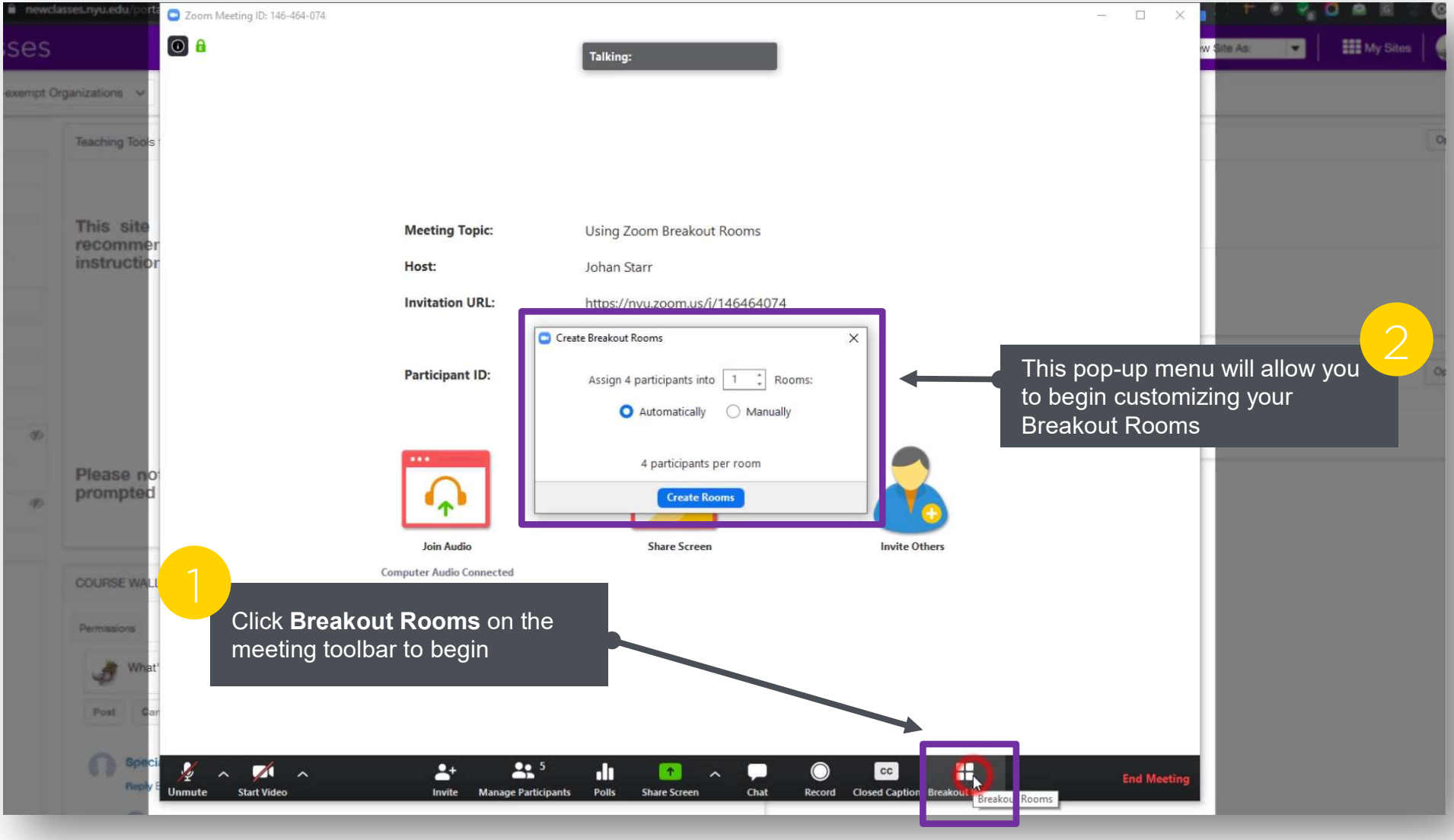
NYU | LAW

Getting Started with Breakout Rooms

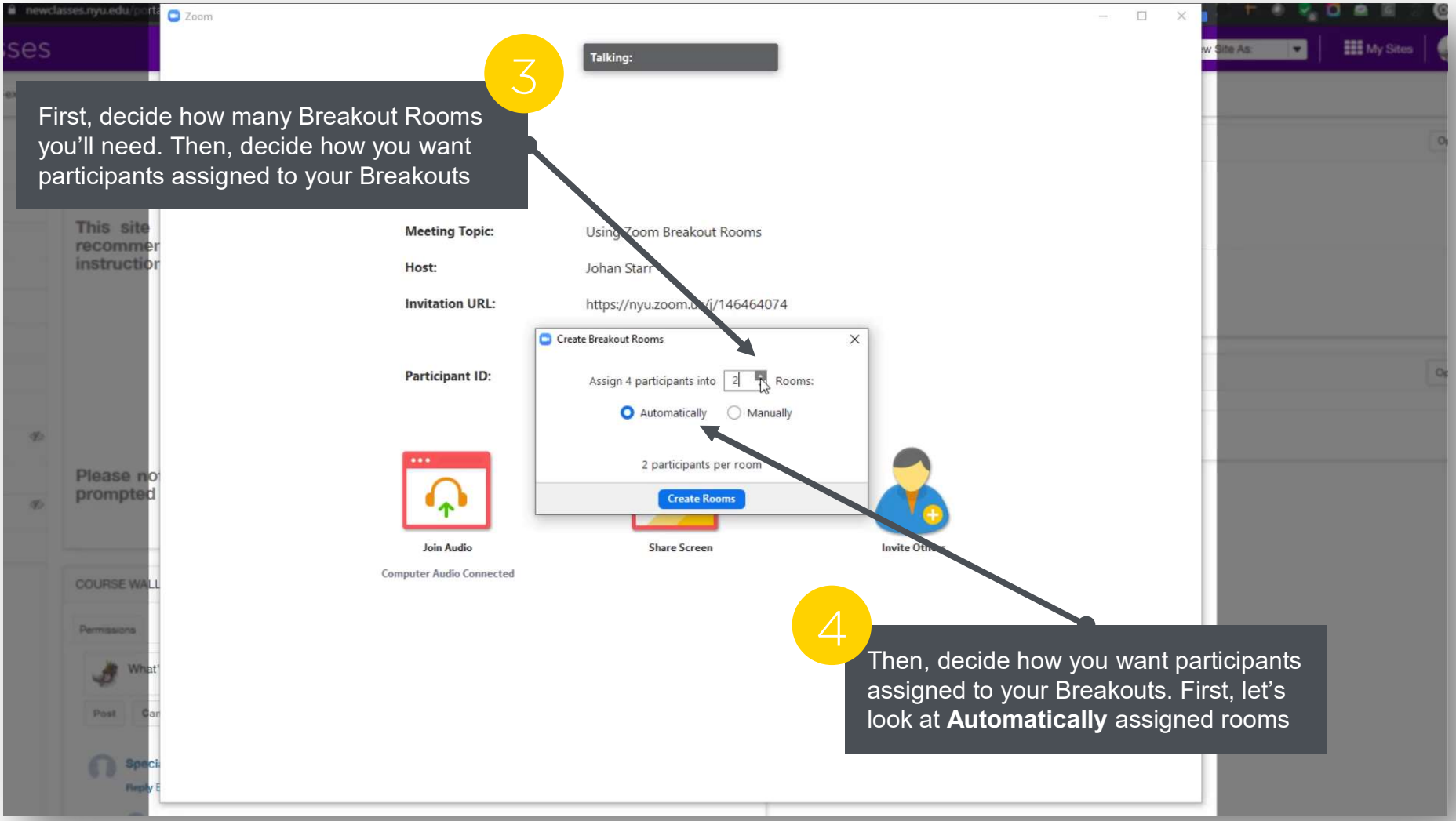
Within a Zoom Meeting

Last Updated 3/26/2020

Setting up a Breakout Room

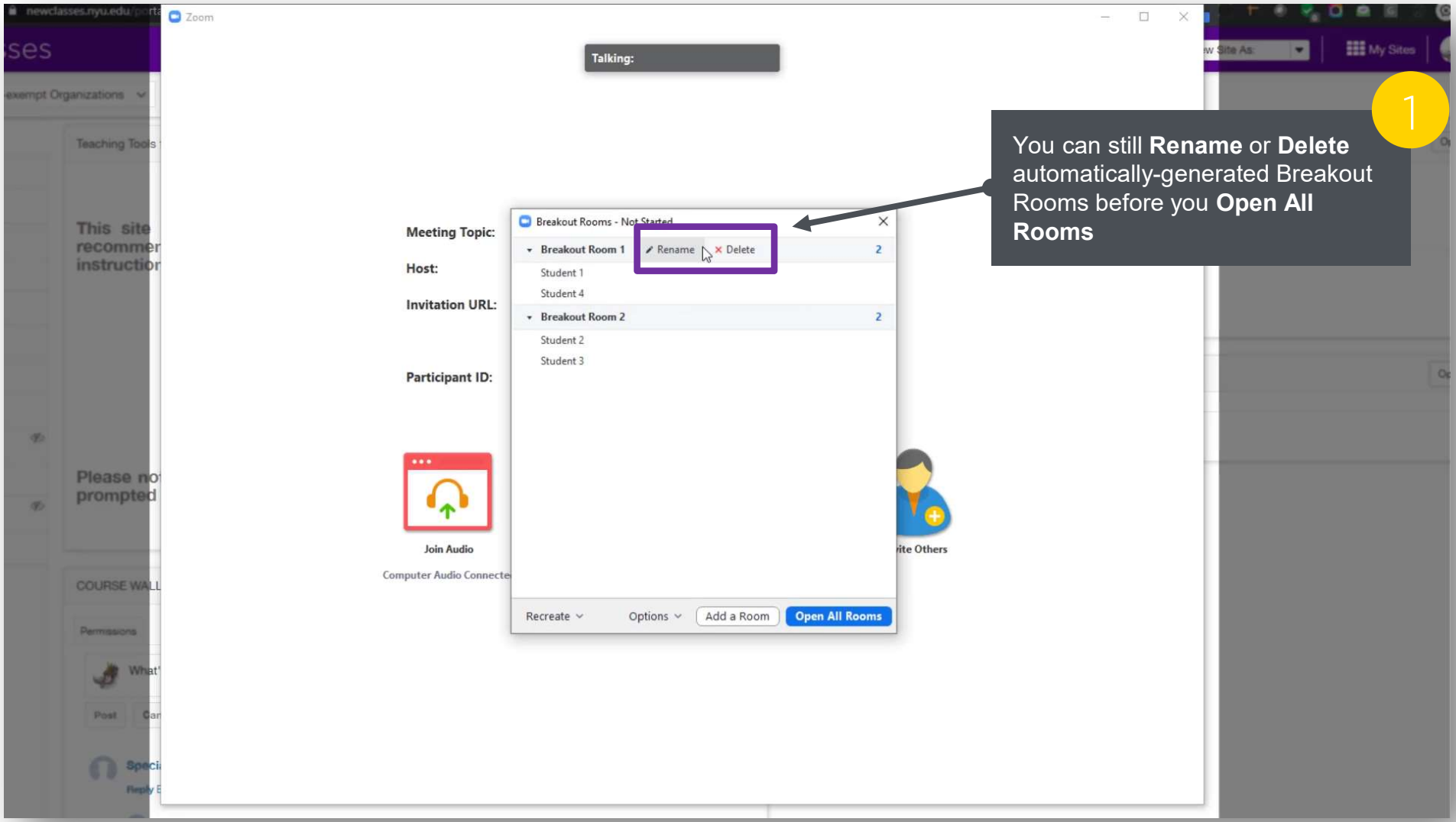


Setting up a Breakout Room (cont.)

