

How to use Breakout Room Functionality on Zoom

Note that you can only create breakout rooms if you're using the desktop version of Zoom. Mobile users can still join the breakout rooms, but can't create or manage them.

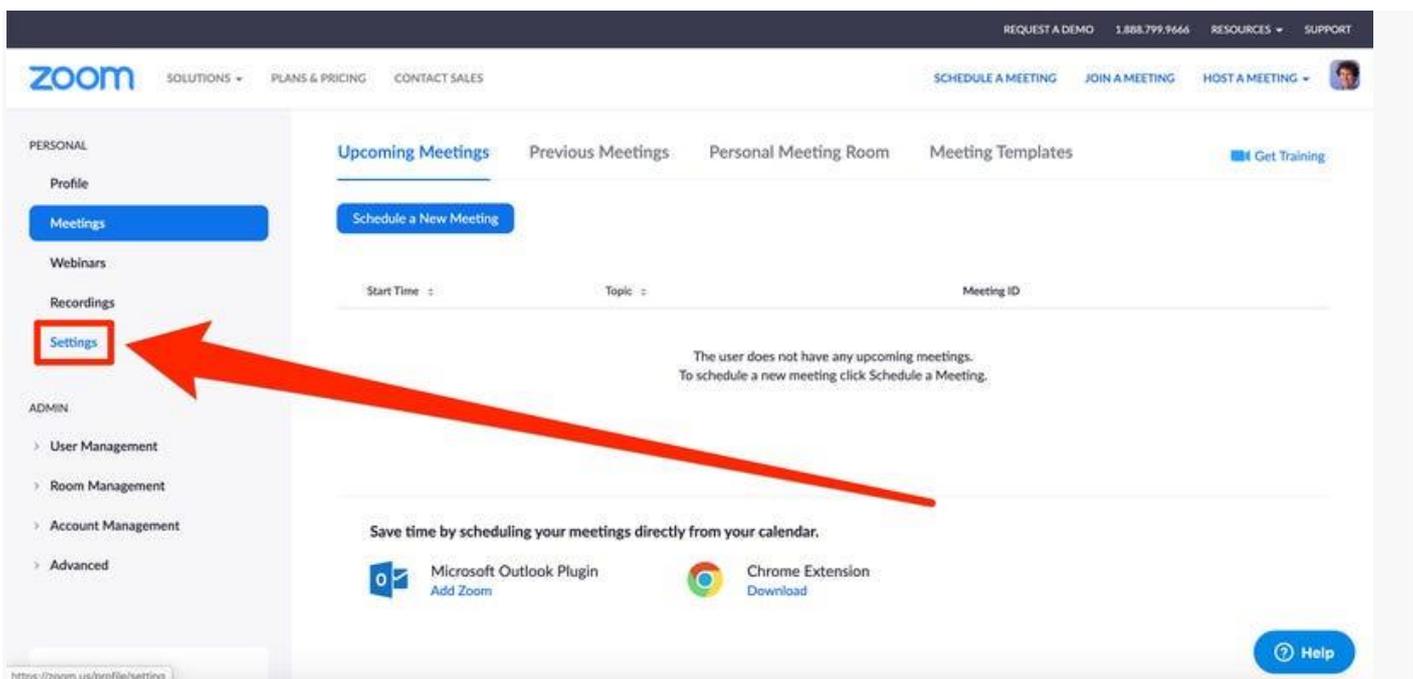
Here's how to set up a breakout room, using the Zoom desktop app for Mac and PC.

Note - you need to be the host of the Zoom meeting to be able to set this up.

How to enable breakout rooms in Zoom

First, you'll need to log onto zoom.us's website, not the app itself, to enable breakout room functionality.

