

Break out rooms in ZOOM

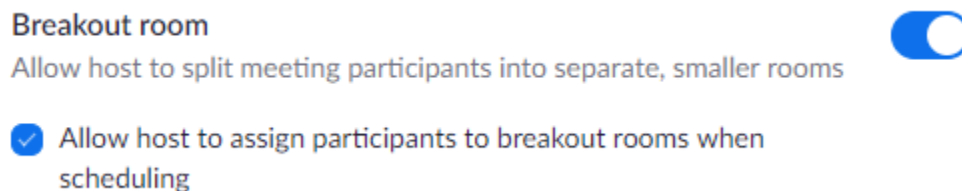
Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions in advance of the meeting or during the meeting. Both options are divided in two ways. The host can switch between sessions at any time.

Enabling breakout rooms

To enable the breakout room feature:

1. Sign in to the Zoom web portal.
2. In the navigation menu, click the **Settings** tab.
3. Navigate to the **Breakout Room** option on the **Meeting** (advanced) tab and verify that the setting is enabled.

If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.



4. (Optional) Click the checkbox to allow meeting hosts to pre-assign participants to breakout rooms.

Using breakout rooms

After enabling breakout rooms, you can do the following:

In advance of the meeting:

- A1: Pre-assigning participants to breakout rooms for DO users (with a verified Zoom account)
- A2: Pre-assigning participants to breakout rooms for non-DO users

During the meeting :

- B : Manage breakout rooms (host)
 - 1) Automatically
 - 2) Manually

A1: Pre-assigning participants to breakout rooms for DO users (with a verified Zoom account) – *in advance of the meeting*

As a meeting host, you can split your meeting participants into breakout rooms when scheduling the meeting. This can be useful if you already know how you want to split up your participants.

Pre-assigning participants to breakout rooms using the web portal:

1. Sign in to the Zoom web portal.
2. Click **Meetings** and schedule a meeting.
3. In the **Meeting Options** section, select **Breakout Room pre-assign** and click **Create Rooms**.



4. Click the plus icon beside **Rooms** to add breakout rooms.

Breakout Room Assignment 2 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms	+	Group A
Group A	0	Add participants
Group B	0	

No participants yet

Export as CSV

Cancel

Save

5. Hover over the default breakout room name and click the pencil icon to rename it.

Breakout Room 1 

6. In the **Add participants** text box, search for participants' name or email address to add them to the breakout room.

Note: You can only add verified Dümme Orange Zoom users. To pre-assign participants that are external Zoom users, import a CSV file.

Breakout Room Assignment

2 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms	+	Group A
Group A	0	carly
Group B	0	Carly Shannon

No participants yet

[Import from CSV](#)

Cancel

Save

7. (Optional) Use these options to edit your breakout rooms and participants:
 - Click and drag a participant's email address to change the order.
 - Hover over a participant's name to see options to move them to another room or remove them from the current room.
 - To delete a breakout room, hover the room name in the left panel and click the trash bin icon.
8. Click **Save**.

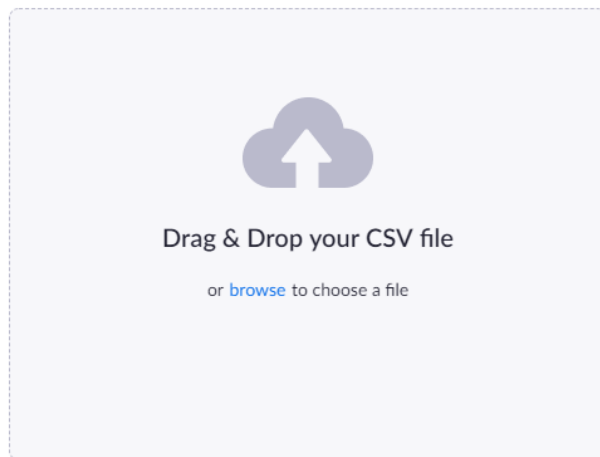
A2: Pre-assigning participants to breakout rooms for non-DO users – *in advance of the meeting*

To create rooms with non-DO users, you can pre-assigning participants to breakout rooms using a CSV file:

1. Sign in to the Zoom web portal.
2. Click **Meetings** and schedule a meeting.
3. In the **Meeting Options** section, select **Breakout Room pre-assign** and click **Import from CSV**.
4. Click **download** to download a sample CSV file you can fill out.

