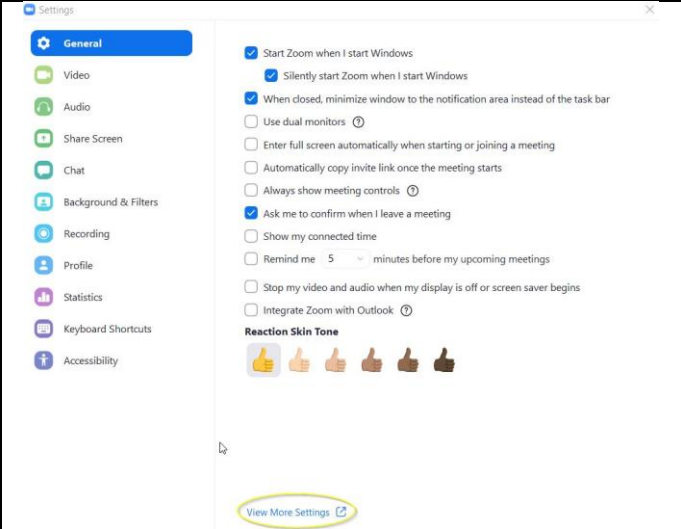
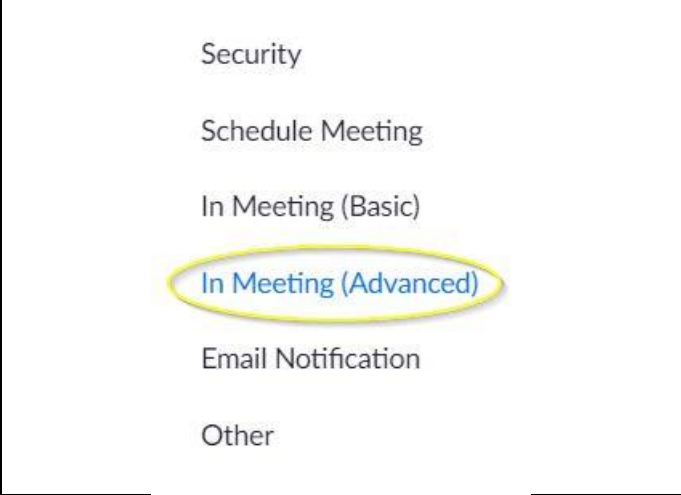
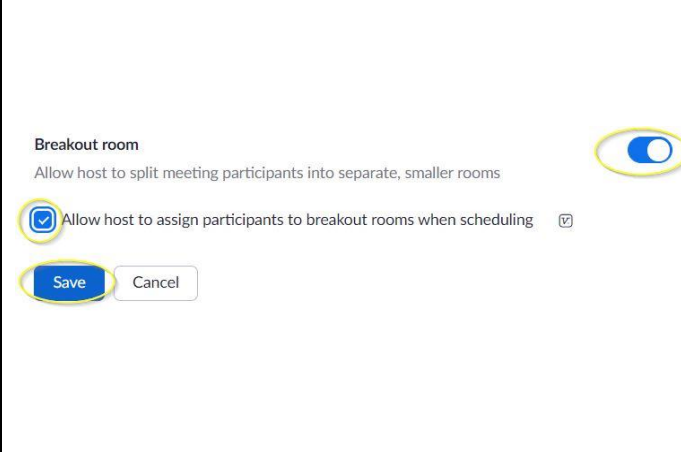
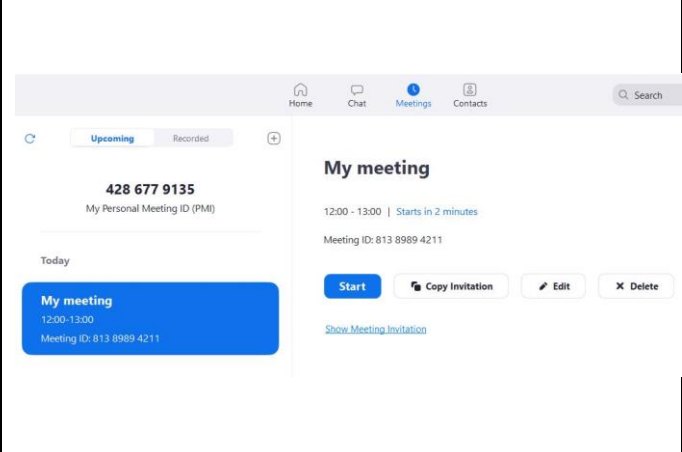
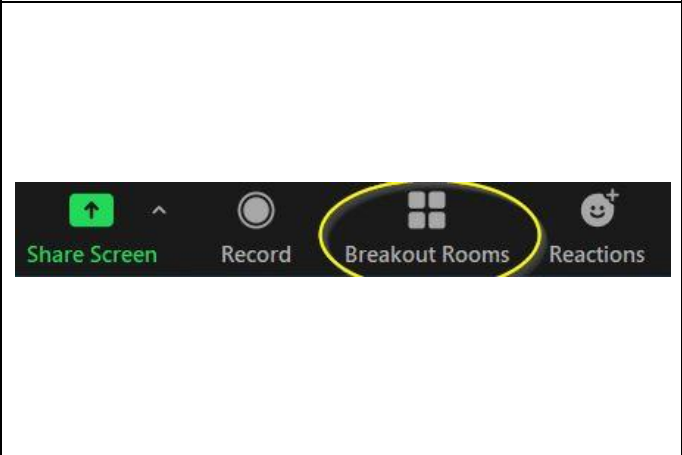
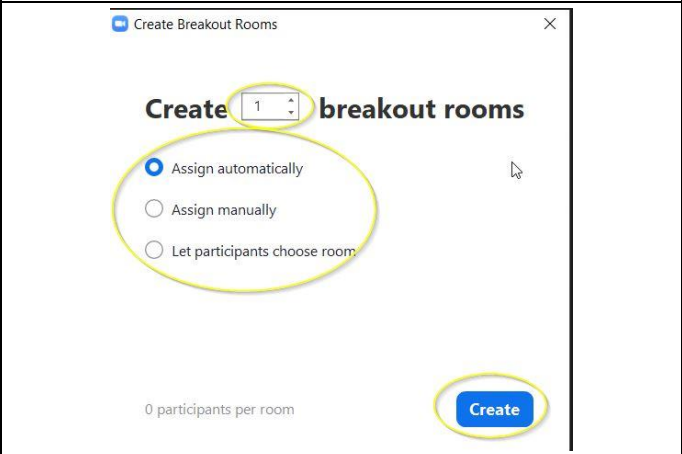
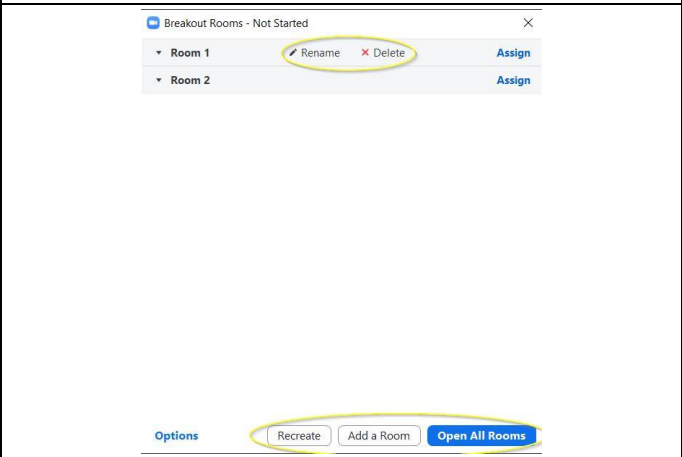