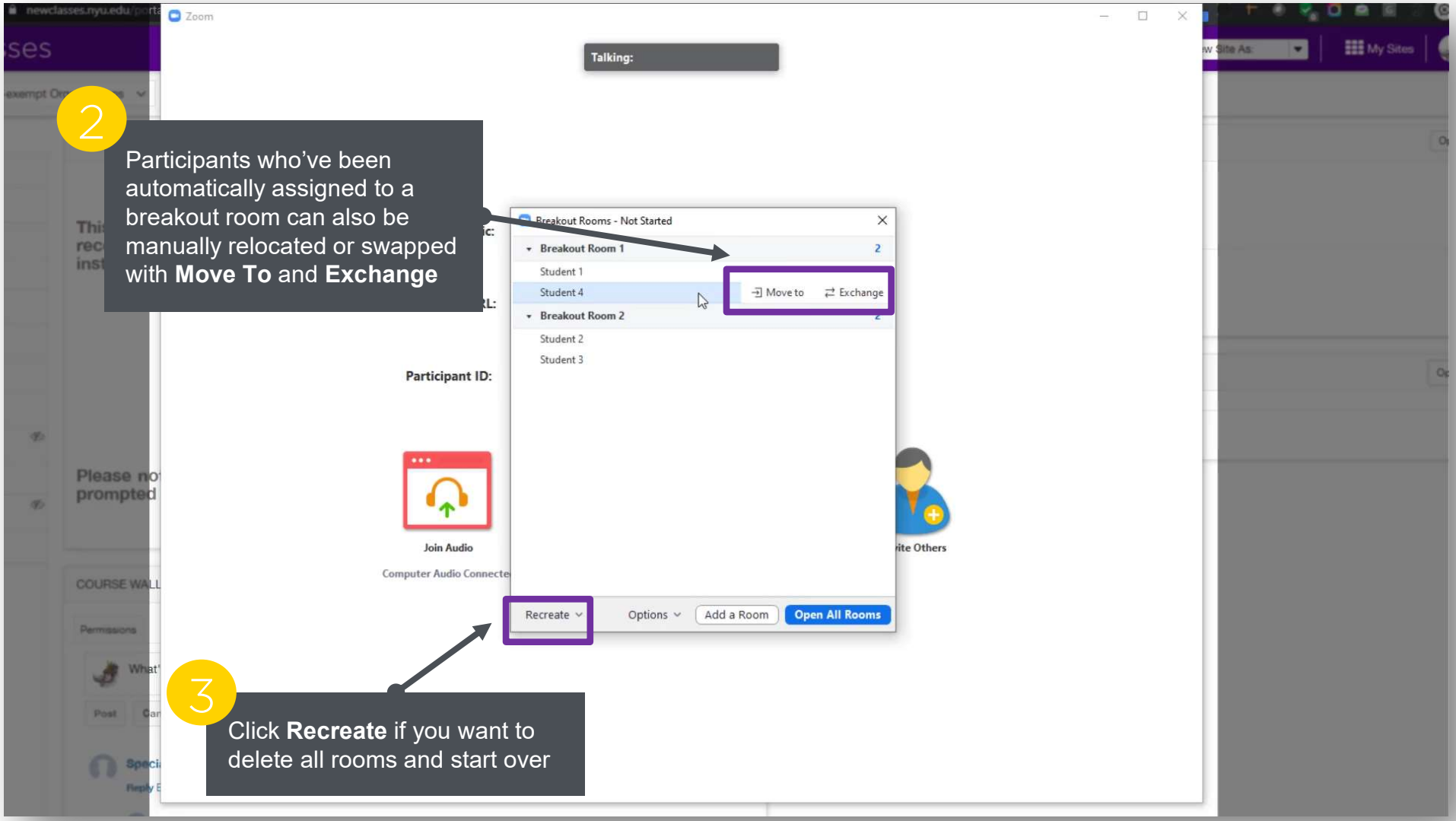


Breakout Setup – Automatically Assigned

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

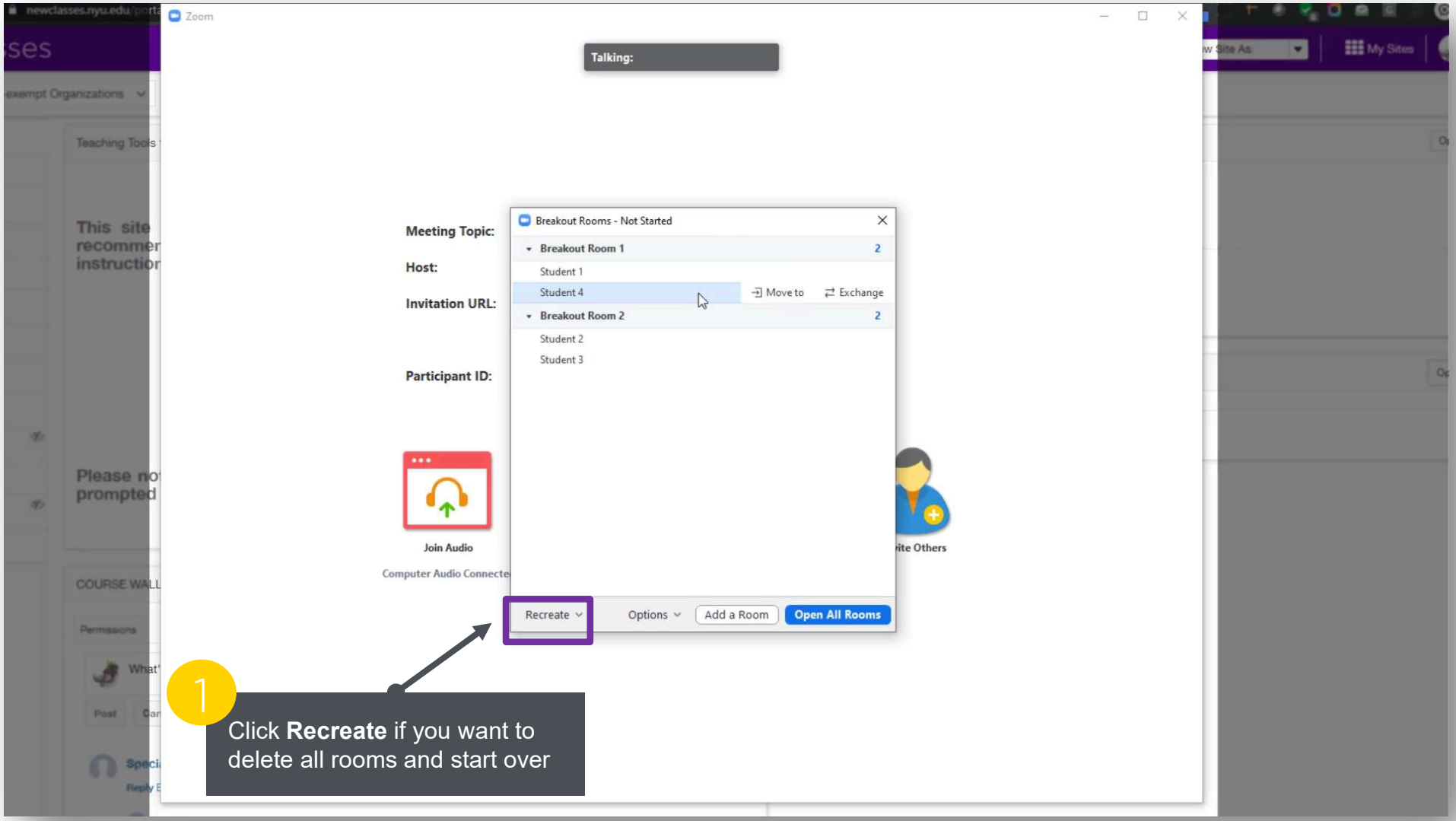


Breakout Setup – Automatic Assignation (cont.)

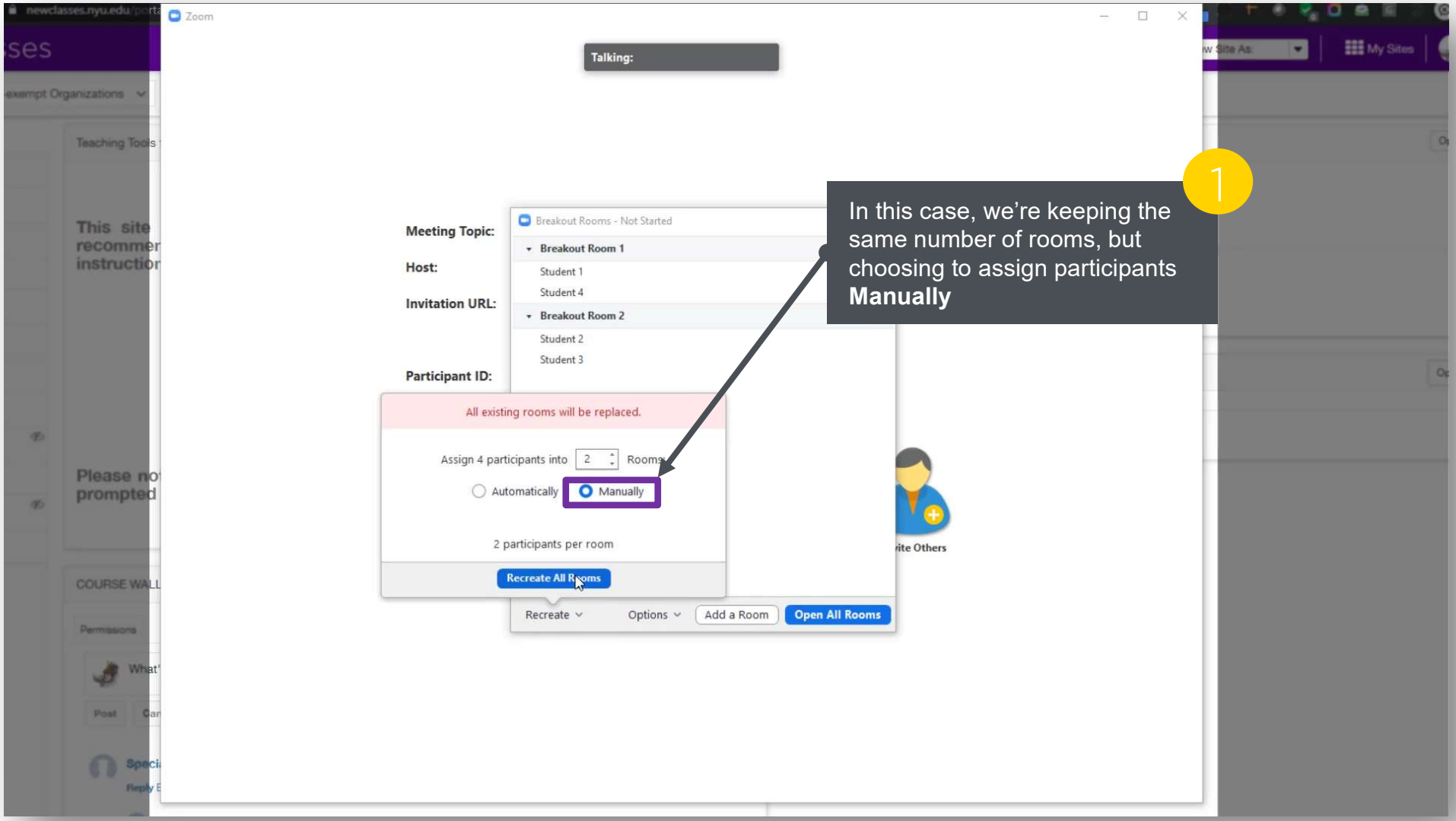


