



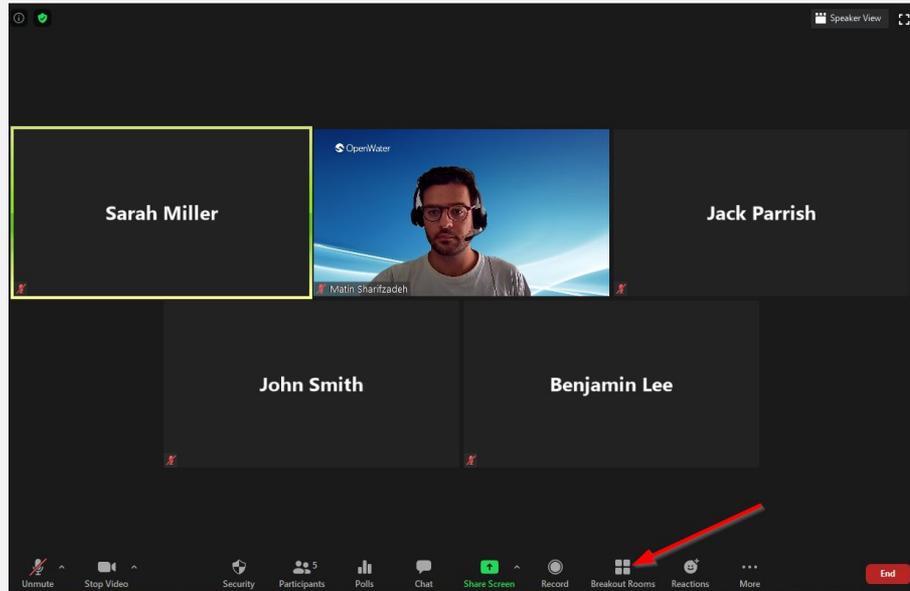
Zoom Breakout Room Training

What are Breakout Rooms

- Breakout Rooms allow you to split your meeting into smaller sessions. For example if you have a meeting with 60 people you can split it into 10 rooms of 6 with just a few clicks.
- Only the host can assign participants to breakout rooms. The co-host can leave and join any breakout room only if they join a room assigned to them by the host.
- To Test Breakout Rooms you will need at least 3 Participants in your meeting..

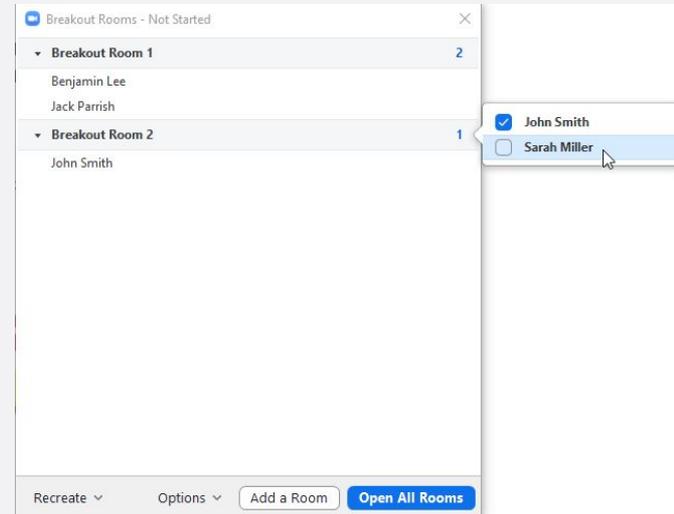
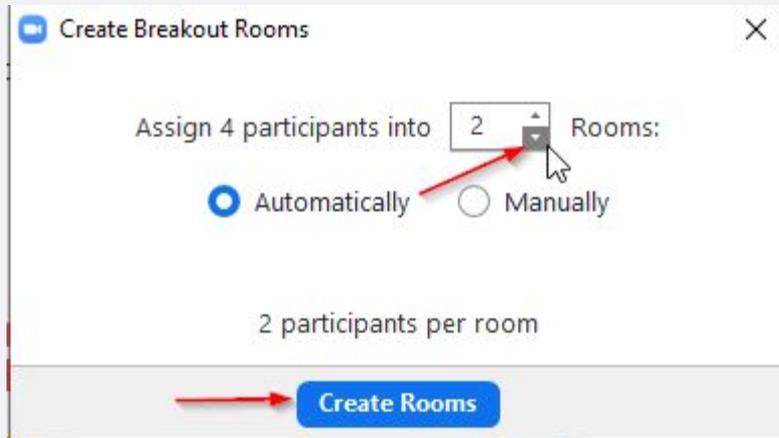
Creating Breakout Rooms