Activate Breakout Room on your Zoom account

	From the Zoom Client, activate Breakout Room: 1. Open the Zoom Application on your computer 2. Click on settings 3. Click “View More Settings” Your Settings will be opened on the Zoom Webpage.
	4. Click “In Meeting (Advanced)”
	5. Search “Breakout room” and click on the button to activate it. Click on the button below to allow and click on “save”

	To add Breakout Room, you have to schedule a meeting in Zoom Client first 6. Click “Start” to start your scheduled meeting
	7. Now there is an option to choose “Breakout Rooms”, click on that
	8. First you can choose how many breakout rooms you want to create 9. There are three options, choose the one you want: - Assign automatically - Assign manually - Let participants choose room 10. Click on “Create”
	11. Here You see the Rooms, you have some options in this page: - Rename the room - Delete the room - Recreate the Breakout Rooms - Add a room 12. When you are ready, click on “Open All Rooms”

☐ Allow participants to choose room ☒ Allow participants to return to the main session at any time ☐ Automatically move all assigned participants into breakout rooms ☐ Breakout rooms close automatically after: 30 minutes ☐ Notify me when the time is up ☒ Countdown after closing breakout room Set countdown timer: 60 seconds Options Recreate	13. Click on “Options” to get more possibilities: - Breakout Room close after ... minutes' - Countdown after closing Breakout Room
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