

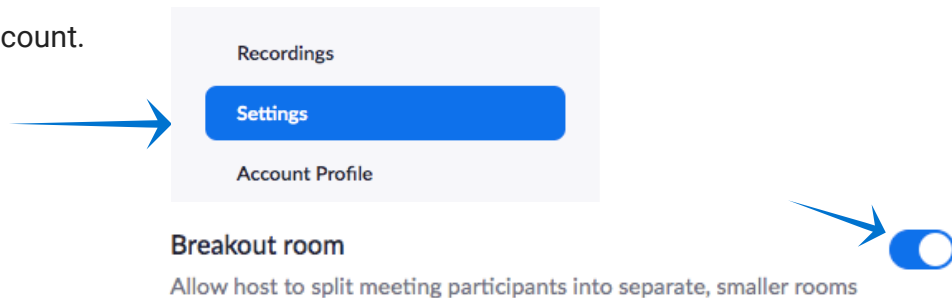
Managing Break Out Rooms in Zoom

Breakout rooms allow you to split your attendees into sub-meetings for group discussions, activities, projects, etc. You can switch between sessions at any time.

NOTE: If the meeting is being cloud recorded, it will only record the main room, regardless of what room the meeting host is in. If local recording is being used, it will record the room the participant who is recording is in. Multiple participants can record locally.

A) Enabling Breakout Rooms in your Account

- 1 Go to <https://zoom.us> and sign in to your account.
- 2 In the left menu, click **Settings**.
- 3 Navigate to the **Breakout Room** option on the Meeting tab.

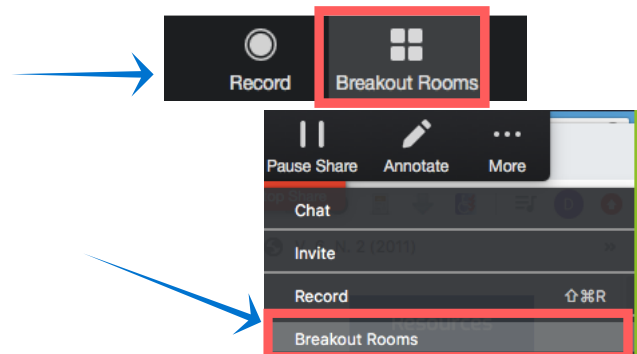


If the setting is disabled, click the toggle to enable it.

B) Managing Breakout Rooms while a Meeting

- 1 Click the **Breakout Rooms** button at the bottom of the Zoom Panel.

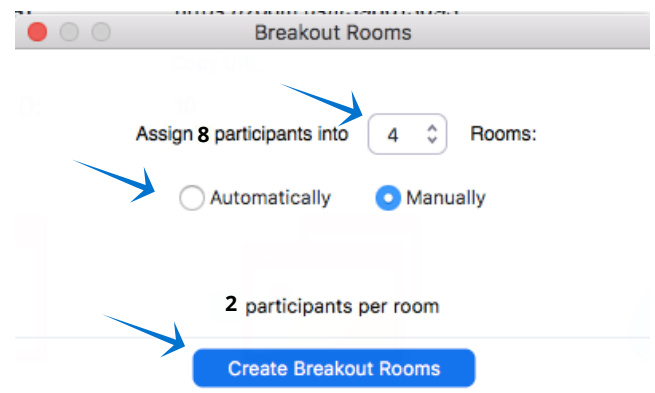
While you are sharing your screen the button is under the more menu.



- 2 Zoom will show the number of eligible participants. Choose how many rooms to create.

Zoom can assign the participants automatically, or choose to manually assign for more control.

Click **Create Breakout Rooms** to proceed.

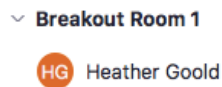


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- 3 Your Breakout rooms are now available and participants are still in the main meeting.

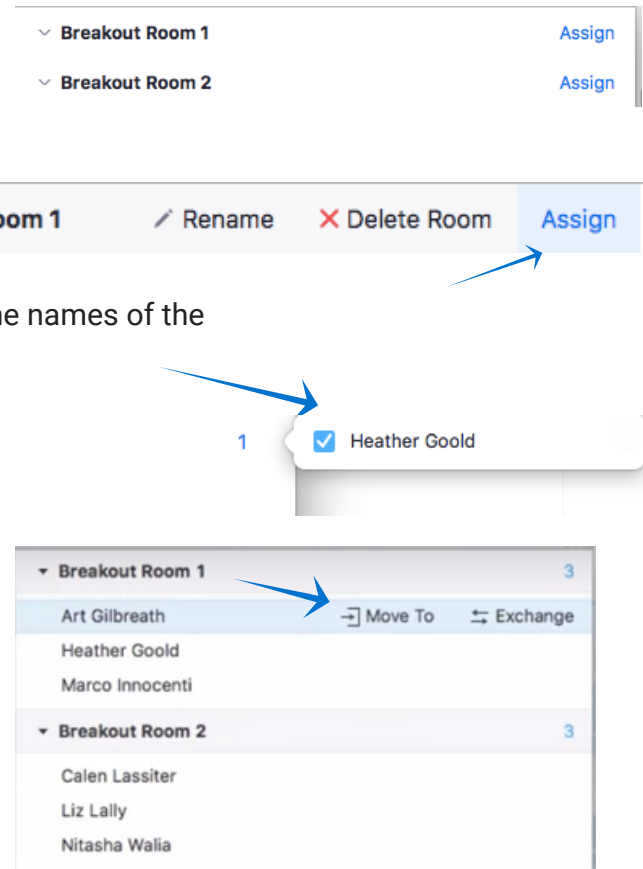
Hover your mouse over a breakout room to rename, delete, or to assign participants.

- 4 Click **Assign** to start assigning participants to the room. Check the names of the participants you want to add to this room

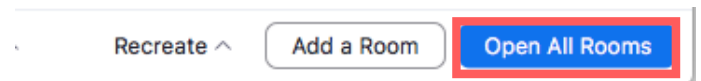


- 5 Do this for each of the breakout rooms.

Float over a participant name to move them to another room or exchange them with some in another room.



- 6 When you are ready, click **Open All Rooms**.



- 7 As a host, you can join any breakout room to offer assistance by clicking **Join** in the Breakout Rooms window.



To leave a breakout session click **Leave Breakout Room** in the Zoom menu.



- 8 You can also click **Broadcast a message to all** to broadcast a message to all meeting participants.



- 9 When time is up click **Close All Rooms** to have all attendees return to the main session.