

ENABLING ZOOM BREAKOUT ROOMS

Quick Overview

Check out these videos to see a quick overview on how to use and manage Zoom Breakout Rooms:

Overview of Breakout Rooms: <https://youtu.be/jbPpdyn16sY>

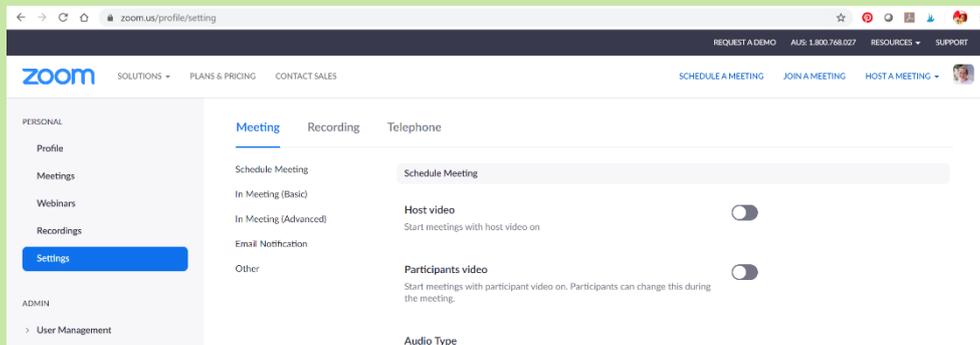
Managing Breakout Rooms: <https://support.zoom.us/hc/en-us/articles/206476313>

Enabling Breakout Rooms

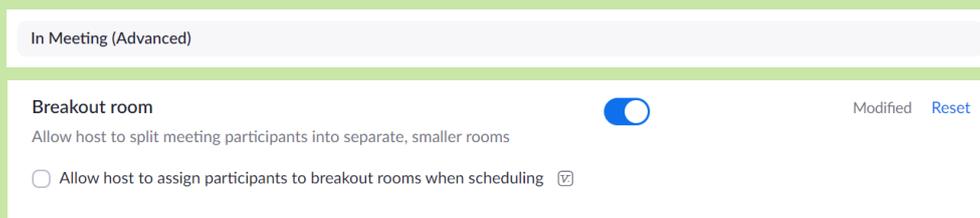
(1) Go to zoom.us and click 'SIGN IN' if you already have an account, or click 'SIGN UP' if you don't



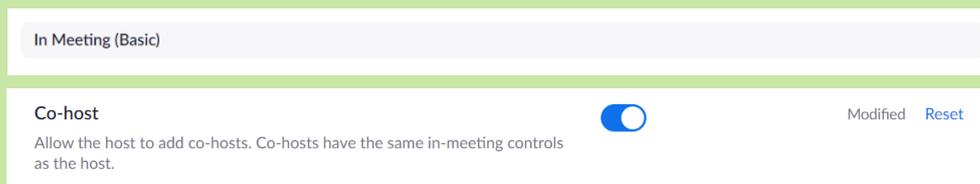
(2) Click 'Settings'



(3) Go to the 'In Meeting (Advanced)' section and ensure the 'Breakout room' option is turned on (i.e. blue)



(4) If you would like to allocate co-hosts to each breakout room, go to the 'In Meeting (Basic)' section and ensure the 'Co-host' option is turned on (i.e. blue)
> This is not required for breakout rooms to work <



[CLICK HERE](#) for more information on co-host permissions

ALLOCATING CO-HOSTS

Co-hosts are not necessary for breakout rooms to work

The co-host feature allows the host to share hosting privileges with another user, allowing the co-host to manage the other participants, such as muting them.

The co-host cannot start a meeting / breakout rooms, and they cannot end the meeting for all participants.

