

Breakout Rooms in Zoom Meetings



Build Connections in Breakout Rooms

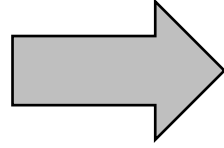
| BREAKOUT ROOM CAPABILITY | HOST | CO-HOST |
|---|------|---------|
| Assign, start, or end breakout rooms during a meeting | | |
| Move and exchange participants between rooms | | |
| Choose breakout room settings (e.g., set countdown timer, allow self-selection, etc.) | | |
| Add or delete a room | | |
| Join or leave breakout rooms at any time | | |
| Broadcast a text message to all | | |
| Broadcast an audio message to all | | |
| Share screen to breakout rooms | | |
| Notified of participant requests for help | | |
| Pre-assign breakout rooms when scheduling | | |

Take a look at some of Zoom host and co-host breakout room capabilities in the table.

Assign Breakout Rooms During a Meeting:

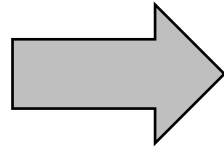
You can create up to 50 breakout rooms with up to 200 participants

Automatically



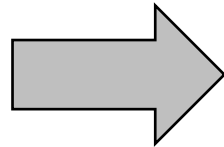
Let Zoom split your participants evenly into your chosen number of rooms.

Manually



Choose which participants you would like in each room.

Participants Choose



Choose which participants you would like in each room.

Assign Breakout Rooms During a Meeting:

There are a few ways a host or co-host may choose to set up breakout rooms after a meeting has started.

S

Show Me: *Using Breakout Rooms During a Meeting*


Quick Recap

Enable Breakout Rooms

1. Navigate to your [Zoom web portal](#), [click Settings](#), then **In-Meeting (Advanced)**.
2. Click the toggle to enable breakout rooms.
3. Below, check the boxes to select additional options.
 - a) For example, **Broadcast voice to breakout rooms** or **Allow host to view activity statuses of participants in breakout rooms**.

Quick Recap

Breakout Room Setup

1. Click the **Breakout Rooms**  icon in the main toolbar and select the number of rooms.
2. Select how you will group participants:
 - a. Automatically
 - b. Manually
 - c. Let participants choose rooms
3. Optionally, **Add**, **Delete**, or **Rename** rooms.
4. Optionally, move or exchange participants between groups.
5. Click the **Settings** menu in the bottom left corner of the window to reveal more options, including switching to a different grouping method or setting a time limit with a countdown clock.

Quick Recap

Quick Recap

Supporting Participants

1. Hosts and co-hosts can quickly Join and Leave any open room.
2. Host and co-hosts can Broadcast a Message to All Rooms (typed or voice via their microphone's audio).
3. The host and co-host can share their screen to all rooms.
4. If needed, hosts and co-hosts can move or exchange participants between groups at any point after rooms are opened.

Quick Recap

Closing & Reopening Rooms

