

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

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Create Breakout Rooms	×		2		
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		Jack Parrish		John Smith	
Assign 4 participants into 2 📮 Rooms:		Breakout Koom 2	'\o	Sarah Miller	
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Automatically Manually					
2 participants per room					
	-				
Create Rooms					
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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

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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.

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or Help	More	







Additional Settings

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