USING ZOOM BREAKOUT ROOMS
BREAKOUT ROOMS IN ZOOM

• Allow a large group to break into smaller groups
• Easier to talk in small groups
• Automatically during meeting: Specify # of groups
  • Only Hostess or Co-Hostess can create breakouts (best)
• Or grouped manually at the time meeting is created
  • Only Hostess pre-assign groups
  • This is less preferred -- you may not know who will attend
BEFORE CREATING MEETING

- Log into your Zoom account
- Click on Settings (far left menu)
- Click on Advanced (secondary menu)
- Breakout rooms: set to ON
  - Check box allows assigning breakout rooms while scheduling

**Breakout room**
Allow host to split meeting participants into separate, smaller rooms

- Allow host to assign participants to breakout rooms when scheduling
AUTOMATIC SETUP

1. Start a Zoom meeting

2. Click the breakout room icon in the toolbar at the bottom of your zoom screen

3. Select the number of breakout rooms & click Create button

This setup window pops up:
OPEN BREAKOUT ROOMS

This window will appear

Open All Rooms:
• This window will remain so you can use it at any time. Or multiple times.
• When clicked, presents a button inviting participants to join a room. They will click on the button.
• Hostess remains in main room

Add a Room:
• Allows a room to be added at anytime
DURING BREAKOUTS

• Hostess can communicate by 
  **Broadcast** message with other break-out rooms.

• Hostess can **Close All Rooms**
  • This sends a notice and countdown
  • Members have a minute to rejoin
  • After a minute breakout rooms will close and all participants will be brought back to the main zoom.
MIXING IT UP

• If you do more than one breakout session, you may want to mix up the groups between sessions, to give people a chance to talk to others

• Recreate allows you to automatically choose new groupings
  • Just select a number of groups
  • All existing rooms will be replaced
Breakout Room groupings can be planned and setup ahead of time.

As Hostess creates the meeting.

There is seldom reason to use this mode – you enter each email manually, and if some invitees do not attend, you will need to re-organize groups.
Breakout Room groupings can be planned and setup ahead of time.

While creating the meeting, scroll to the bottom of the schedule screen and select "Breakout Room pre-assign."
Enter emails into pre-assigned groupings

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants. Learn more

PLANNED GROUPINGS

Breakout Room groupings can be planned and setup ahead of time.

While creating the meeting
LET’S TRY IT!

• You will be moved to a breakout room

• **Discuss:** What tips can you share with us about using online meetings

• At the end you will see a 1-minute notice that the breakout is ending

• Wrap up conversation, and press the button to rejoin.

https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms