

Using Zoom Breakout Rooms

Breakout Rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can split the participants into separate sessions automatically or manually, and can switch between sessions at any time. Please see [requirements](#) before enabling or participating in breakout rooms.

- Breakout participants have full audio, video and screen share capabilities.
- Breakout sessions can only be started by hosts.
- Participants can join breakout rooms from the Zoom desktop client, mobile app, phone or H.323/SIP device.

If the meeting is being cloud recorded, it will only record the main room, regardless of what room the meeting host is in. If local recording is being used, it will record the room the participant who is recording is in. Multiple participants can record locally.

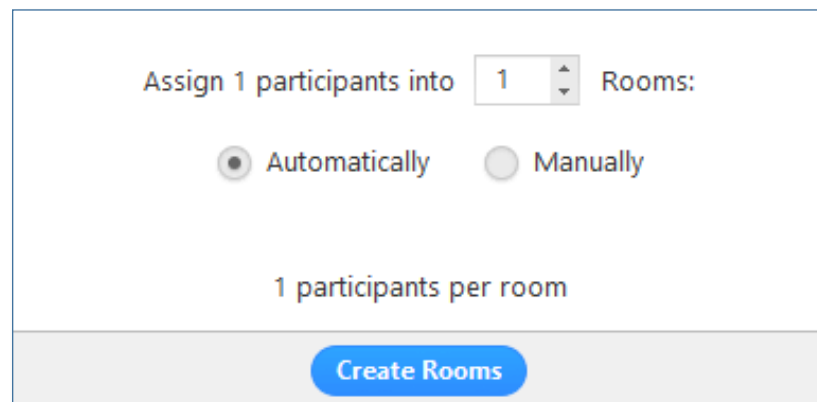
Creating Breakout Rooms (Hosts)

Note: You can also pre-assign participants to breakout rooms when you schedule the meeting instead of managing them during the meeting.

1. From your meeting controls, click **Breakout Rooms**.



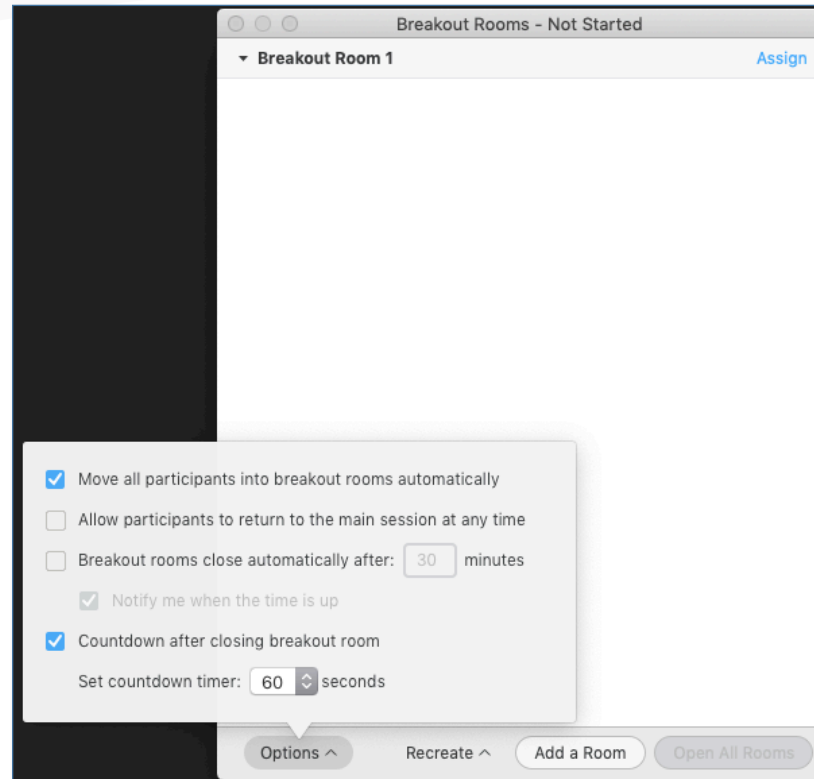
2. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms (automatically or manually). Then click **Create Rooms**.

A screenshot of the Zoom Breakout Rooms configuration dialog. It shows 'Assign 1 participants into 1 Rooms:' with a dropdown menu set to '1'. Below this are two radio buttons: 'Automatically' (selected) and 'Manually'. At the bottom, it says '1 participants per room' and a blue 'Create Rooms' button is visible.

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

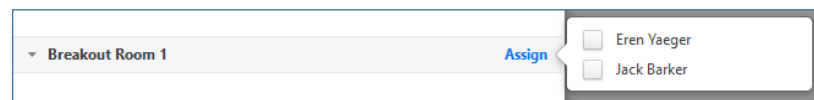
1. After creating the breakout rooms, click **Options** to view additional options.