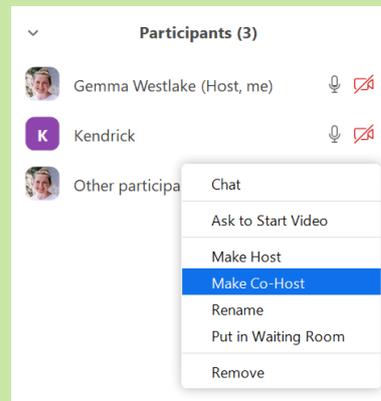
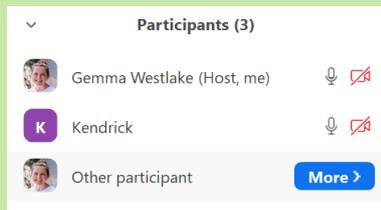
[CLICK HERE](#) for more information on co-host permissions.

If you want to allocate co-hosts, it's best to do this before you set up the breakout rooms.

Click the 'Manage Participants' icon to open the 'Participants' list

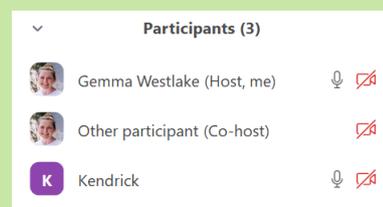
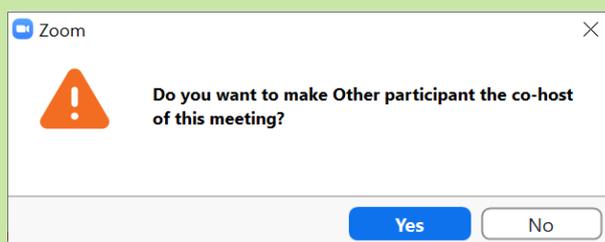


Select a participant, click the blue 'More >' button, and select 'Make Co-Host' from the drop-down menu



Click 'Yes' when the pop-up message appears

You'll then see '(Co-Host)' appears next to the participant's name



SETTING UP & MANAGING ROOMS

Creating & Managing Breakout Rooms During a Meeting

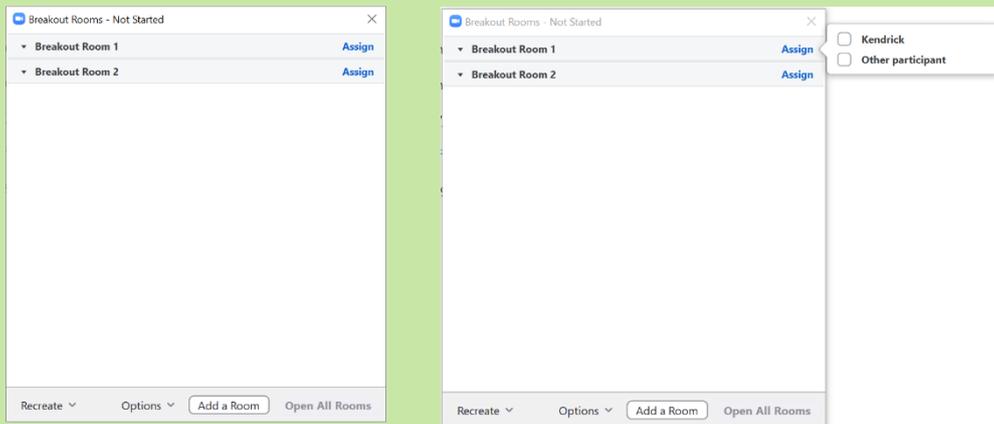
Once your meeting has started, you will see a 'Breakout Rooms' icon in the menu bar



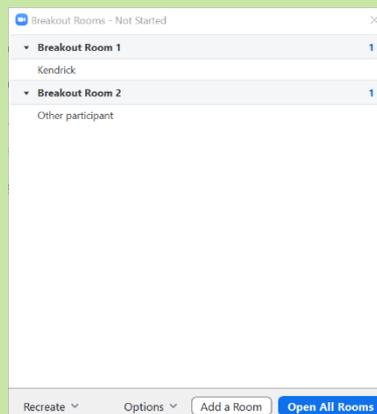
(1) Click the 'Breakout Rooms' icon



(2) Click 'Assign' next to one of the breakout rooms and tick the boxes next to the participant/s you want to allocate to that room