Import Rooms and Participants from CSV file

CSV format requirements: Breakout room name, email. Click to [download](#) the template.



Tips: You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Cancel

5. Open the CSV file with spreadsheet software like Microsoft Excel.
Note: You can specify Dümme Orange and non-DO Zoom users.
6. Fill in the **Pre-assign Room Name** column with the breakout room name, and the **Email Address** column with the assigned participant's email address.
7. Save the file as .CSV (ms-dos).
8. Drag and drop the file in the web portal.

Editing breakout rooms assignment

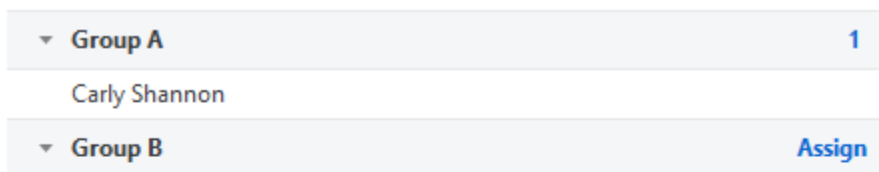
If you have already pre-assigned participants to breakout rooms, you can edit the assignments before you start the meeting.

Note: You can also manage breakout rooms during the meeting.

1. Sign in to the Zoom web portal.
2. Click **Meetings** and click the meeting you want to edit.
3. In the **Breakout Room** section, click **View detail**.
4. Edit the breakout rooms as needed. See the previous section for more details.
5. Click **Save**.

Starting a meeting with pre-assigned breakout rooms

1. Start the meeting with participants pre-assigned to breakout rooms.
2. Click **Breakout Rooms** in the meeting controls to access the breakout rooms you created.



Note:

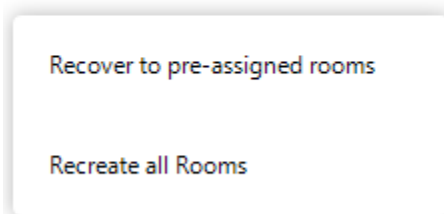
- If a participant is not automatically assigned to the breakout room you specified when scheduling the meeting, recover to pre-assigned breakout rooms to re-assign participants to their pre-assigned breakout rooms.
 - You can manually assign participants using the in-meeting breakout room controls.
3. Click **Open All Rooms** to start the breakout rooms.

(option) Recovering to pre-assigned breakout rooms

After starting the breakout rooms, you can recover to the breakout rooms assignment you previously specified. This can be useful if you changed your breakout rooms during the meeting, or pre-assigned participants have joined the meeting after you joined the meeting or started breakout rooms.

1. Start the meeting with participants pre-assigned to breakout rooms.
2. Click **Close All Rooms** to end all breakout rooms.
3. Click **Recreate** then **Recover to pre-assigned rooms**.

▼ Group A	Assign
▼ Group B	Assign



Participants will be re-organized into the breakout rooms you specified when scheduling the meeting.

The meeting host or co-host can also choose to split the participants of the meeting into separate sessions automatically or manually during the meeting. The host or co-host can switch between sessions at any time.

B . Manage breakout rooms (host) - *during the meeting*

Automatically or Manually

1. Start an instant or scheduled meeting.
2. Click **Breakout Rooms**.

3. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
 - **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.
4. Click **Create Breakout Rooms**.