- Select the “**Breakout Room**” icon in your toolbar. If it does not show up, select the “**more**” icon where more additional tools will show up, including breakout rooms.



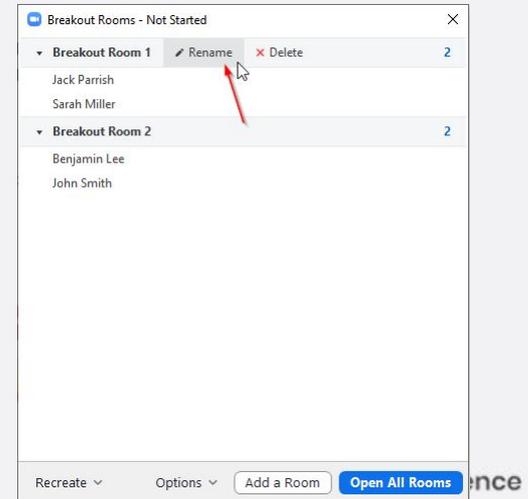
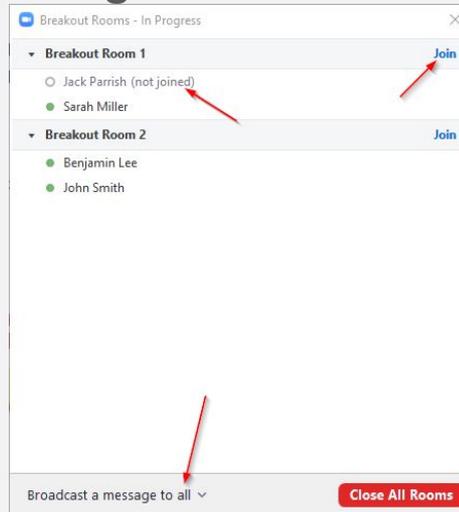
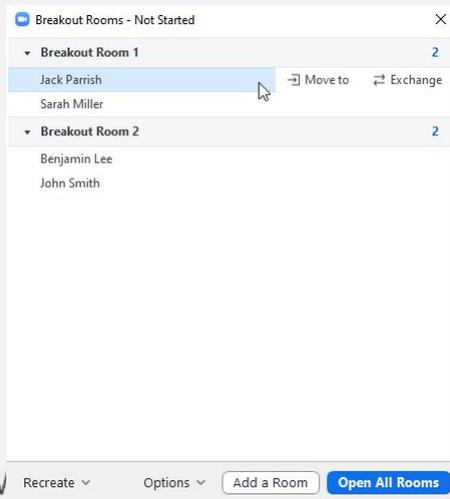
Creating Breakout Rooms

- After you select breakout rooms, a pop-up will appear. You can use the arrows to set the number of rooms.
- Select “**Automatically**” to randomly split all participants into the rooms.
- Select “**Manually**” to manually assign participants to rooms.
- Select “**Create Room**” to create the room



