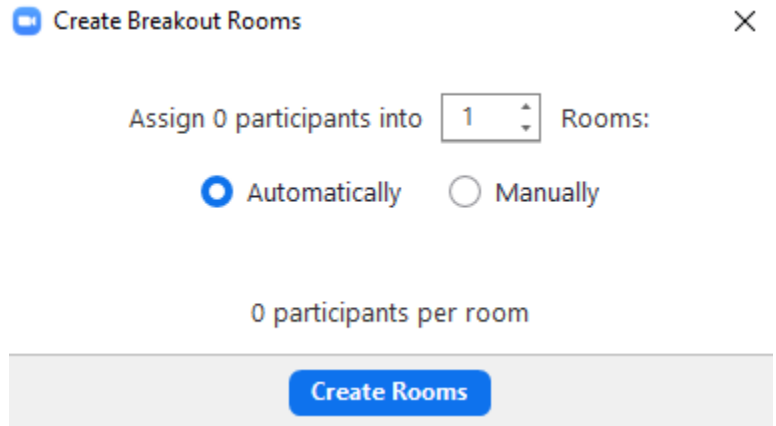
Once the meeting is started, the host creates breakout rooms by following these steps:

1. Click the **Breakout Rooms** icon in the meeting control toolbar.



2. Select the number of rooms you would like to create and how you would like to assign your participants to those rooms:

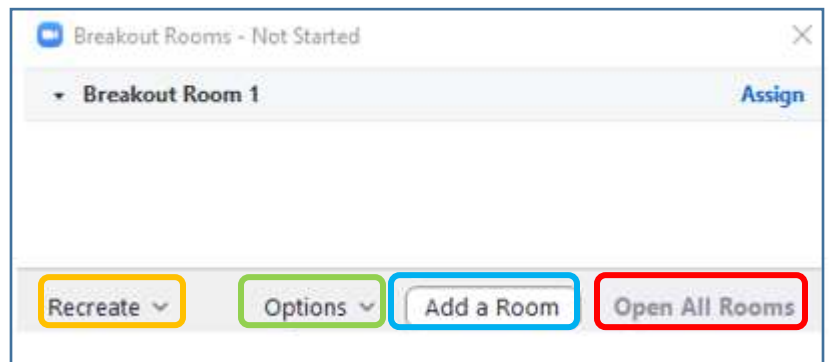
- a. **Automatically** – let Zoom split your participants up evenly into each room.
- b. **Manually** – choose which participants you would like placed in each room.



3. Then click the **Create Rooms** button

Breakout Room Options

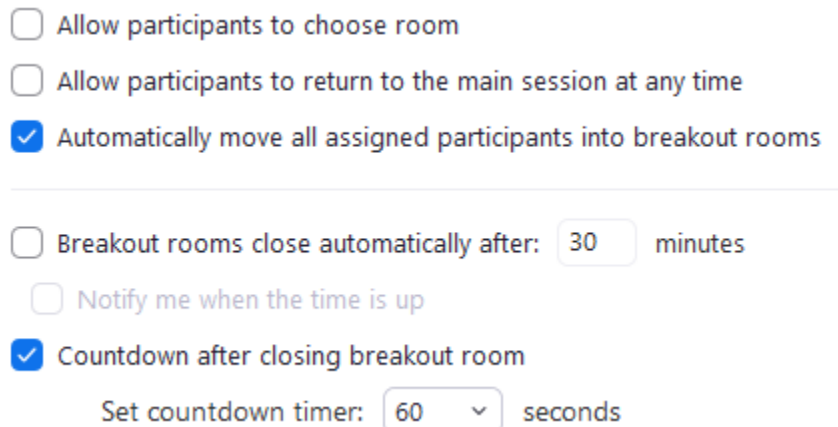
After creating breakout rooms a separate window will open giving you the option to **Recreate**, select different **Options**, **Add a Room**, and **Open All Rooms** along the bottom task bar.