(3) Click 'Assign' again and you will see that participant listed under the breakout room



SETTING UP & MANAGING ROOMS

(4) Click 'Options v' if you'd like to adjust any of the breakout room settings

Breakout Rooms - Not Started

▼ Breakout Room 1 1
Kendrick

▼ Breakout Room 2 1
Other participant

Recreate ▾ Options ▾ Add a Room Open All Rooms

Move all participants into breakout rooms automatically

Allow participants to return to the main session at any time

Breakout rooms close automatically after: 30 minutes

Notify me when the time is up

Countdown after closing breakout room

Set countdown timer: 60 seconds

For example, you can set a time limit for breakout rooms to be open by ensuring the box is ticked next to 'Breakout rooms close automatically after: # minutes'. This means that after the allocated times, the rooms will close and all participants will re-join back together in the main meeting.

You can also set the warning timer that will appear to alert participants in a breakout room that the room will close in 60 seconds, for example.

(5) Click 'Open All Rooms' when you're ready to start the breakout rooms

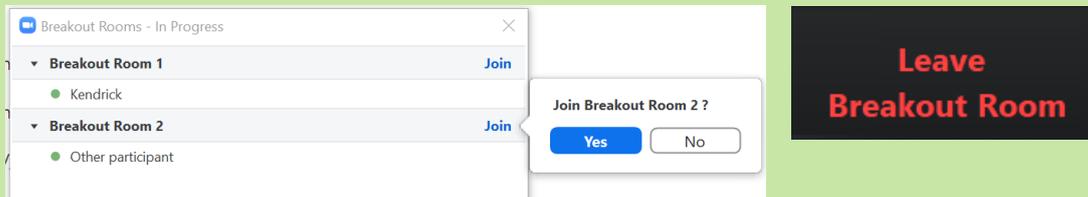
Recreate ▾ Options ▾ Add a Room Open All Rooms

Participants will see a pop-up message inviting them to join the room they've been allocated to