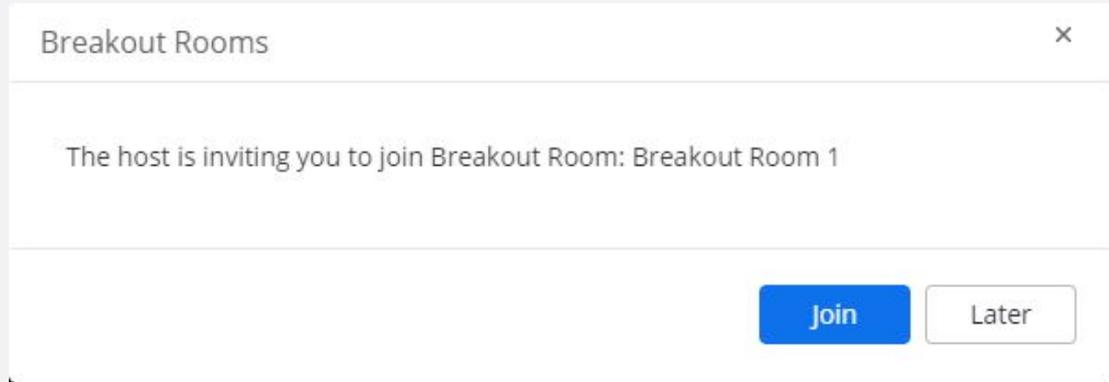
Creating Breakout Rooms

- Once the rooms are created you can move around or exchange participants by hovering over their name. You can also rename the rooms by hovering over the name and selecting “**Rename**”. Once ready, select “**Open All Rooms.**”
- When rooms are open you can see if participants have joined. As a host you can join any room at any time by selecting “**Join**”
- You can also **Broadcast a message to all**



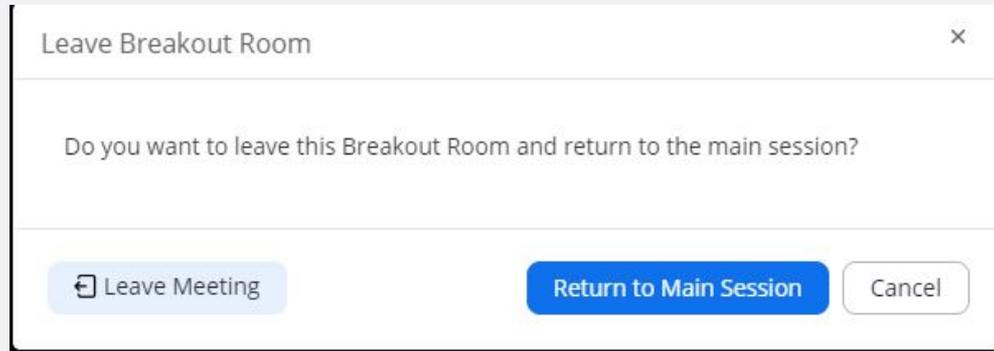
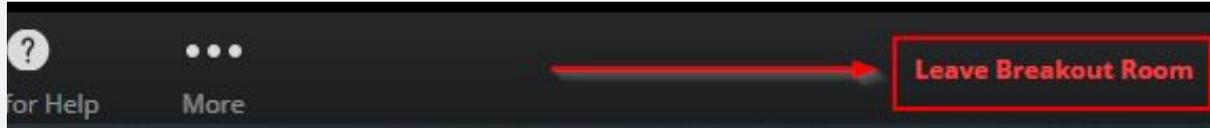
Participant View

- Once the breakout rooms are opened, participants invited to the rooms will receive a notification allowing them to select **Join** or **Later**



Participant View

- Participants can also leave the breakout room at any time by select “**Leave Breakout Room.**” They will have the choice to return to the main session or leave the meeting entirely.
- As long as the rooms are still open, participants can rejoin the room.



Additional Settings

Breakout Rooms - Not Started

- ▼ Breakout Room 1 2
 - Jack Parrish
 - Sarah Miller
- ▼ Breakout Room 2 2
 - Benjamin Lee
 - John Smith

Options dialog:

- Move all participants into breakout rooms automatically
- Allow participants to return to the main session at any time
- Breakout rooms close automatically after: 30 minutes
- Notify me when the time is up
- Countdown after closing breakout room
 - Set countdown timer: 60 seconds

Recreate ▼ Options Add a Room Open All Rooms

Breakout Rooms - Not Started

- ▼ Breakout Room 1 2
 - Jack Parrish
 - Sarah Miller
- ▼ Breakout Room 2 2
 - Benjamin Lee
 - John Smith

Recreation dialog:

All existing rooms will be replaced.

Assign 4 participants into 2 Rooms:

Automatically Manually

2 participants per room

Recreate All Rooms

Recreate Options Add a Room Open All Rooms