Breakout Setup - Recreating Rooms

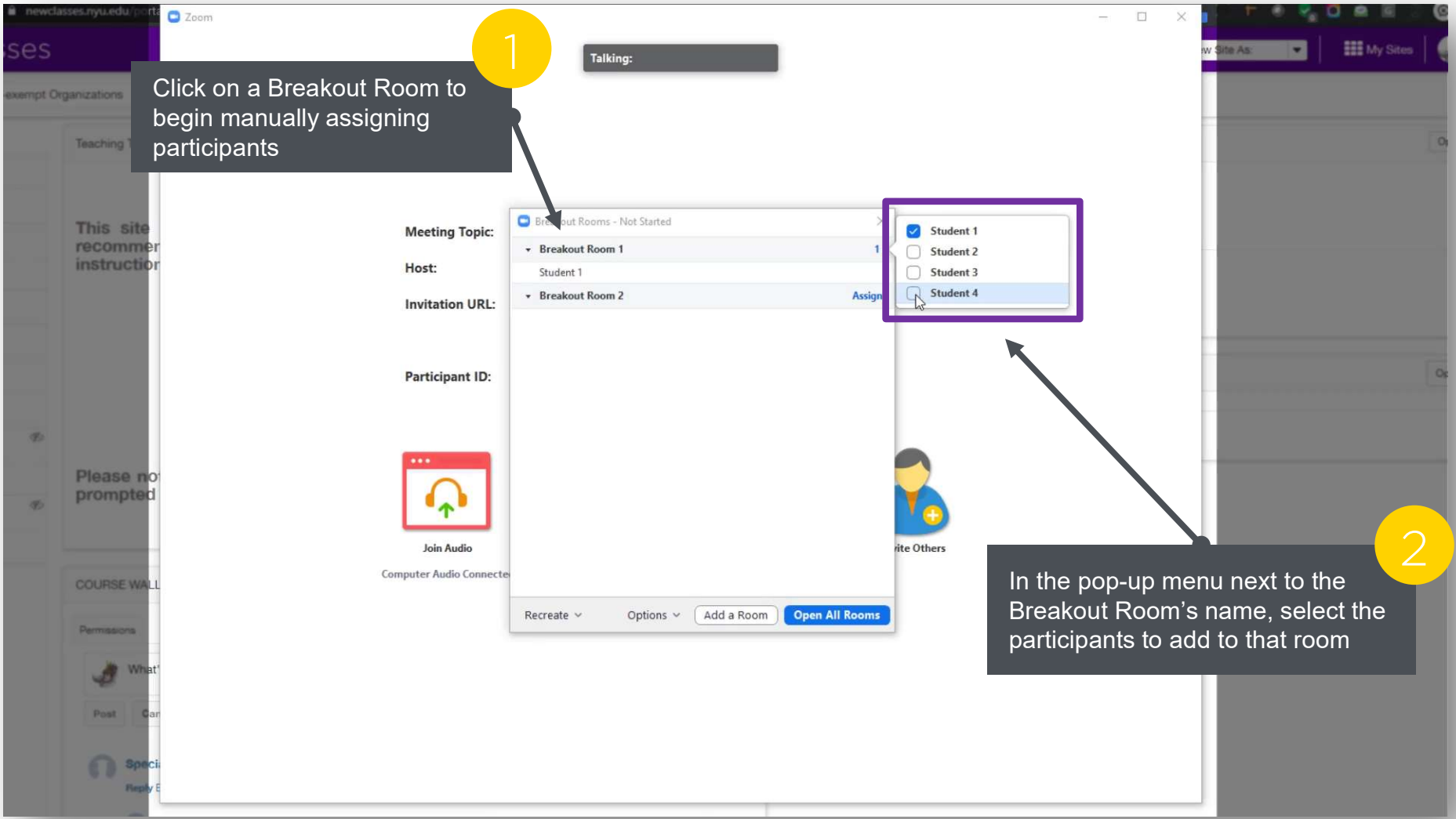
Instead of opening your Breakout Rooms, you can choose to **Recreate** them from scratch, as for instance to switch assignation modes from Automatic to Manual (or vice versa) or change the number of rooms