Recreate replaces all established breakout rooms with the originally defined rooms. This is recommended when using breakout rooms multiple times during in your meeting and you want participants automatically reassigned into their original breakout rooms.

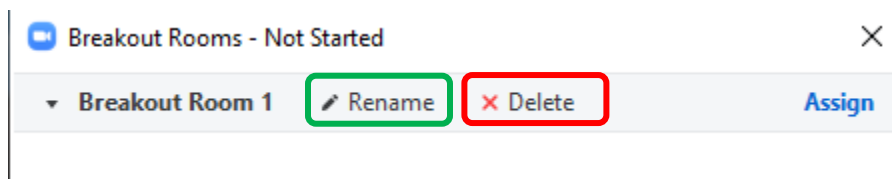
Selecting **Options** allows you to:

- Move all participants into breakout rooms automatically. If unchecked, participants will need to click **Join** to be added to a specific breakout room.
- Allow participants to return to the main session at any time – otherwise they need to wait for the host to end the breakout rooms. This option should be turned off.
- Close breakout rooms automatically after a specified time period and notify the host when time is up.
- Display a countdown timer alerting participants how much time is left before they will be automatically returned to the main meeting room.



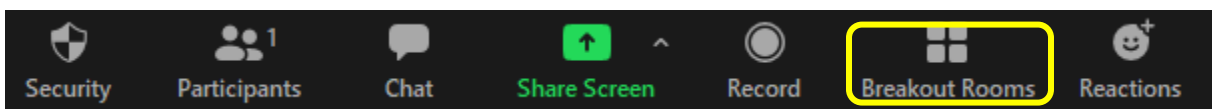
Rename and Delete Breakout Rooms

Hover your mouse over the gray breakout room taskbar to reveal the **Rename** and **Delete** options.

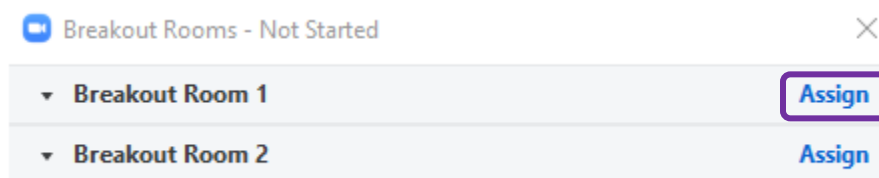


Assign Participants to Breakout Rooms

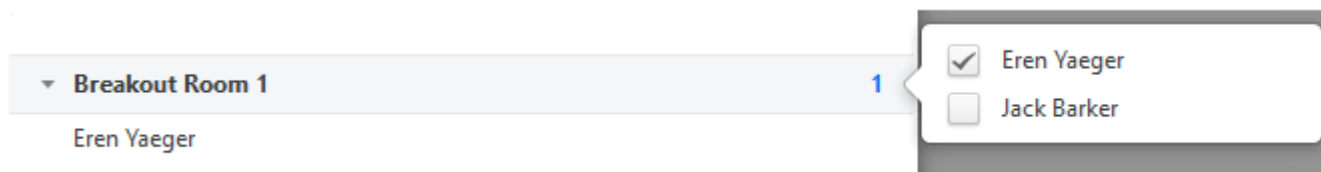
Meeting participants are assigned to breakout rooms after joining the meeting. Open the **Breakout Room** icon in the meeting control toolbar.



When the Breakout Rooms window opens, select **Assign** in the upper right corner of the corresponding breakout room to populate the breakout rooms.



Select from a list of participants (which only appear once they joined the meeting). Once checked, the participant's name is listed under the corresponding breakout room.