Assign 1 participants into Rooms:

☒ Automatically ☐ Manually

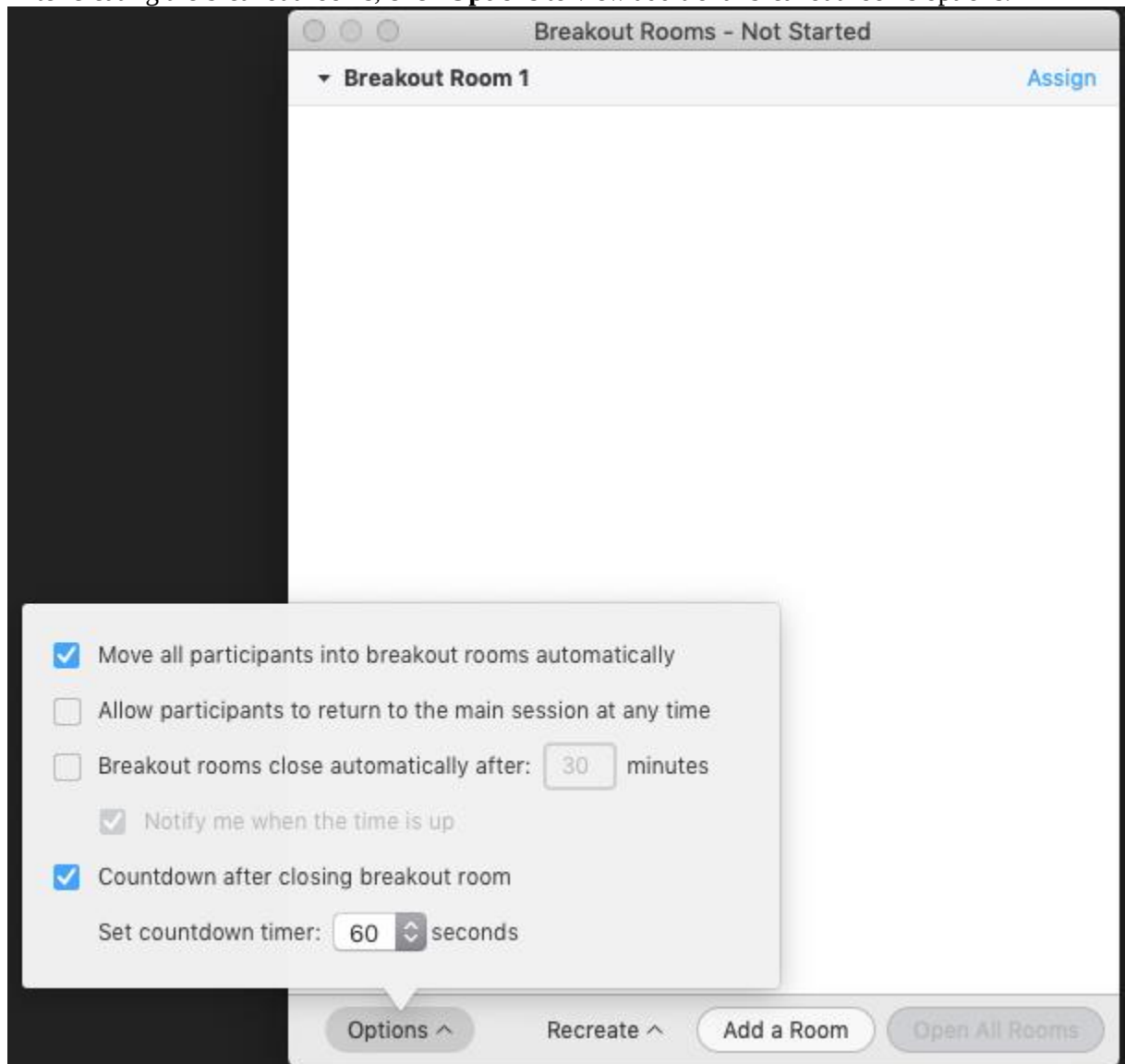
1 participants per room

[Create Rooms](#)

5. Your rooms will be created, but will not start automatically. You can manage the rooms prior to starting them by following the instructions below.