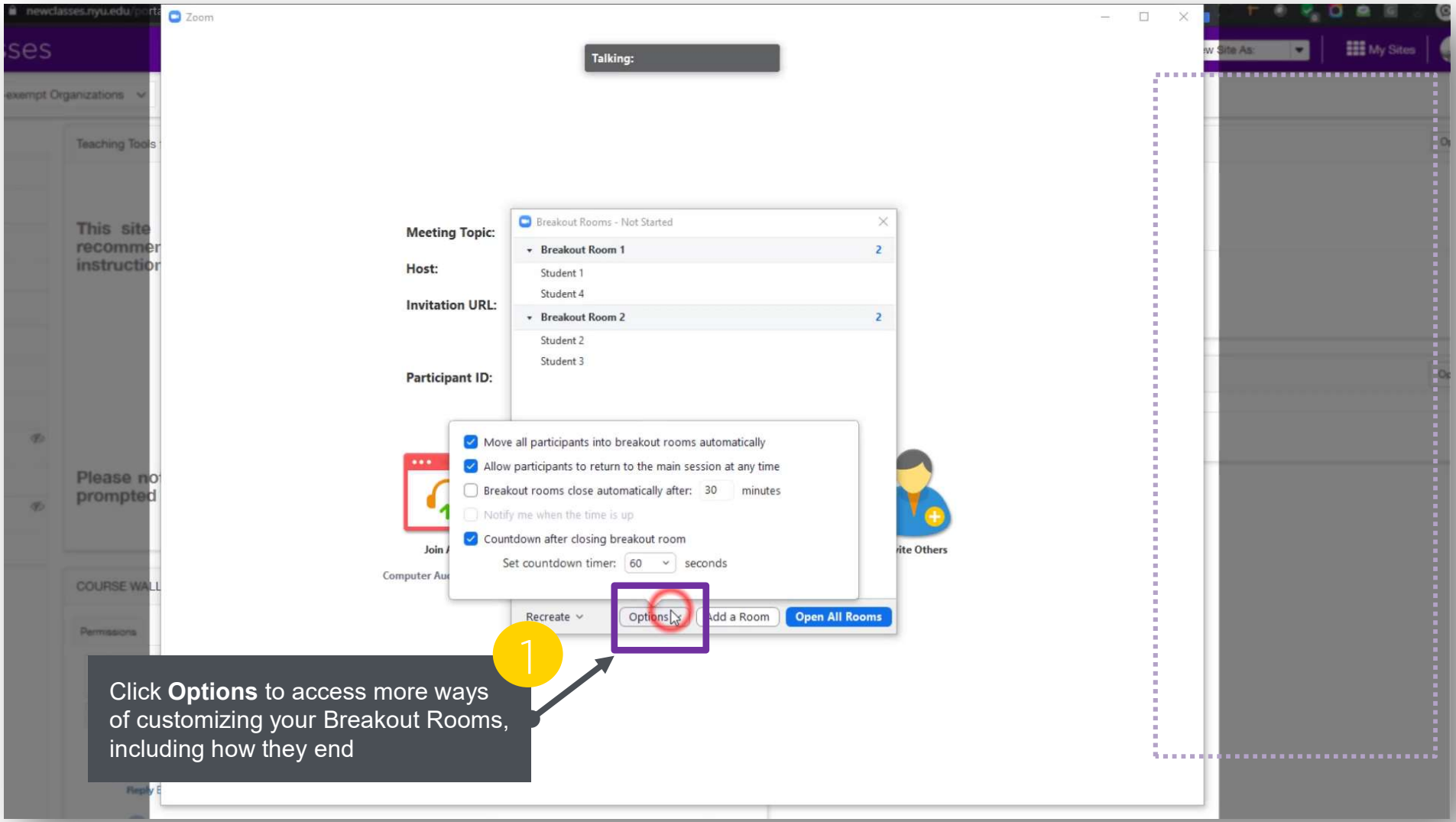
Breakout Setup – Manual Assignation



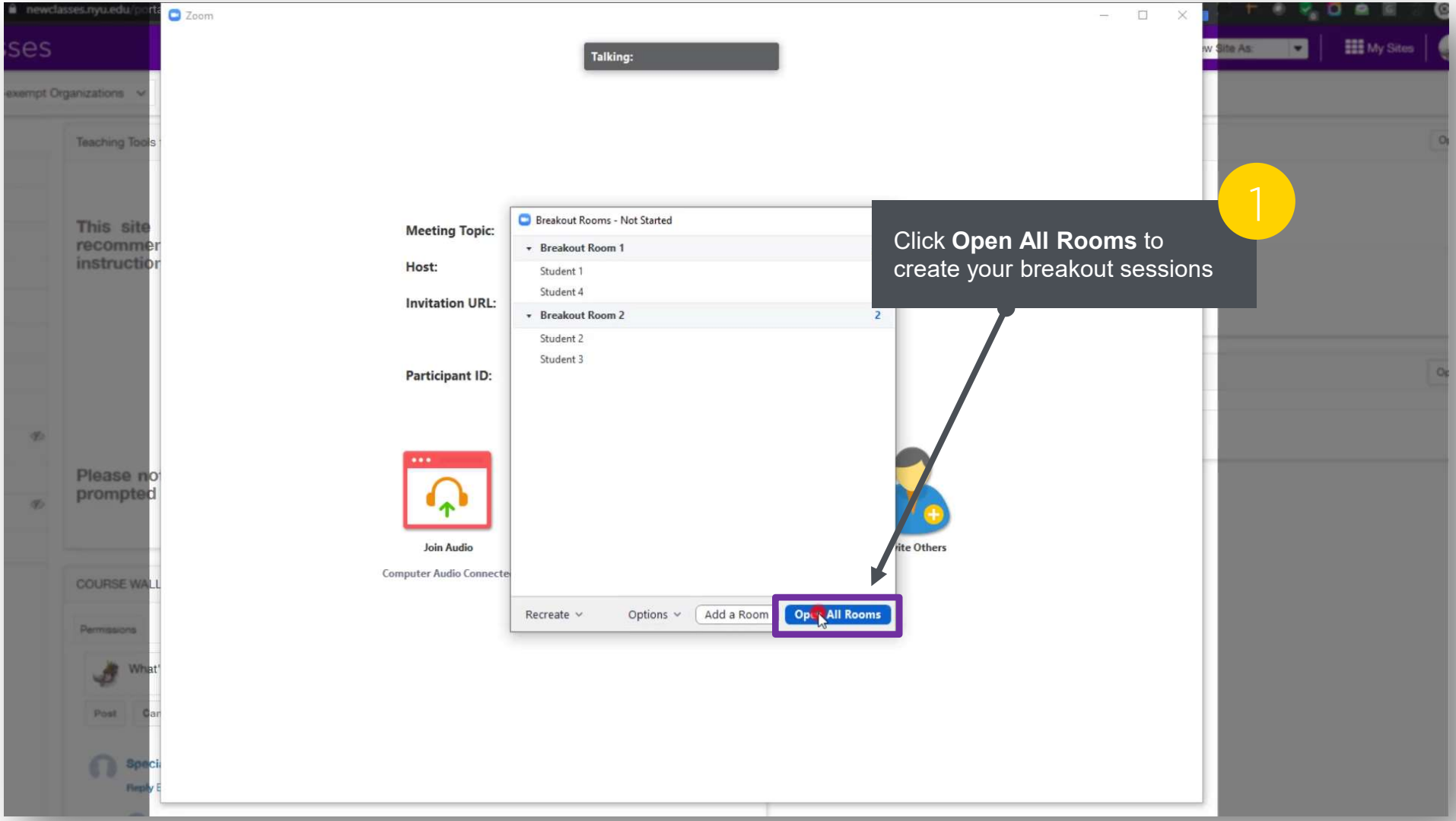
Breakout Setup – Manual Assignation (cont.)