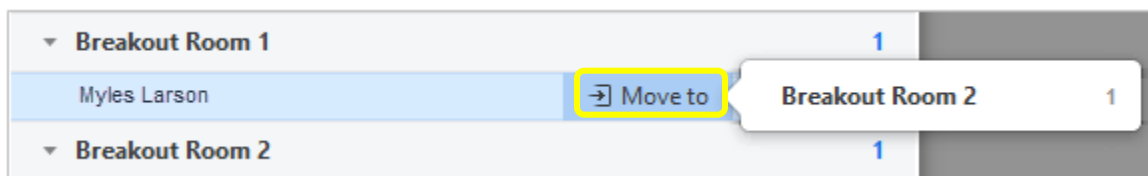


The host and all participants not assigned to breakout sessions will remain in the main meeting when the rooms are started.

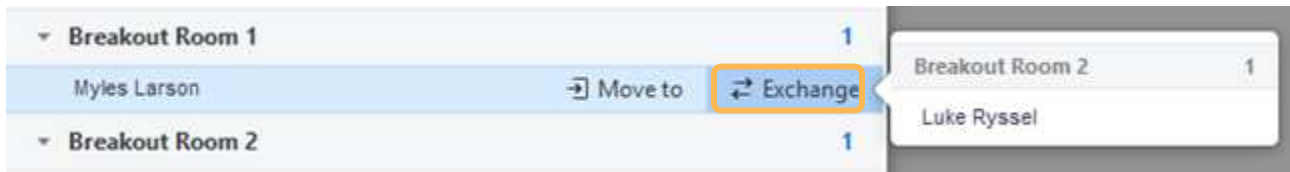
Breakout Room Adjustments

After manually or automatically assigning participants to rooms, you can rearrange the participants. Click on the **Breakout Room** icon in the meeting controls to access these options:

- **Move to:** Select a room to move a participant into



- **Exchange:** Swap a participant in one breakout room with one in another room.



- **Delete Room:** Deletes the selected breakout room
- **Recreate**
 - **Recreate All Rooms:** Deletes existing breakout rooms and creates a new set
 - **Recover to pre-assigned rooms:** Returns all participants to their pre-assigned breakout rooms

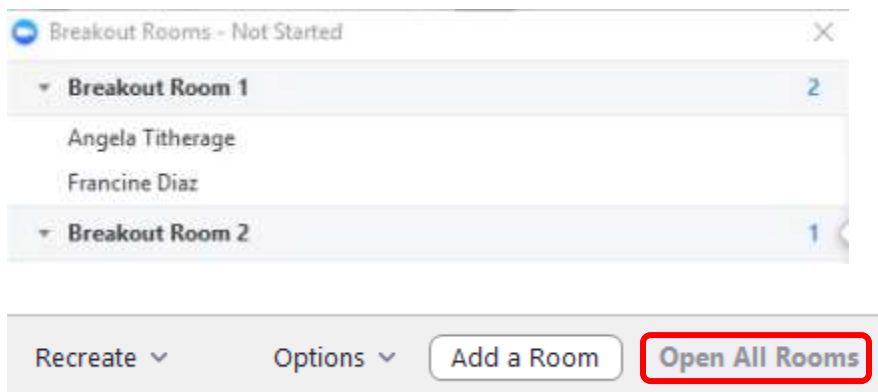
Initiate Breakout Rooms

There are two methods to initiate breakout rooms in an open meeting:

- Use the **Breakout Rooms** icon in the meeting controls toolbar
- While sharing a screen, select the **More (...)** option, then **Breakout Rooms**



When the list of breakout rooms is displayed, select **Open All Rooms**. Participants will then be prompted to either manually select or automatically join a breakout room.



When breakout rooms are opened, the Breakout Rooms status window options along the bottom change, allowing the host/co-host(s) to **Broadcast a message to all** and **Close All Rooms**.

