Zoom provides the ability for the host of a meeting to create rooms and assign participants to those rooms.

Log into Zoom and start a meeting: zoom.us

- Click on Breakout Rooms icon from the meeting task bar

- Select the number of rooms you want to create and assign your participants to those rooms. 2 choices
  - Automatically: Let Zoom split your participants up evenly into each of the rooms.
  - Manually: Choose which participants you would like in each room.

- Click on Create Rooms. Rooms are created but will not start automatically. Click on options to manage the rooms.

Options for Breakout Rooms:

After creating the breakout rooms, click Options to view additional Breakout Rooms options.

- Move all participants into breakout rooms automatically. This option will move all participants into rooms.
- If this option is unchecked, participants will have to click Join to be added to the breakout room.

Assigning Participants to Rooms

To assign participants to your rooms, select Assign next to the room you wish to assign participants to and select participants you want to assign to that room. Repeat this for each room.
Managing Rooms:

Participants not assigned to a room will remain in the main meeting when the rooms are started.

- **Move to** (participant): Select a rooms to move the participant to.
- **Exchange** (participant): select a participant in another room to swap the selected participant with.
- **Delete Room**: delete the selected room.
- **Recreate**: deletes existing breakout rooms and crates new ones
- **Add a Room**: add another breakout room
- **Open All Rooms**: Starts the rooms, all participants will be moved to their respective rooms, the host will be left in the main meeting until manually joining one of the rooms.

- The host will stay in the main meeting until joining a room manually.
  - **Join**: join the breakout room
  - **Leave**: Leave the room and return to the main meeting
  - **Close All Rooms**: Stops all rooms after a 60 second countdown and returns all participants back to the main meeting.

- Participants in breakout rooms can request that the meeting host join their meeting—[Click on Ask for Help](https://support.zoom.us/hc/en-us/articles/206476313-Managing-Video-Breakout).