Options for breakout rooms

1. After creating the breakout rooms, click **Options** to view additional breakout rooms options.



2. Check any options that you would like to use for your breakout rooms.
 - **Allow participants to choose room:** Participants can select and enter rooms on their own once rooms are launched.
 - **Allow participants to return to the main session at any time:** If this option is checked, the participants can move back to the main session from their meeting controls. If this is disabled, they need to wait for the host or co-host to end the breakout rooms.
 - **Automatically move all assigned participants into breakout rooms:** Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click **Join** to be added to the breakout room.

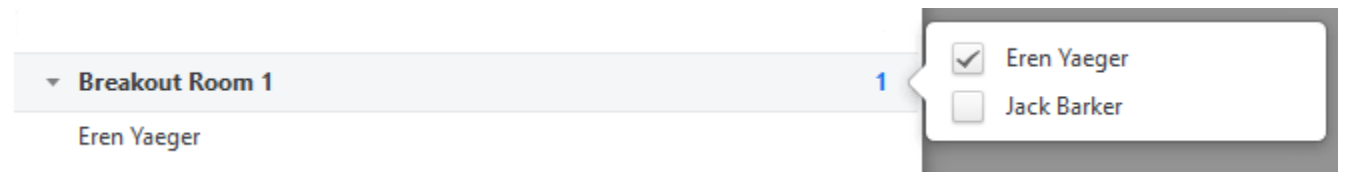
- **Auto close breakout rooms after () minutes:** If this option is checked, the breakout rooms will automatically end after the configured time.
 - **Notify me when the time is up:** If this option is checked, the host and co-hosts will be notified when the breakout room time is up.
 - **Set Countdown timer:** If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.
3. Follow the steps below to assign participants to rooms or click **Open All Rooms** to start the breakout rooms.

Assigning participants to rooms

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



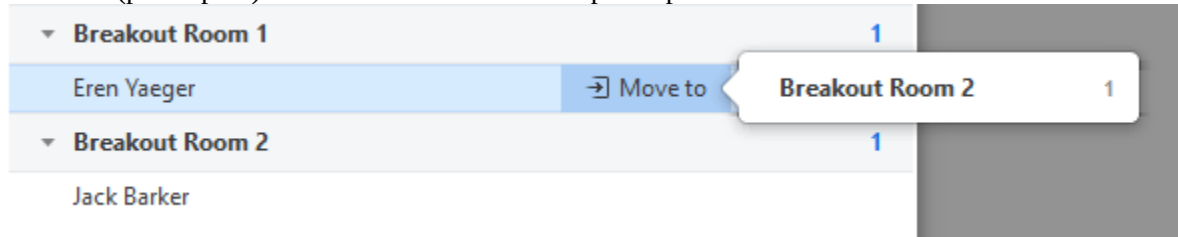
Once a participant has been assigned (manually or automatically), the number of participants will show in place of the **Assign** button.



