

Overview of Using Breakout Rooms in a Zoom Session

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Revised 11/10/20

The Host of a Zoom session can set up a session that includes what are called “Breakout Rooms” which allow the Host to subdivide a group of participants into 2 or more smaller groups for a period of time during a Zoom session.

Participants in each Breakout Room can be determined in one of the following 2 ways:

- Host assigns participants to each Breakout Room or selects to have Zoom automatically (randomly) assign participants to each Breakout Room.

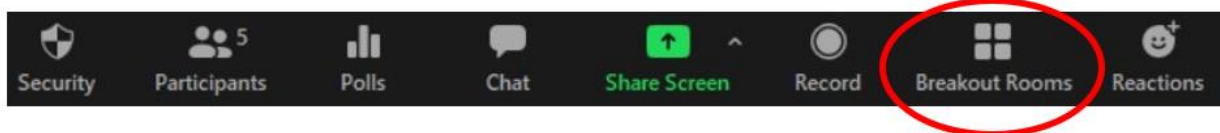
or

- Participants self-select which Breakout Room they wish to attend.

Basic Steps:

1. Go to <https://zoom.us> and sign in your Zoom account.
2. Click on the link for your scheduled Zoom session.
3. Click **Settings** on the left and click **In Meeting (Advanced)**.
4. Confirm that the **Breakout Room** setting in the middle is turned on.
5. Click to place a checkmark by **Allow host to assign participants...** and click **Save** (if available.)
6. Scroll back to the top of that page and click **Meetings** on the left
7. Click **Start** if you are ready to actually begin your Zoom session and answer subsequent questions that may appear on your screen.
8. Note that you should see **Breakout Rooms** on your Zoom Toolbar/Meeting Controls as shown below.

*If you don't see **Breakout Rooms** in the Zoom Toolbar, click the **Enter Full Screen** icon on the top right of the screen to widen the Zoom Toolbar.*



9. Return to your main screen for your Zoom account and sign in if necessary.
10. Click **Meetings** on the left.
11. Click on the link for your scheduled Zoom session and click **Start**.
12. When ready to have participants begin the Breakout Room portion of the session, click the **Breakout Rooms** icon in the Toolbar as shown above.
13. Make selections on the following screens to specify how you want participants to join Breakout Rooms, the number and names of Breakout Rooms, and more.
14. Participants will then click to join a Breakout Room and then be notified on the screen when the Host wants them to end their Breakout Room session and return to the Main Session.
15. The host will click to close all Breakout Rooms and continue with the Main Session.

To see a great YouTube video tutorial on Breakout Rooms, go to...

<https://tinyurl.com/y3q4qqyz>

[or click here.](#)