

Zoom – Breakout Rooms

Breakout Rooms allow hosts to assign participants to different “rooms” for smaller group work or one-on-one work within one Zoom meeting.

Add Breakout Room feature in your Zoom account settings

- Log into your Zoom account.
- Click on “Settings”, and then scroll down or jump link to the In Meeting (Advanced) section.
- Click the slider to the right of “Breakout Room” to turn the feature on
- Check the “Allow host to assign participants to breakout rooms when scheduling” option and click “Save”
- Scheduling a Zoom meeting as usual

Managing Breakout Rooms

- Once you start your meeting click on the “Breakout Rooms” icon in your Menu Bar to set up your rooms.
- Click on “Add a Room” to add additional rooms
- Click on “Options” to set:
 - If participants are allowed to return to the main meeting at any time
 - If you want Breakout Rooms to close automatically after a specified period of times
 - If you want to give participants a countdown prior to the Breakout Room closing
- Hover over a Breakout Room to rename or delete the room
- Click on “Assign” to the right of each listed Breakout Room to assign meeting participants to specific Breakout Rooms.
- Click “Open All Rooms” to open the rooms to participants. This will notify attendees that they have been invited to join a Breakout Room. They will be prompted to click to join.

For further information and training on using Breakout Rooms, please visit

<https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms>.

If you have general questions about managing Zoom meetings, please see the [Zoom users guide](#) posted on the [Employee Login page](#) of BTC’s website, or contact helpdesk@btc.edu for further assistance.

Key

Menu Bar when not sharing screen (bottom of screen)



Menu Bar when sharing screen (top of screen)