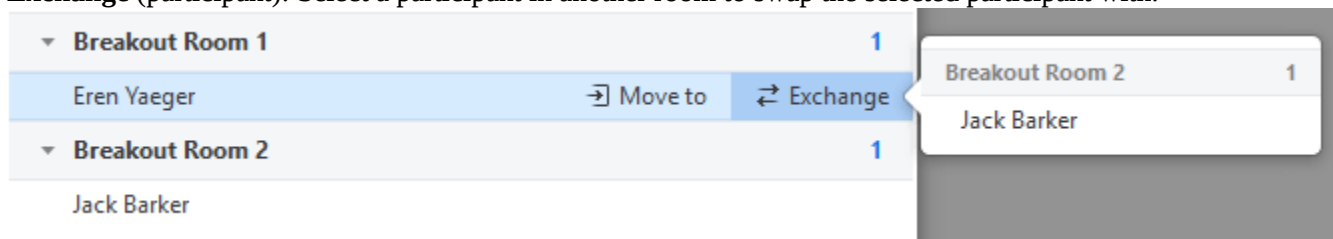
Preparing breakout rooms

After manually or automatically assigning participants to rooms, you can rearrange the participants. Participants who are not assigned to breakout sessions 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:**
 - **Recreate all Rooms:** Deletes existing breakout rooms and allows the host/co-host to create new ones.
- **Add a Room:** Add another breakout room.
- **Open All Rooms:** Start the rooms. All assigned participants will be moved to their respective rooms after confirming the prompt to join the breakout room. If allowing participants to choose their own room, they can open the list of rooms and choose which to join. The host, or co-host that launched the breakouts and the original host, will be left in the main meeting until manually joining one of the rooms. The participants (and the host/co-host when manually joining a room) will see the following message shown when joining the breakout room.

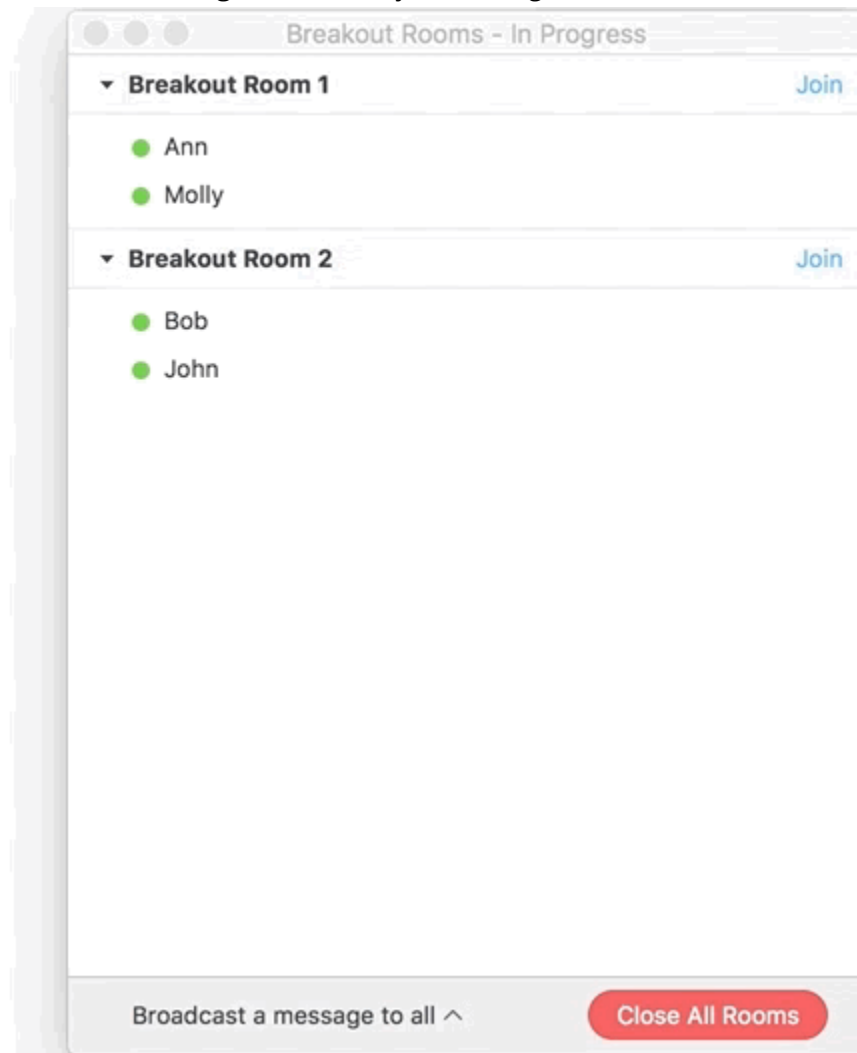
Broadcasting a message to all breakout rooms and close all break out rooms

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.

1. Click **Breakout Rooms** in the meeting controls.



2. Click **Broadcast a message to all**, enter your message and click **Broadcast**.



3. The message will now appear for all participants in breakout rooms.

From Molly Parker to everyone: We will be returning to the main room in 5 minutes.

After Closing All Rooms, the participants will come back to the main session in 60 seconds.