

Using Breakout Rooms In Zoom **DRAFT**

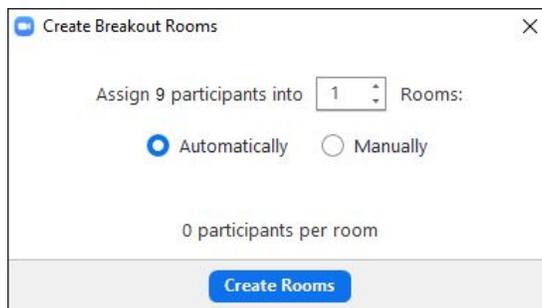
Breakout Rooms are a way to let your participants meet in smaller groups for discussion and then be brought back into the main meeting room. You need **a minimum of three participants** (including yourself) to use Breakout Rooms.

1. Click **Breakout Rooms** in the **breakout rooms**.

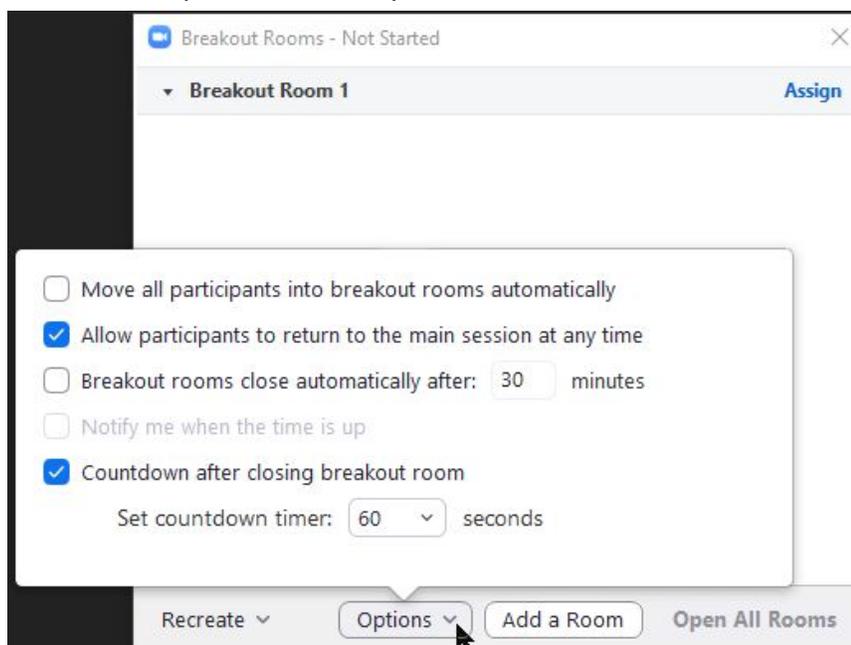


toolbar. **Only Hosts can create**

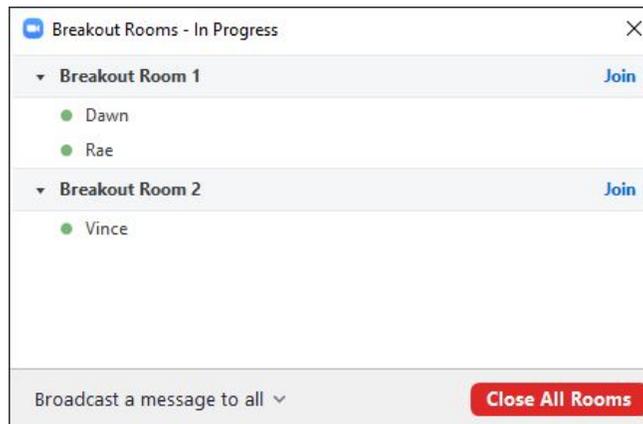
- a. You can move people into rooms automatically or manually. Select options and click **Create Rooms**. The breakout rooms will appear in a panel on the right side of your window.



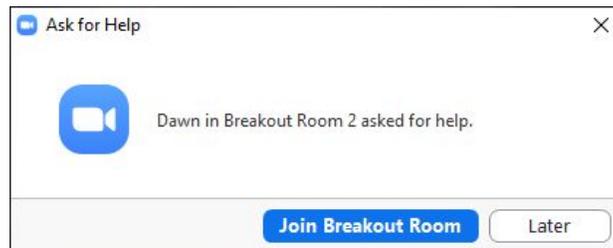
- b. Select other options in the dropdown box at the bottom of the breakout room area.



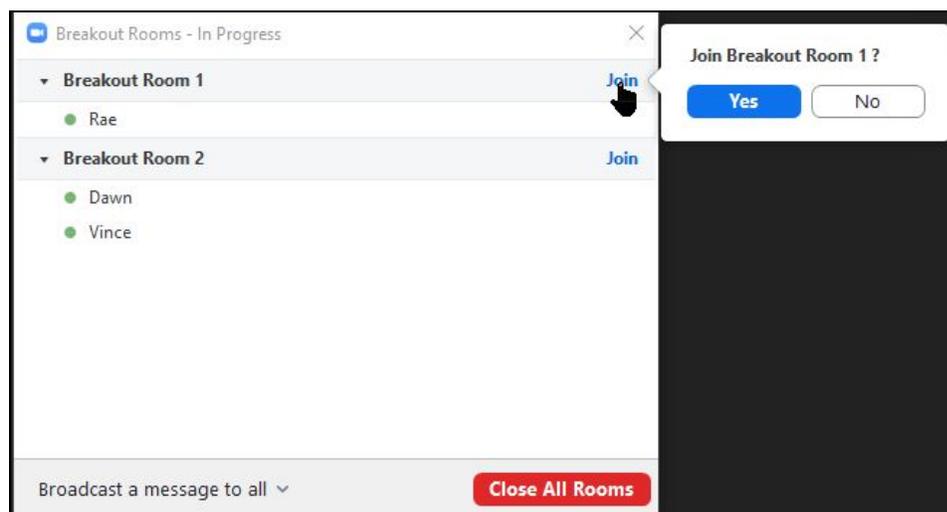
c. Once people are in rooms it looks like this:



d. People in breakout rooms can ask for help and you can join that room to answer them.



e. Once in meeting rooms, you as Host cannot see, hear, or talk to participants unless you **join a breakout room**. You can also send a message to all the breakout rooms or specific rooms using the dropdown box at the bottom of this window where it says **Broadcast a message to all**.



f. When you click **Close All** rooms, the meeting will continue as before the breakout sessions.