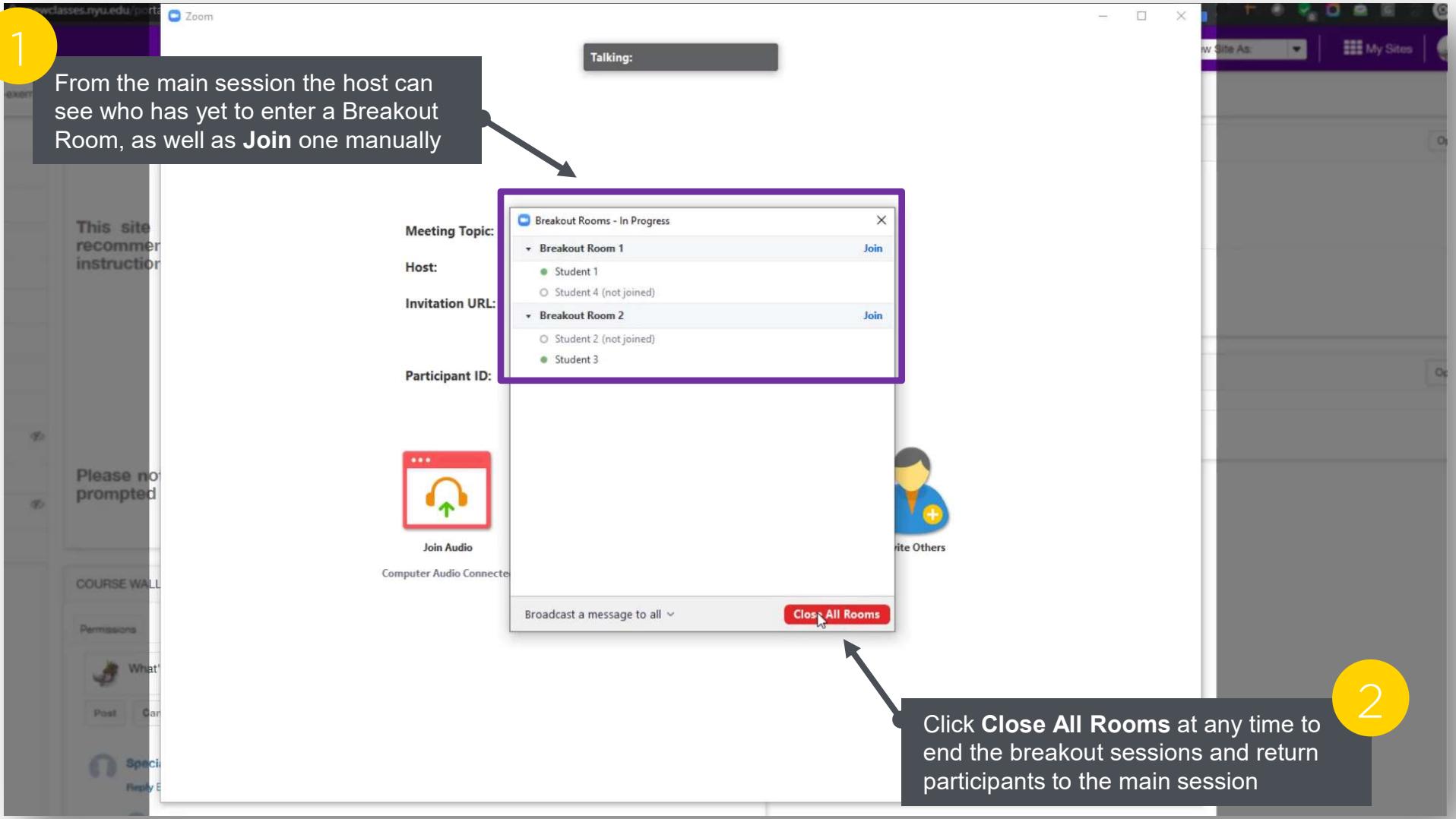
Breakout Setup - Options



Breakout Setup – Creating Breakout Rooms

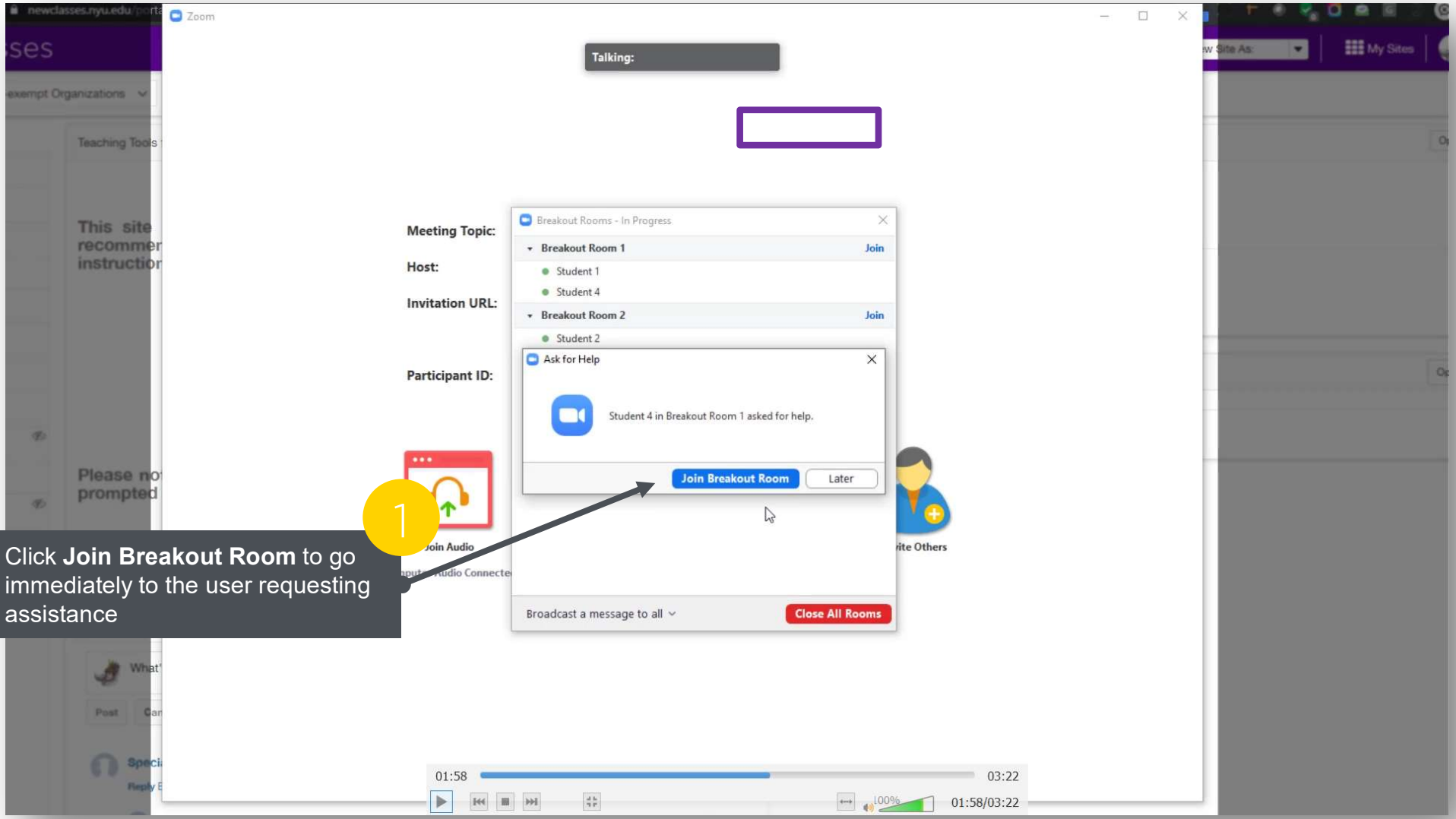


Managing Breakout Rooms

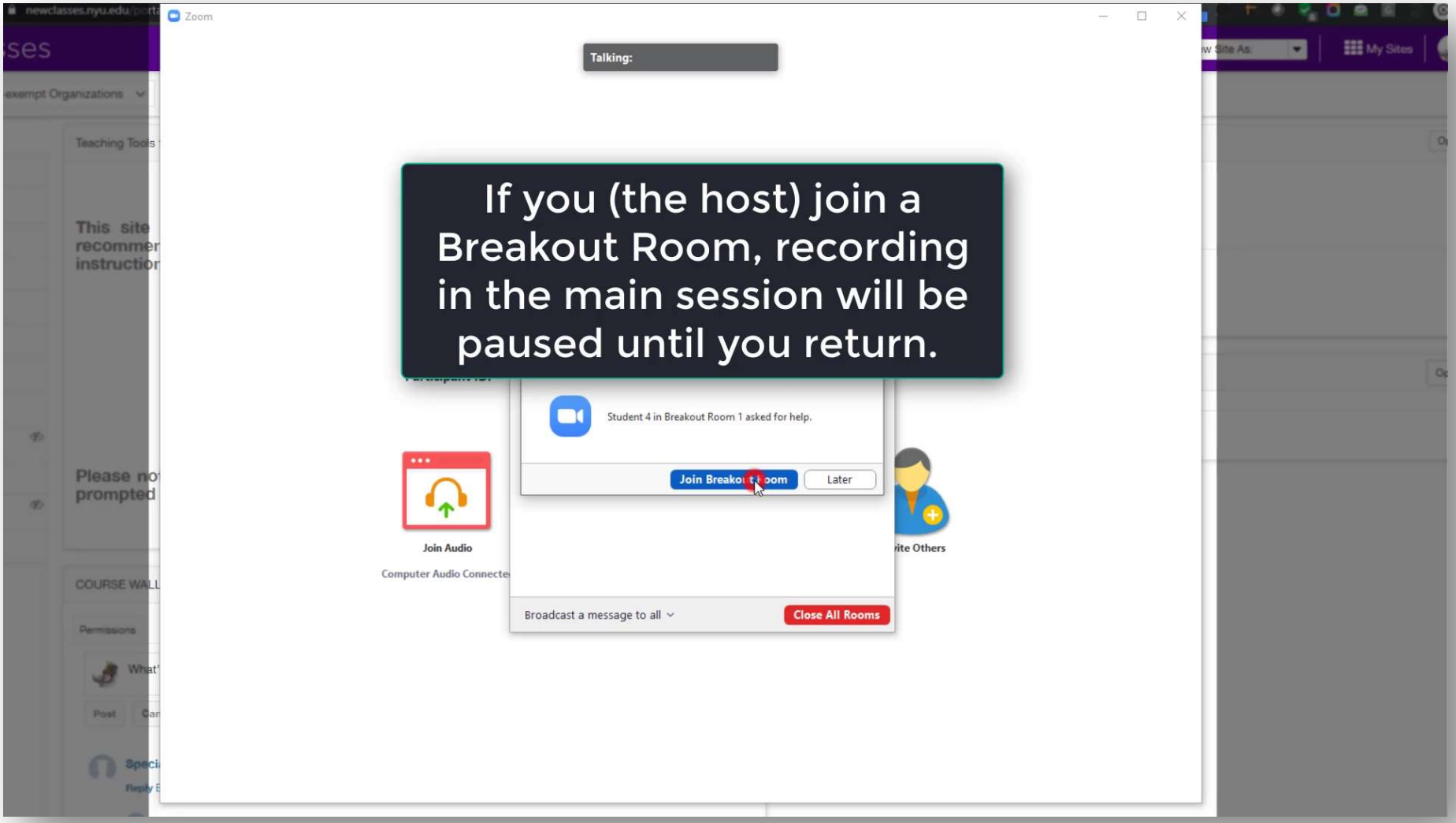