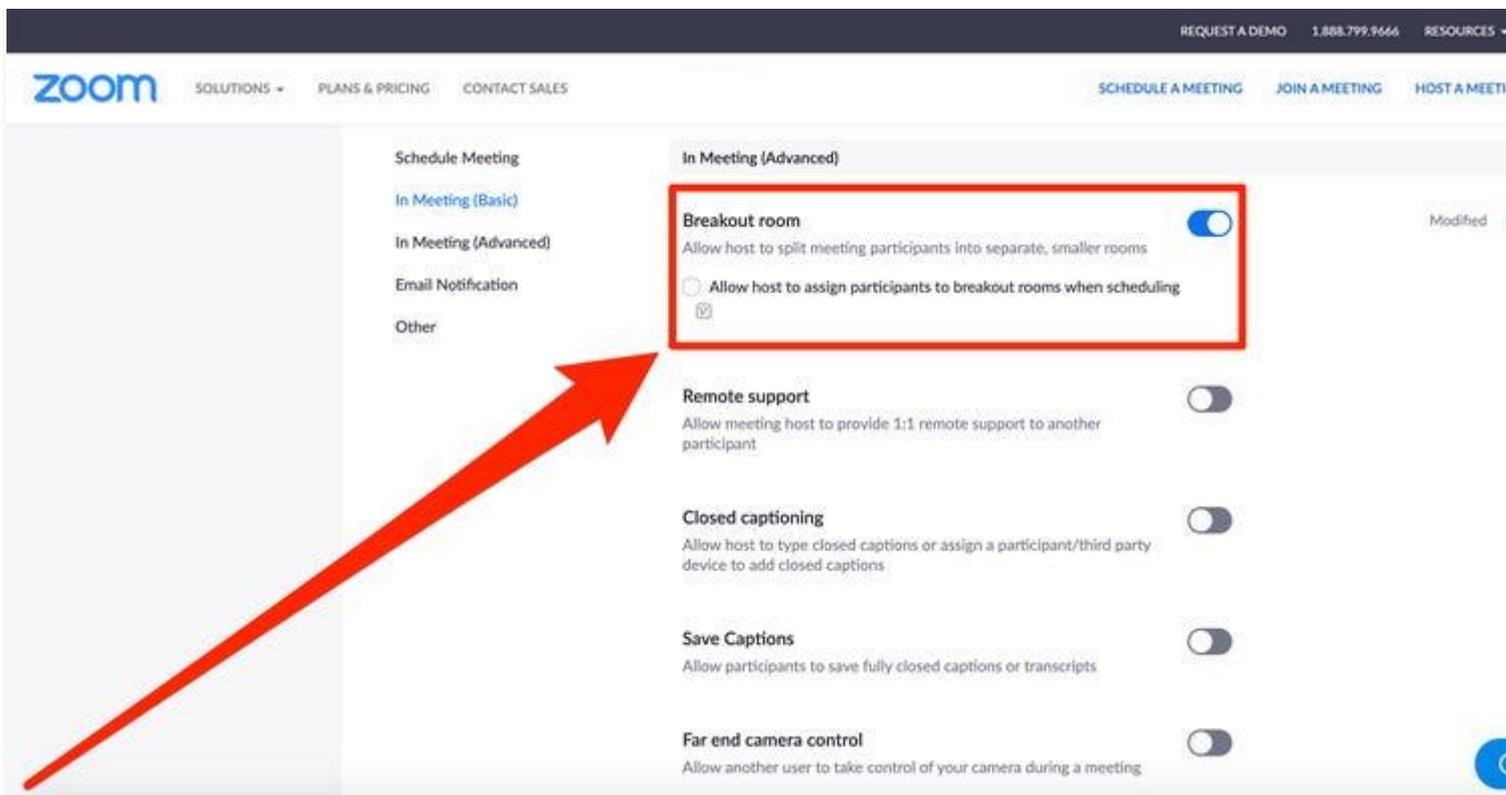
1. Sign in with your username and password on zoom.us.
2. Go to your account by clicking "My Account" in the top-right corner.
3. Under the "Personal" heading in the left sidebar, click "Settings."



Depending on what version of Zoom you have, this may also be called "Account Settings."

4. Under the Meetings tab (which is selected by default), scroll down to the "In Meeting (Advanced)" category.
5. From here, toggle the switch to enable breakout rooms.

