

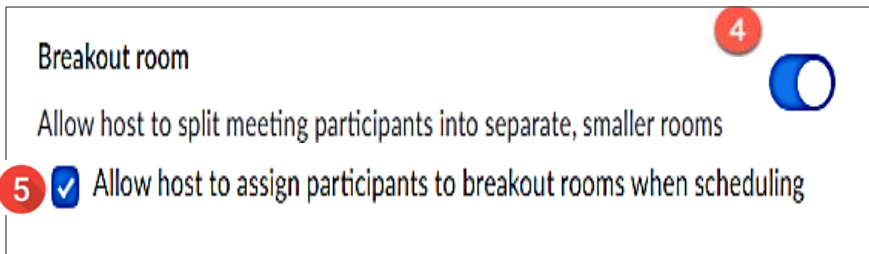


Breakout Rooms

Step 1 - Breakout Rooms


To activate breakout rooms in Zoom:

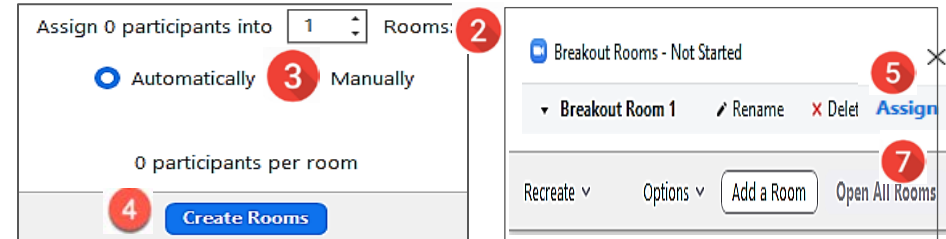
1. Log in to zoom.us.
2. Select **Settings** in the left menu.
3. Scroll down to **Breakout room**
4. Click the toggle to **On**.
5. Place checkmark in front of “All host to assign participants”



Step 2 – Create Breakout Rooms

To create breakout rooms in a meeting:

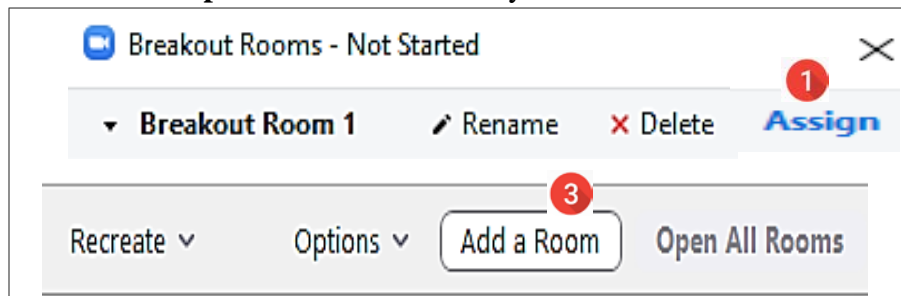
1. Click the **Breakout Rooms** icon on toolbar 
2. Set the number of rooms you want to create.
3. Set whether to assign them **Automatically** or **Manually**.
4. Click **Create Rooms**.
5. Click **Assign**
6. Place checkmark in participant’s box. Repeat for all rooms
7. Click **Open all rooms** to start your breakout sessions



Step 3– Assign Users to Rooms

To manually assign users to rooms:

1. Click **Assign**.
2. To add participants to the group, select the checkbox in front of each participant. Repeat for all rooms.
3. Click **Open All Rooms** to start your breakout sessions..



Step 4– Control Breakout Rooms

To control the breakout rooms:

1. Click **Options** to enable various breakout room settings
2. Click **Join** to insert yourself into a breakout room.
3. To leave the room, click **Leave Breakout Room**.
4. Click **Broadcast message** to all to compose and send a message to all breakout rooms.
5. Click **Close All Rooms** to bring everyone back to the Main Meeting