Responding to Help Request

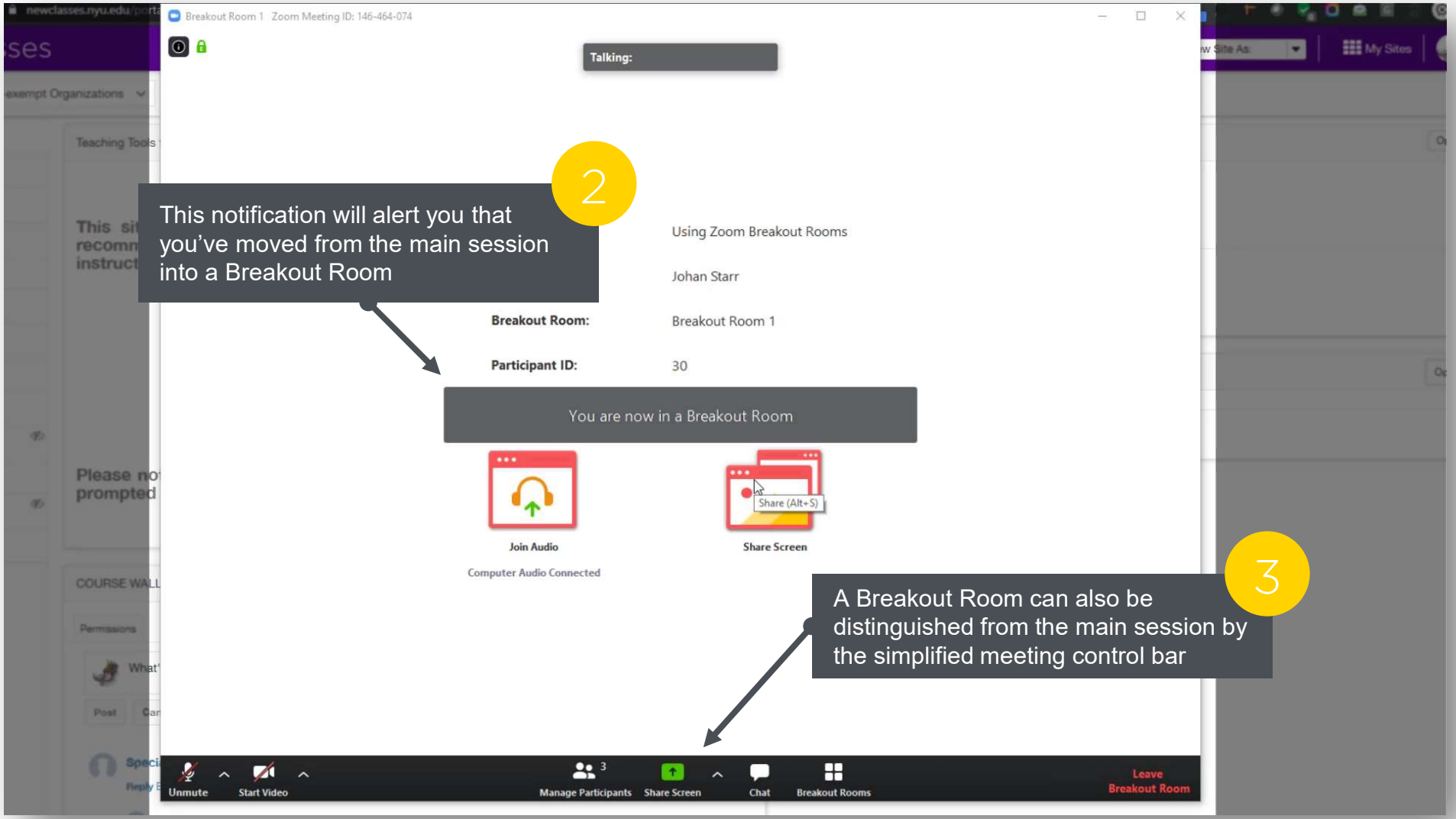
If a participant in a Breakout uses the **Ask for Help** button, the host will receive a pop-up window that will allow them to go straight to that room