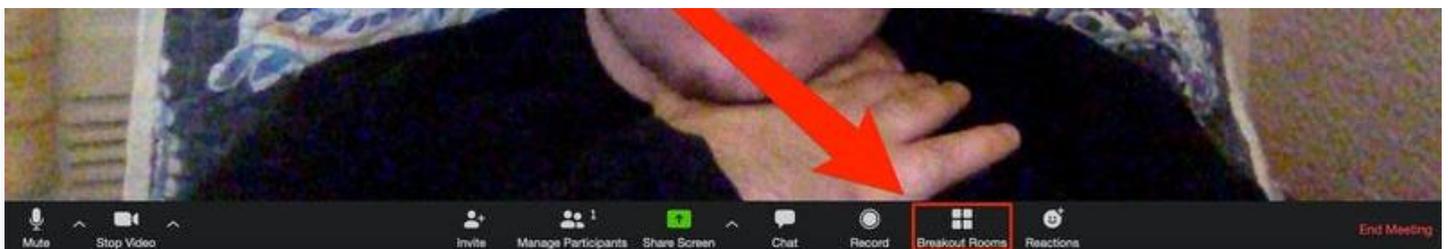
(You can also pre-schedule breakout rooms by selecting the checkbox below this toggle — this will let you manually assign who should go to what breakout room before the meeting starts. Note - this is only really needed if you have large numbers and specific breakout rooms to join. To do this successfully you will require email addresses of people's zoom accounts.)



You have to flip the switch to the right to turn it on.

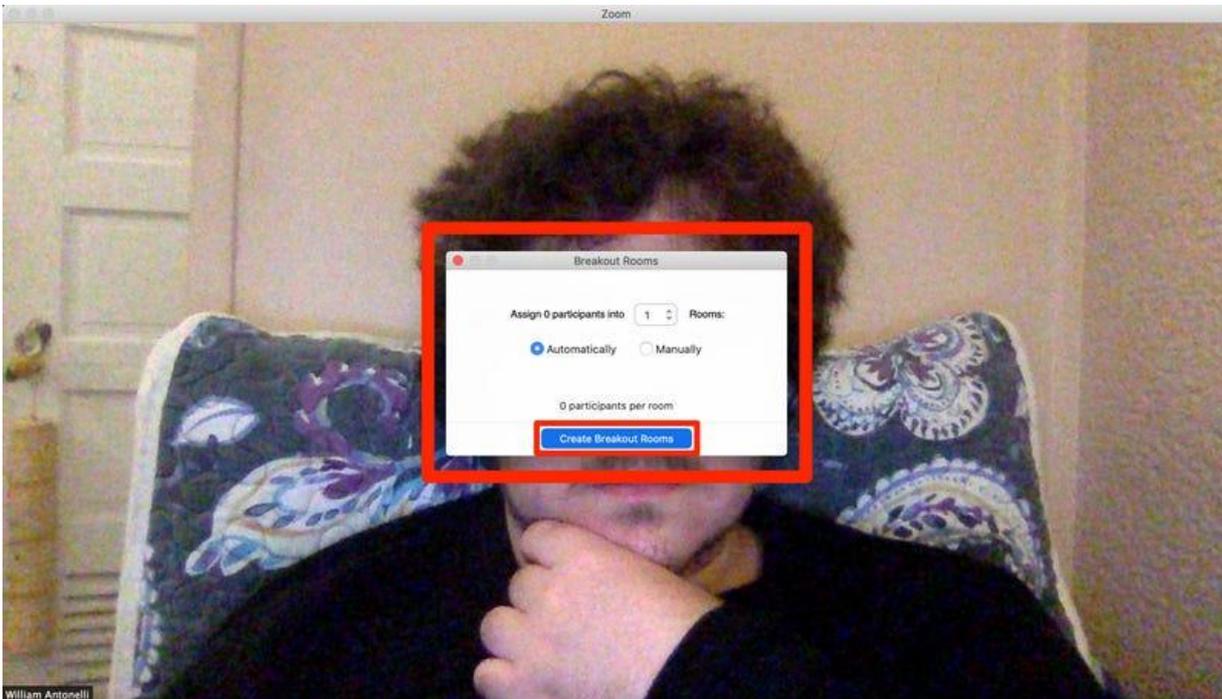
How to create breakout rooms in your Zoom call

1. Open up the Zoom application on your Mac or PC and log in.
2. Select either "New Meeting" or "Schedule" to schedule an upcoming meeting. Either way, you must be the host to create breakout rooms.
3. When the meeting begins, in the bottom toolbar you'll now see a "Breakout Rooms" icon that wasn't there previously. Sometimes this appears after clicking the "More" button which looks like 3 dots.