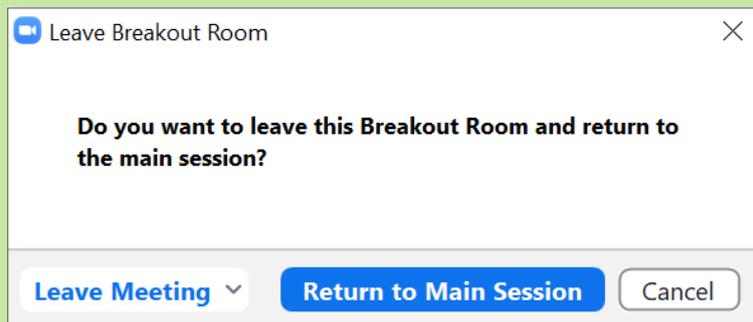


SETTING UP & MANAGING ROOMS

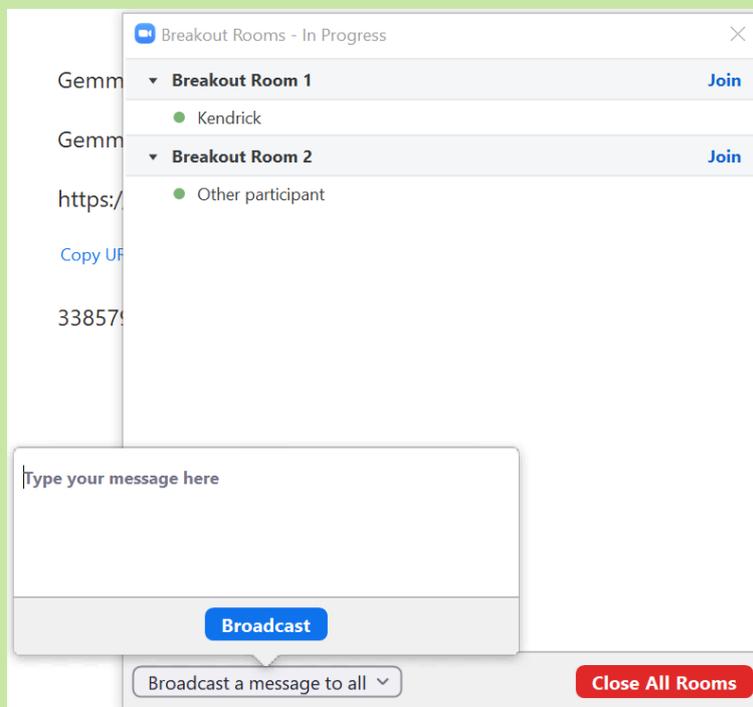
(6) The Host can then 'Join' or 'Leave' any of the breakout rooms at any time



Click 'Return to Main Session' if you choose to leave a breakout room early



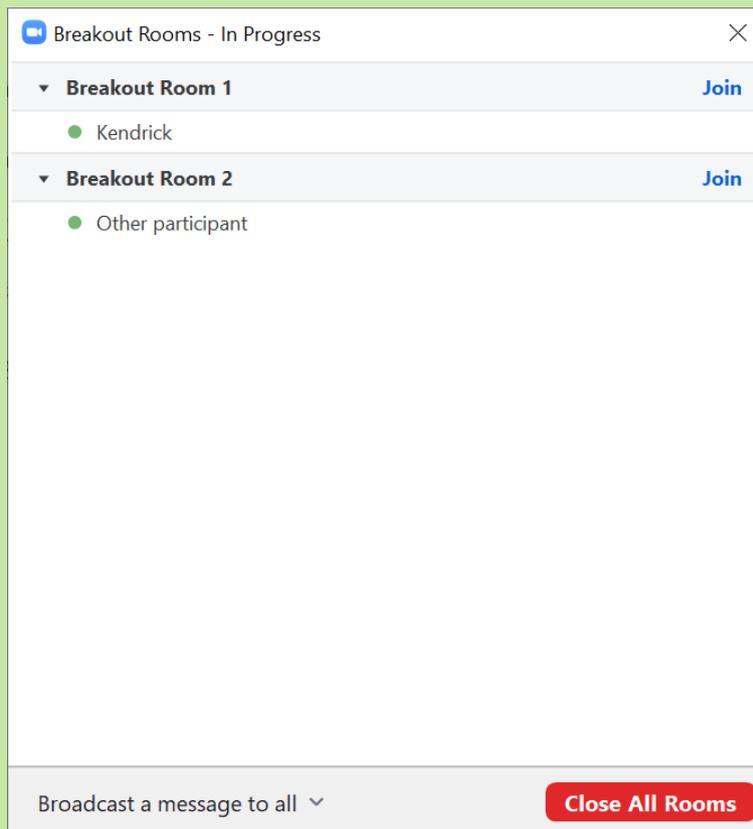
(7) The Host can also broadcast messages to all breakout rooms, which can be helpful to remind groups of their task / focus or if their time is coming to an end soon



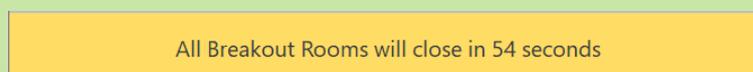
SETTING UP & MANAGING ROOMS

(8) If you haven't set an automatic timer on the breakout rooms to close after a certain number of minutes, you will need to close the rooms manually

Click the 'Breakout Rooms' icon to open the breakout rooms list and click 'Close All Rooms'



A notification will appear to all participants letting them know the room will be closing in 60 seconds



Once this time has lapsed, everyone will re-join the main meeting

You can re-open the breakout rooms as many times as needed during the meeting