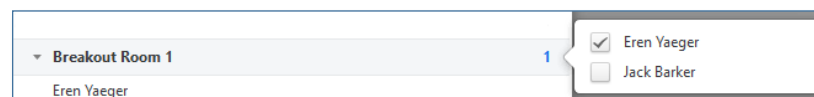
2. Check any options that you would like to use for your breakout rooms. You can move all participants into breakout rooms automatically, allow participants to return to the main session at any time, and set time limits.
3. Follow the steps below to assign participants to rooms or click **Open All Rooms** 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 participants you want to assign to that room. Repeat this for each room.



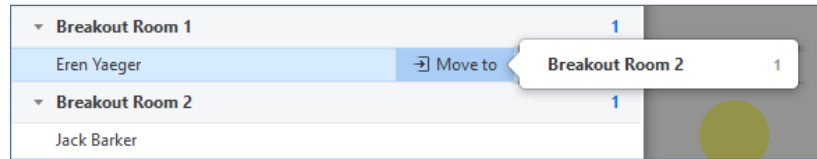
Once a participant has been assigned (manually or automatically), the number of participants will show in place of the Assign button.



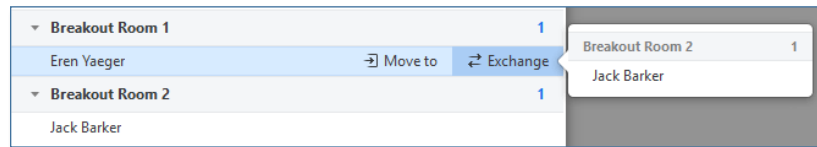
Preparing Breakout Rooms

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.



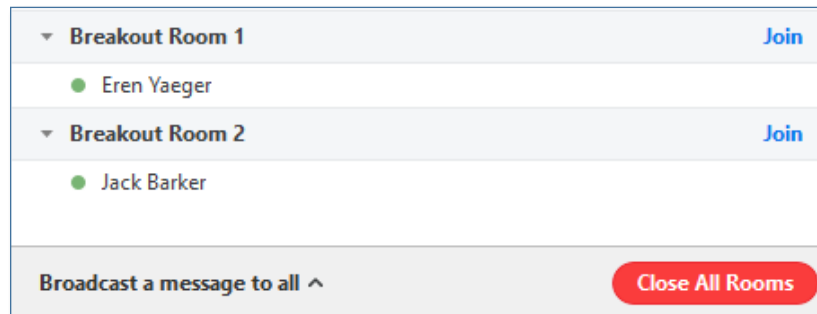
- **Exchange** (participant): Select a participant in another room to swap the selected participant with.



You can also delete a room, recreate a room, add a room or open all rooms.

Managing breakout rooms in progress

Once the rooms have been started, participants are asked to join the Breakout Session. The host stays in the main meeting until joining a session manually.



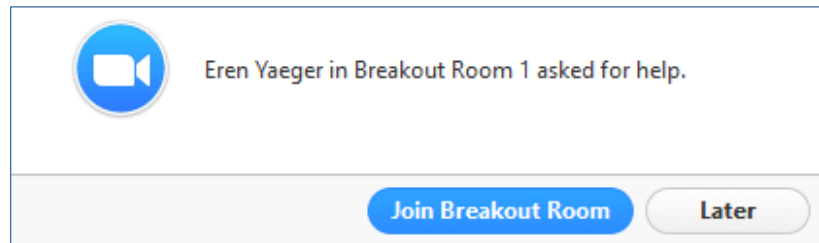
From here, you can join or leave a breakout room or close all rooms.

Ask for help

Participants in breakout rooms can request that the meeting host join their meeting by clicking **Ask for Help**.



The host will be prompted to join the room where the request originated from. Click **Join Breakout Room** to join the room.



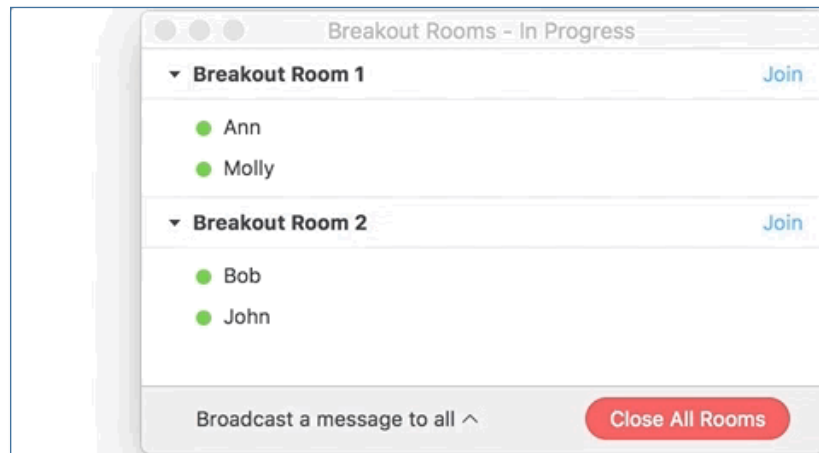
Broadcasting a message to all breakout rooms

The host can broadcast a message to all breakout rooms to share information with all participants.

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.