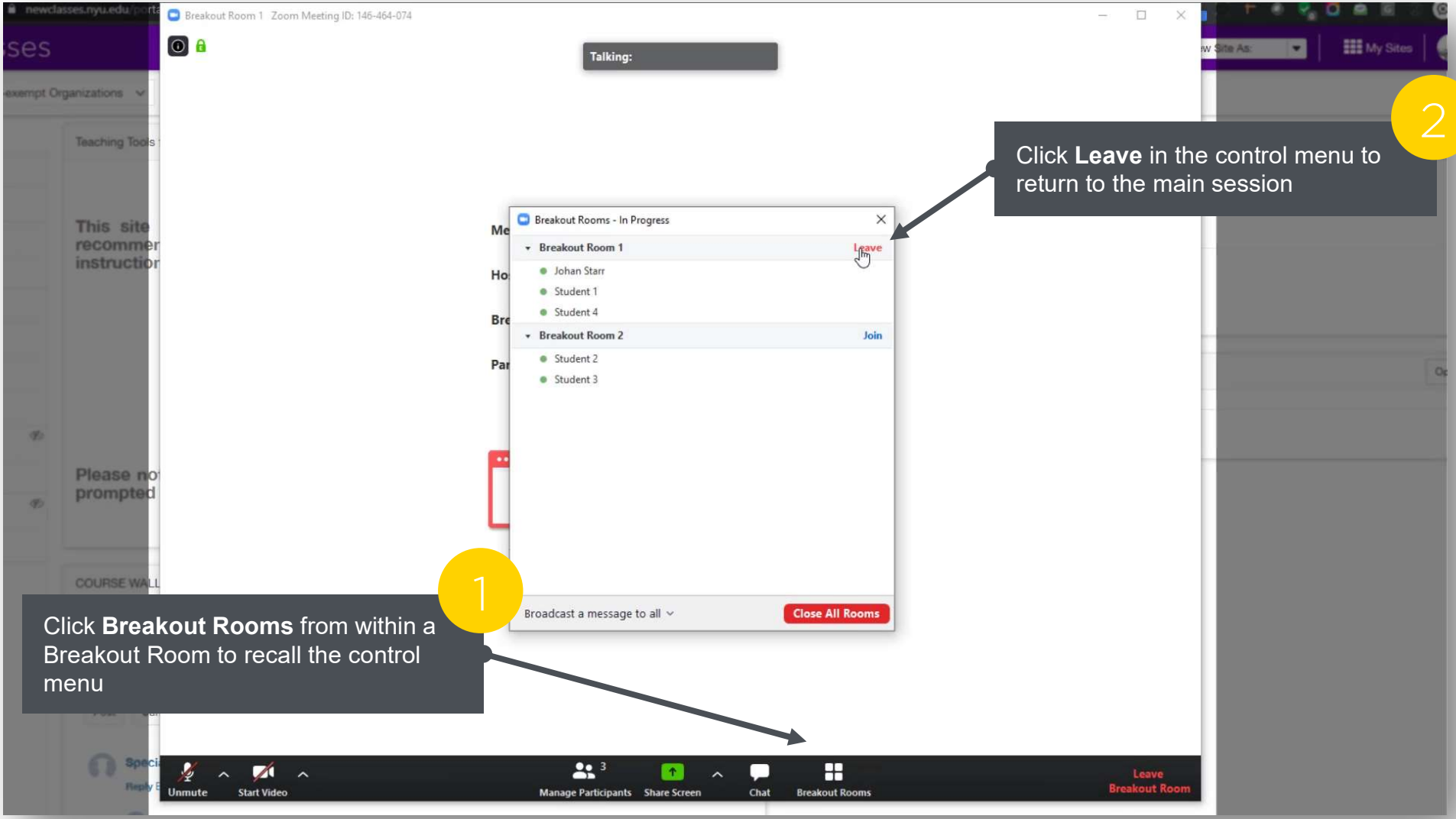
Entering a Breakout Room (cont.)



Entering a Breakout Room (cont.)

