Getting Started with Breakout Rooms

Within a Zoom Meeting

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Setting up a Breakout Room

1. Click Breakout Rooms on the meeting toolbar to begin.

2. This pop-up menu will allow you to begin customizing your Breakout Rooms.
First, decide how many Breakout Rooms you'll need. Then, decide how you want participants assigned to your Breakouts.

Then, decide how you want participants assigned to your Breakouts. First, let's look at *Automatically* assigned rooms.
Breakout Setup – Automatically Assigned

If you selected *Automatically* before clicking *Create Rooms*, Zoom will randomly sort your participants into equally-sized groups.

You can still *Rename* or *Delete* automatically-generated Breakout Rooms before you *Open All Rooms*.
Participants who've been automatically assigned to a breakout room can also be manually relocated or swapped with Move To and Exchange.

Click **Recreate** if you want to delete all rooms and start over.
Breakout Setup - Recreating Rooms

Instead of opening your Breakout Rooms, you can choose to Recreate them from scratch, as for instance to switch assignment modes from Automatic to Manual (or vice versa) or change the number of rooms.

1. Click Recreate if you want to delete all rooms and start over.
Breakout Setup – Manual Assignment

In this case, we’re keeping the same number of rooms, but choosing to assign participants Manually.
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Breakout Setup – Manual Assignation (cont.)

1. Click on a Breakout Room to begin manually assigning participants.

2. In the pop-up menu next to the Breakout Room’s name, select the participants to add to that room.
Click **Options** to access more ways of customizing your Breakout Rooms, including how they end.
Breakout Setup – Creating Breakout Rooms

Click **Open All Rooms** to create your breakout sessions.
Managing Breakout Rooms

From the main session the host can see who has yet to enter a Breakout Room, as well as Join one manually.

Click Close All Rooms at any time to end the breakout sessions and return participants to the main session.
Responding to Help Request

If a participant in a Breakout uses the **Ask for Help** button, the host will receive a pop-up window that will allow them to go straight to that room.

Click **Join Breakout Room** to go immediately to the user requesting assistance.
Entering a Breakout Room (cont.)

If you (the host) join a Breakout Room, recording in the main session will be paused until you return.
Entering a Breakout Room (cont.)

2. This notification will alert you that you’ve moved from the main session into a Breakout Room.

3. A Breakout Room can also be distinguished from the main session by the simplified meeting control bar.
Leaving a Breakout Room

1. Click Breakout Rooms from within a Breakout Room to recall the control menu.

2. Click Leave in the control menu to return to the main session.
Broadcasting to Breakout Rooms

The **Broadcast a message to all** function allows the host to send short text messages to participants in all rooms, whether from the main session or a Breakout Room.

From within the Breakout Rooms control menu, select **Broadcast message to all**, then type your message and click **Broadcast**.
Closing Breakout Rooms

Click **Close All Rooms** to return all participants in Breakout Rooms to the main session.
Closing Breakout Rooms (cont.)

The way your Breakout Rooms end will depend on which configurations you selected in the Options menu during the room creation process.

Participants will receive a short grace period to conclude their conversations if you selected that option when creating the Breakout Rooms.
Note on Recording in Breakout Rooms

Zoom cloud recordings only capture the main session. Breakout Room discussions will not be included.