Click the "Breakout Rooms" option.

4. From here, you can either allow Zoom to automatically sort your participants into the number of rooms you select, or sort out each room manually.
5. Once you've decided on your setting, click the "Create Breakout Rooms" button.



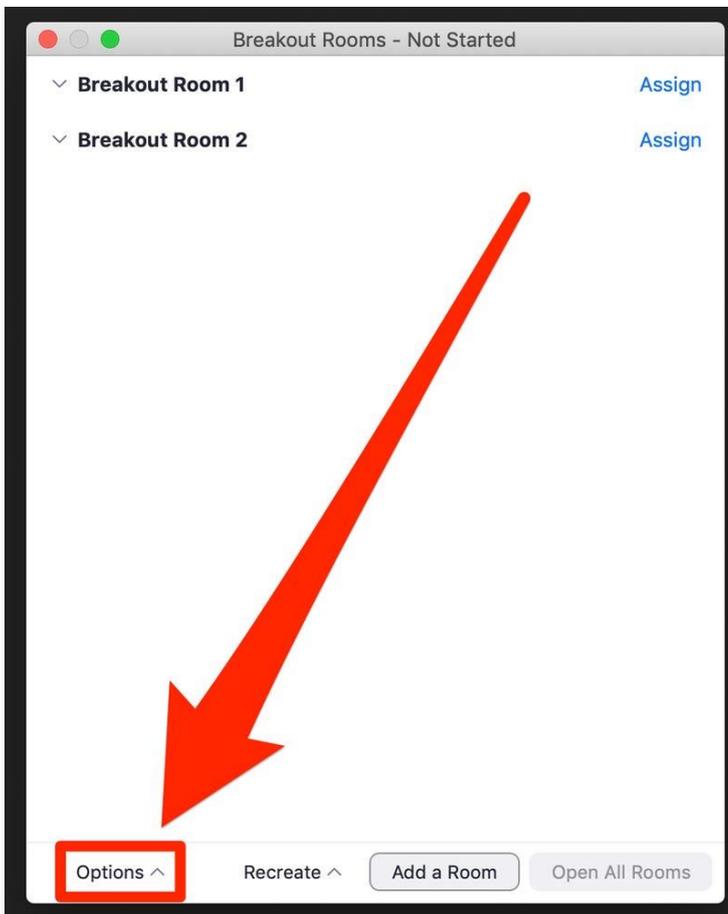
You can sort the rooms in two ways:

1. Automatically – this will randomly assign your meeting participants into the number of breakout rooms you have specified.
2. Manually – this will create number of breakout rooms you have selected and you will need to manually assign each participant to each breakout group. This can be useful if you have specific reasons for putting people in certain groups together.

How to manage a breakout room in Zoom

A dialogue box will show the rooms you've created.

1. Click a room to see who's in it, or hover over to move, rename, delete, or reassign people from various rooms.
2. Select the "Options" button to enable your various breakout room settings.



You can also rename the rooms from this page, and set if you want participants to choose the breakout rooms they will enter.

3. Here you can set breakout rooms to close after a set amount of time, and set a countdown timer to let participants know how long they have left in a particular breakout session once time expires or the host decides to close it.

4. Select "Open All Rooms" to officially start your breakout sessions. This will happen immediately.

5. When breakout rooms are in action, as the host, from the main session you can send a broadcast message to all participants at once, however you cannot use the chat function between the main meeting and the breakout room participants.

6. When you hit 'close' meeting rooms, if you set a countdown timer, this will activate. After that amount of time participants will be put back in the plenary.

Selecting "Recreate Rooms" will shuffle the participants in any order you choose for future breakouts.