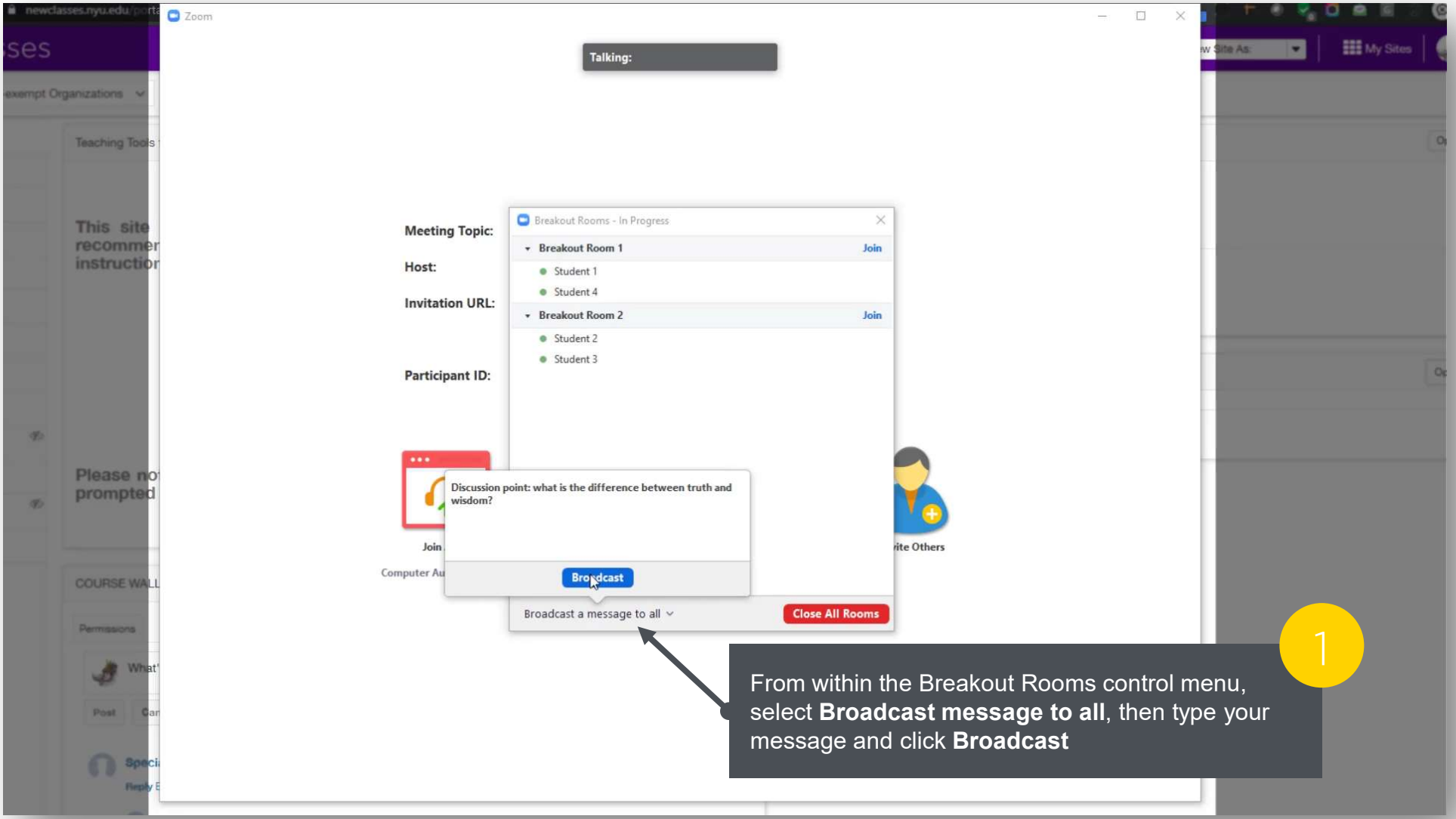


Leaving a Breakout Room

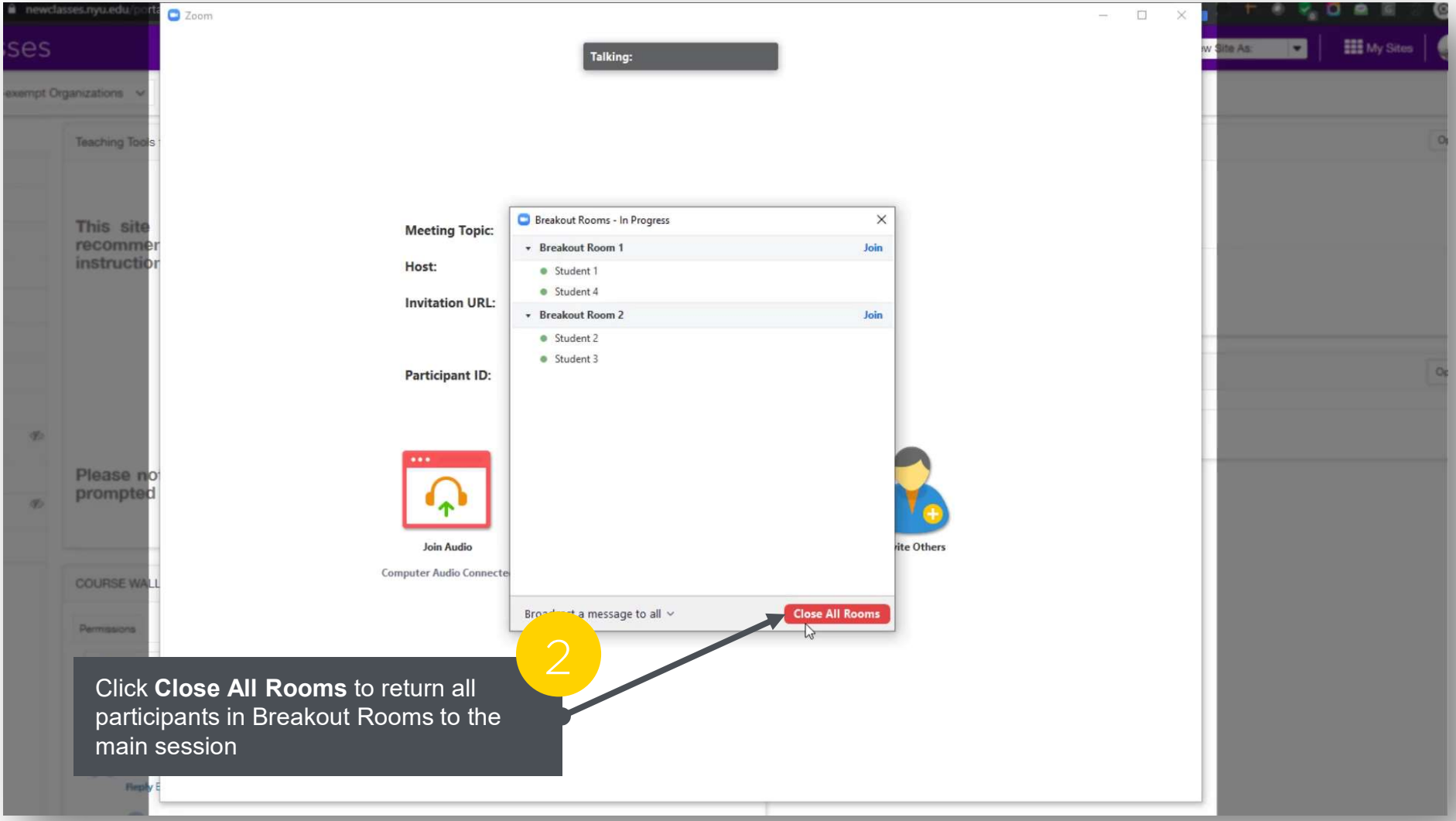


Broadcasting to Breakout Rooms

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

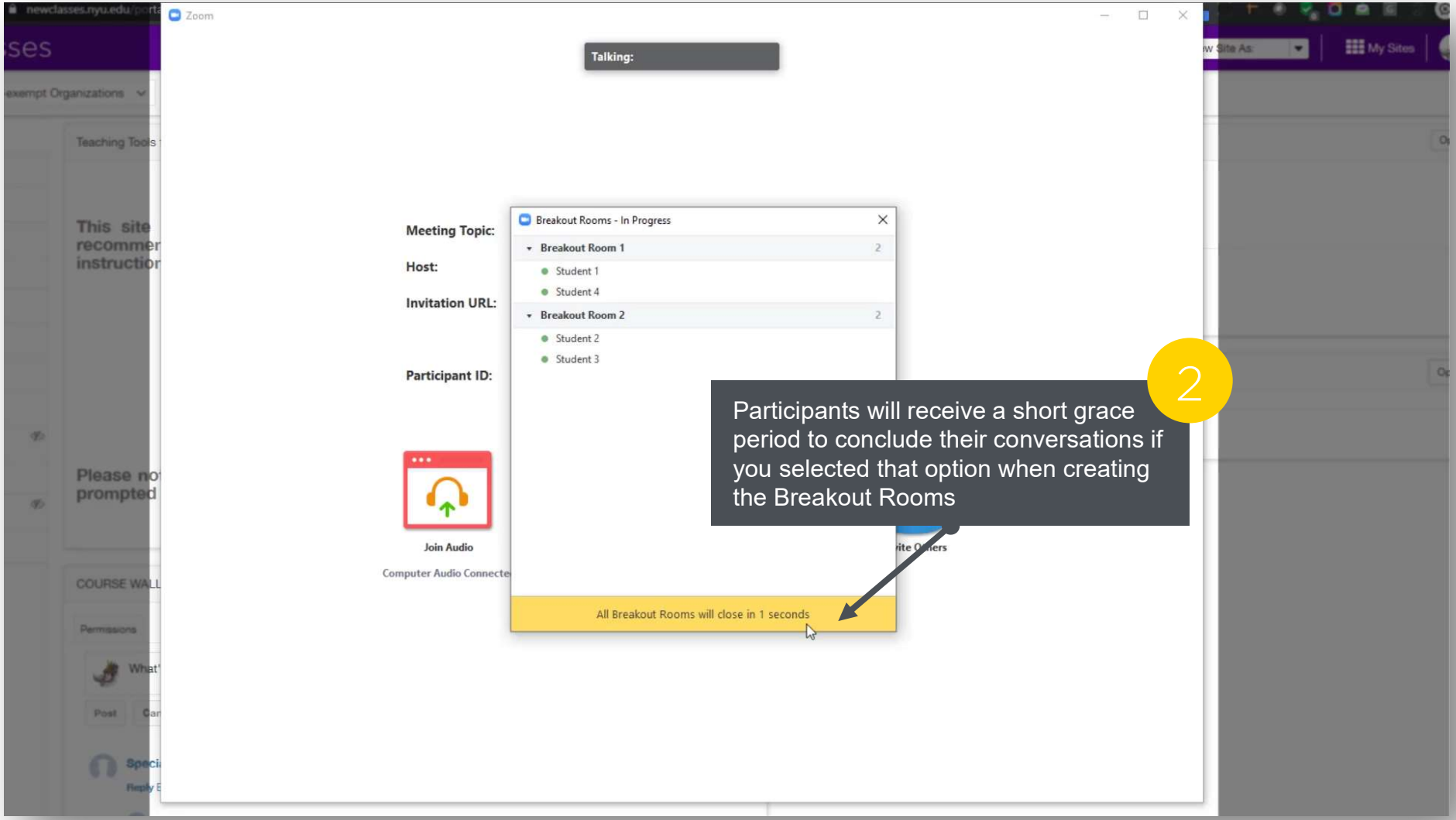
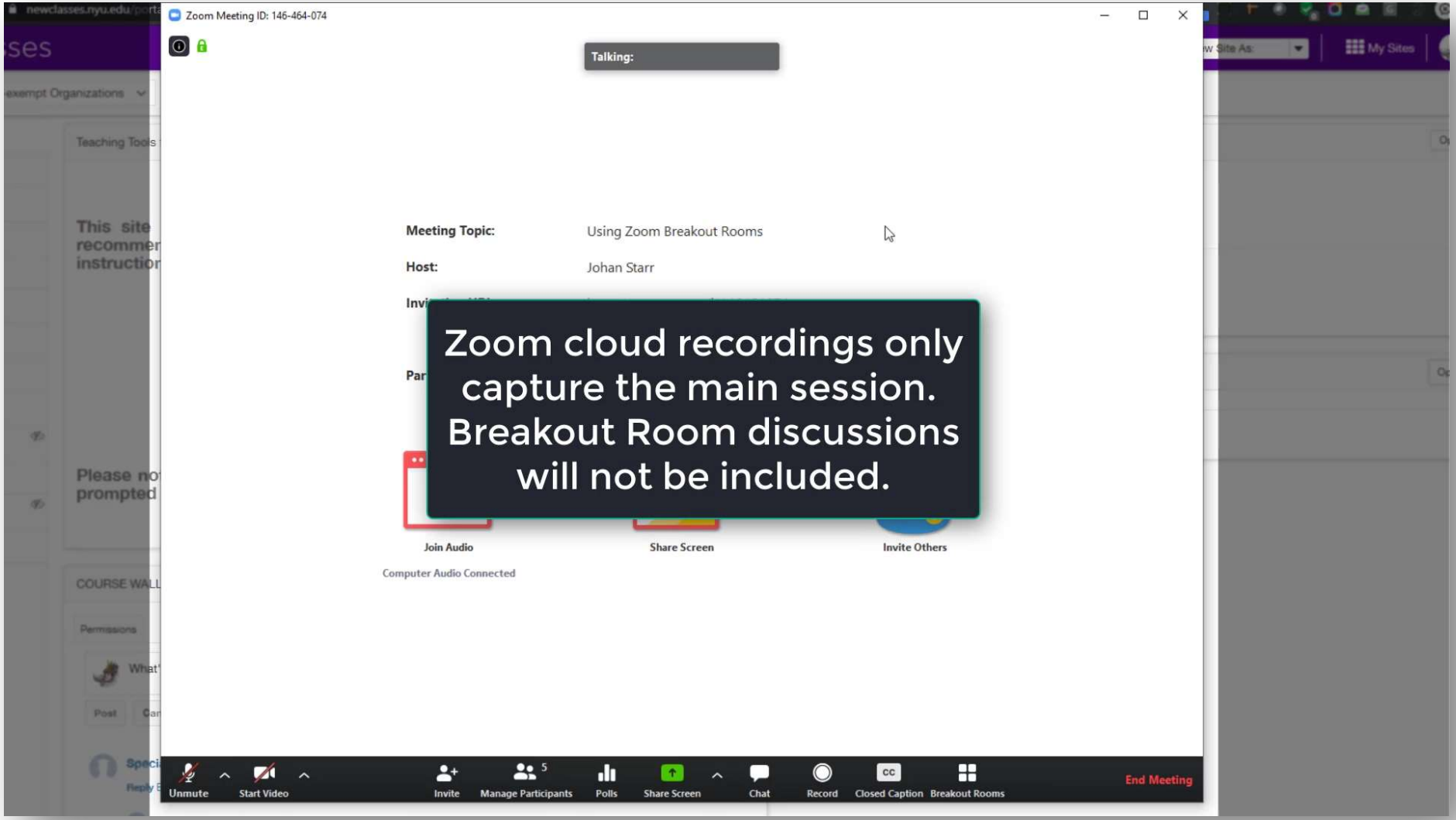


Closing Breakout Rooms



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



Note on Recording in Breakout Rooms