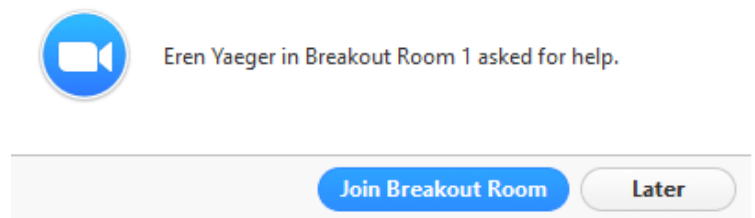
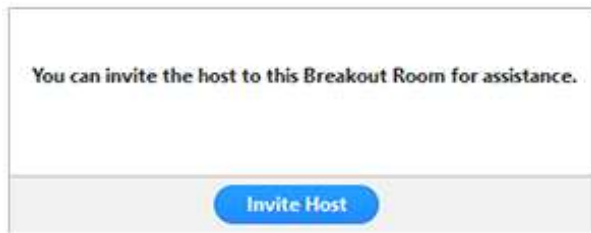
Manage Breakout Rooms in Progress

The host and co-hosts can monitor who has joined the breakout rooms (the dot in front of their name turns green when they join). All participants who have **not joined** yet will be noted after their name. The host and co-hosts can participate in any breakout room by selecting the corresponding **Join** option and selecting Leave Breakout Room to return to the main meeting.



Ask For and Respond to Requests for Help

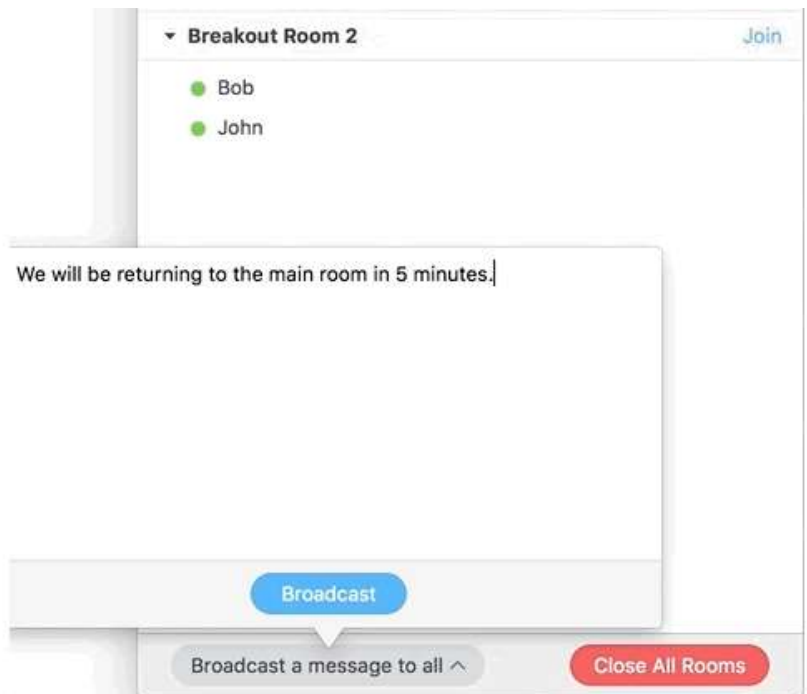
Breakout room participants can request that the meeting host join their meeting by clicking the **Ask for Help** question mark icon found in the meeting control toolbar. The breakout participant will be prompted to confirm that they would like assistance by clicking **Invite Host**.



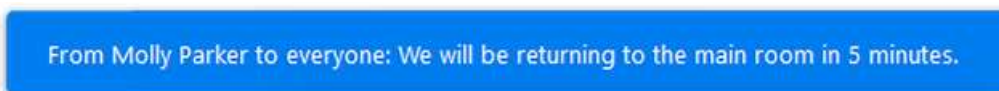
The host will be prompted to join the breakout room where the request originated. The host/co-host clicks **Join Breakout Room** to join the room or select **Later** if they plan to join at a later time.

Broadcast a Message to All Breakout Rooms

The host can share information with all participants by sending a broadcast message to all breakout rooms. Click the **Breakout Rooms** icon in the meeting controls. Select **Broadcast Message to all**, enter your message, then click **Broadcast** to send it.



The message temporarily appears for all participants in breakout rooms:



Close Breakout Rooms

The **Close All Rooms** button stops all breakout rooms after a countdown displayed for all participants. When the time elapses, everyone is automatically returned to the main meeting.

