

## Zoom—Breakout Rooms

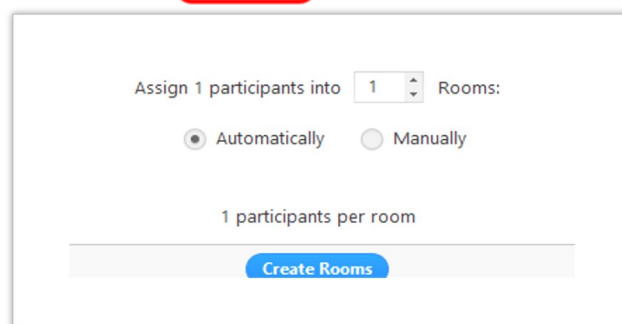
Zoom provides the ability for the host and co-hosts of a meeting to create rooms and assign participants to those rooms.

### Log into Zoom and start a meeting: [zoom.us](https://zoom.us)

- Click on **Breakout Rooms** icon from the meeting controls/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.
  - Let participants choose room:** Participants can select and enter rooms on their own.

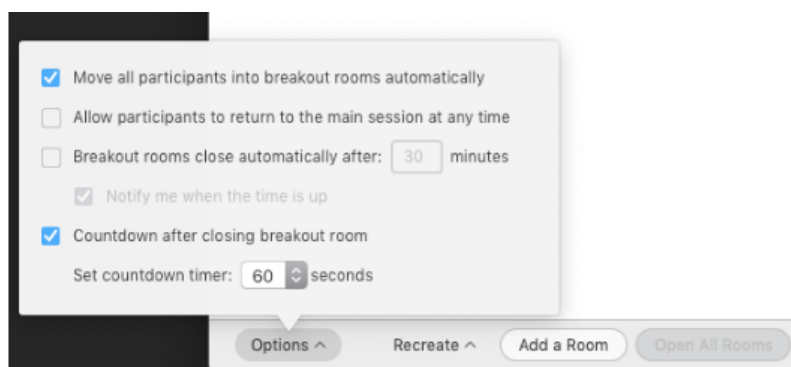


- Click on **Create Rooms**. Rooms are created but will not start automatically. Click on **options** to manage the rooms.

### Options for Breakout Rooms:

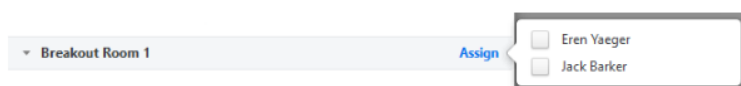
After creating the breakout rooms, click Options to view additional Breakout Rooms options.

- 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

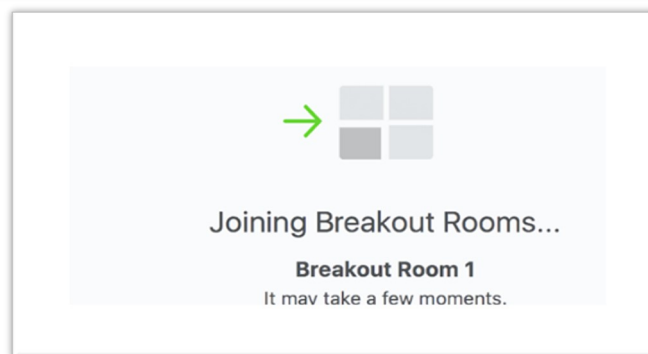
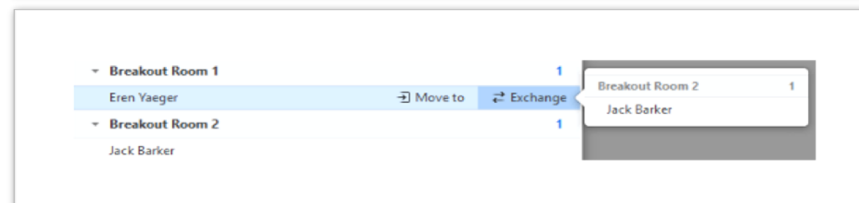
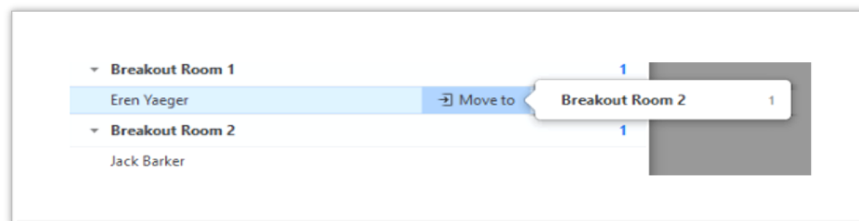
To assign participants to your rooms, select **Assign** next to the room you wish to assign participants to and select participants you want to assign to that room. Repeat this for each room.



## Managing Rooms:

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

- **Move to** (participant): Select a room 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 creates 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, or co-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**.



## Technical Support

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## Broadcasting a message to all breakout rooms:

The host or co-hosts can broadcast a message to all breakout rooms to share information with all participants. This can be done from the main session or from within a breakout room.

- Click on **Breakout Rooms** from the meeting controls/taskbar.
- Click **Broadcast a message to all**, enter your message and click **Broadcast**.

Zoom Knowledge Base:

<https://support.zoom.us/hc/en-us/articles/206476313-Managing-Video-Breakout->