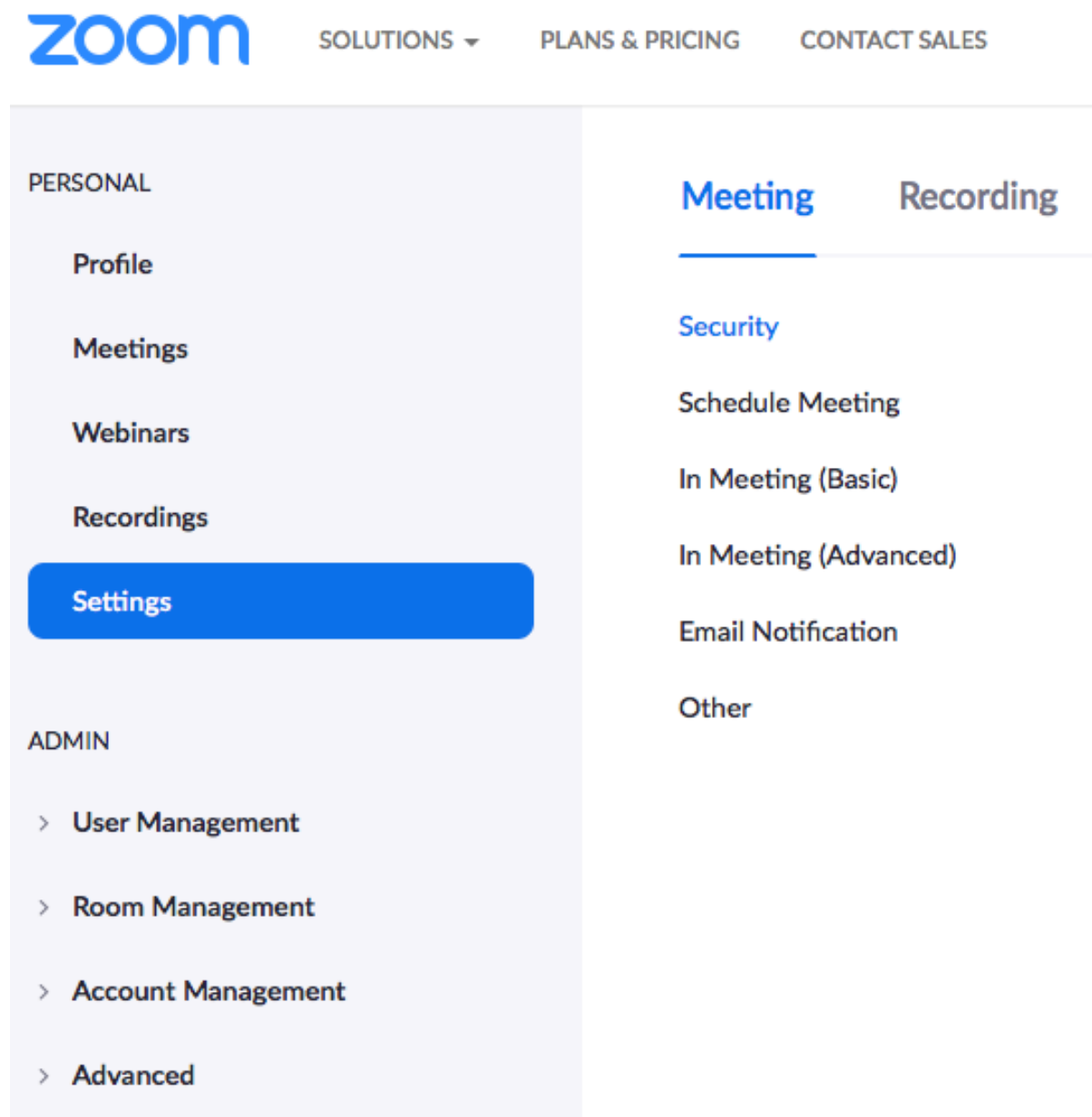




Note: this is written using Version 5.3.0 of the Zoom App on a desktop Mac computer. Earlier or later versions may behave differently, as may tablets and phones. It also assumes a Zoom Pro licence. The free version may not allow all the facilities.

Detailed Guide: Breakout Rooms

Log in to your account using the Zoom web site. Within Personal/Settings/Meeting...



Scroll down and to enable Breakout Rooms (within In Meeting (Advanced)) with the following recommended options...



Breakout room



Allow host to split meeting participants into separate, smaller rooms

- Allow host to assign participants to breakout rooms when scheduling

When you're ready, use the Breakout Rooms button (at the bottom of your Zoom meeting) to create the desired number of breakout rooms with the following recommended options...

Breakout Rooms

Create breakout rooms

Assign automatically

Assign manually

Let participants choose room

0 participants per room

Create

Any participants already in the meeting will be randomly assigned to breakout rooms, but others joining later will have to be placed in a breakout room manually.



The screenshot shows a window titled "Breakout Rooms - Not Started". It contains a list of four rooms, each with a dropdown arrow, a "Rename" button (pencil icon), a "Delete Room" button (red X icon), and an "Assign" button (blue text). The second room, "Room 2", is highlighted with a light blue background. At the bottom left, there is a gear icon for settings. At the bottom right, there are three buttons: "Recreate" (white with grey border), "Add Room" (white with grey border), and "Open All Rooms" (solid blue).

Room	Rename	Delete Room	Assign
Room 1	✎ Rename	✖ Delete Room	Assign
Room 2	✎ Rename	✖ Delete Room	Assign
Room 3	✎ Rename	✖ Delete Room	Assign
Room 4	✎ Rename	✖ Delete Room	Assign

Settings:

Within Options (bottom left of screen above), set the follow recommended options...



- Allow participants to choose room
- Allow participants to return to the main session at any time
- Automatically move all assigned participants into breakout rooms

Auto close breakout rooms after minutes

Countdown after closing breakout room

Set countdown timer: seconds

Open All Rooms.



Breakout Rooms - In Progress	
Room 1	0
Room 2	0
Room 3	0
Room 4	0

[Broadcast Message to All](#) [Close All Rooms](#)

The host (and/or any co-host) can join any breakout room by hovering over the number to the right of each room (zero on the screen above). Always leave one host or co-host in the main meeting room to attend to general meeting functions such as admitting new participants.



Close All Rooms will force all participants back into the main room.

Suggested uses of Breakout Rooms

For large meetings, one particularly successful use for Breakout Rooms is to separate individuals into groups of 4-6 people as they join at the start of a meeting. This is so that they can chat amongst themselves without interrupting the main session as others join. Otherwise, meeting assembly can be chaotic with the host trying to welcome new joiners while others are trying to have 1-1 conversations! It makes life easier for everyone, including the host who is now able to give everyone a few words of greeting before moving them to the room. A special Breakout Room can be reserved for this having technical difficulties, where an assigned expert can provide assistance. When everyone has joined, the Zoom host closes the rooms and everyone re-joins the main room, just in time to be muted.

Breakout Rooms could also be used for individual post-meeting discussions, just as would happen after a real face-to-face meeting. Of course, the host would have to leave the meeting open for a period to allow these discussions to continue.

Breakout Rooms, in the traditional sense, can be used for small groups to discuss a topic and come back with highlights. If you try this, remember to appoint a spokesperson for each room.

Other possible uses include...

- as an ice breaker;
- to break up a long meeting and give people an opportunity to chat;
- team building games.

Hearing Ambassadors
Version 1.0 November 2020