

Hosting a Zoom Meeting with Breakout Rooms

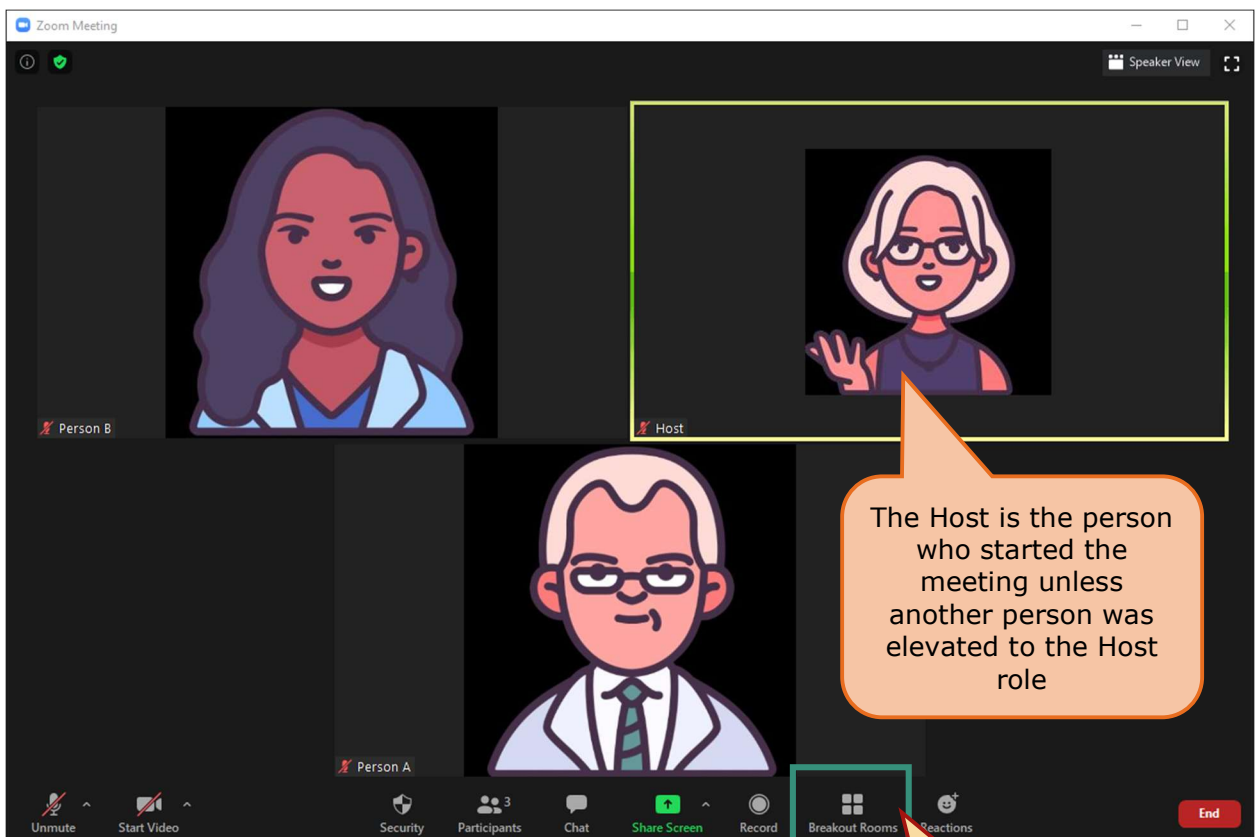
Zoom video conferencing can split your meeting participants into discreet groups in virtual "Breakout Rooms" for mediations, conferences, or other discussions. You can set up the Breakout Rooms and assign participants in advance or on the fly during a Zoom meeting. This guide will focus on pre-assigned groups.

If you have questions about setting up or using Zoom, please contact the Helpdesk at x5555 or by email at helpdesk@namewithheld.com.

Start the Zoom Meeting

Log in to the Zoom account used to create the meeting and start the meeting.

Open the Breakout Rooms



The Host is the person who started the meeting unless another person was elevated to the Host role

The Host clicks on the Breakout Room button on the toolbar

Breakout Rooms - Not Started

- Room A 1
 - Person A
- Room B 1
 - Person B

A pop-up window appears with the list of Breakout Rooms.

OPTIONAL: You can use the black triangles to the left of the room names to expand the room lists and confirm the room assignments before sending Participants to their rooms

Click "Open All Rooms" to begin the Breakout Room Session

Recreate Options Add a Room Open All Rooms

Zoom Meeting

Host remains in original meeting room with any unassigned Participants

Zoom Meeting

Participants are sent to their respective Breakout Rooms

Zoom Meeting

Participants are sent to their respective Breakout Rooms

Host options during Breakout Room sessions



The Host can:

Breakout Rooms - In Progress

- Room A Join
 - Person A
- Room B Join
 - Person B

5 minutes to finish the discussion!

Broadcast

Broadcast a message to all Close All Rooms

Type an announcement that will appear on the screen in both rooms or either room

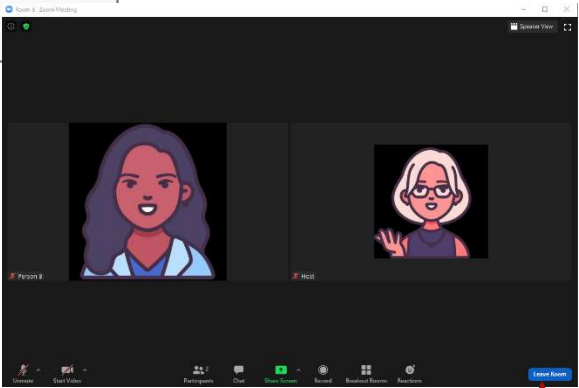
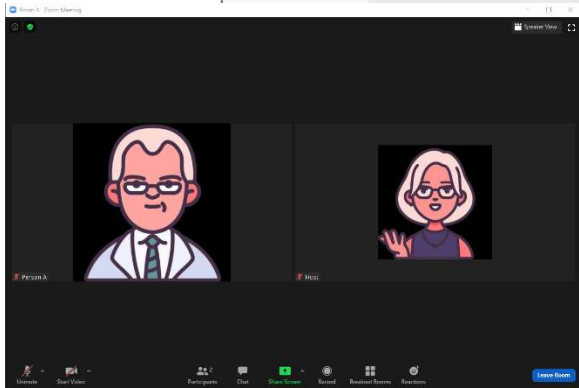
Breakout Rooms - In Progress

Join either Breakout Room individually

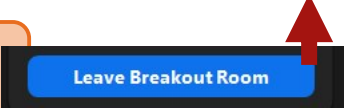
Join Room A? Yes No

Joining Breakout Rooms... Room A

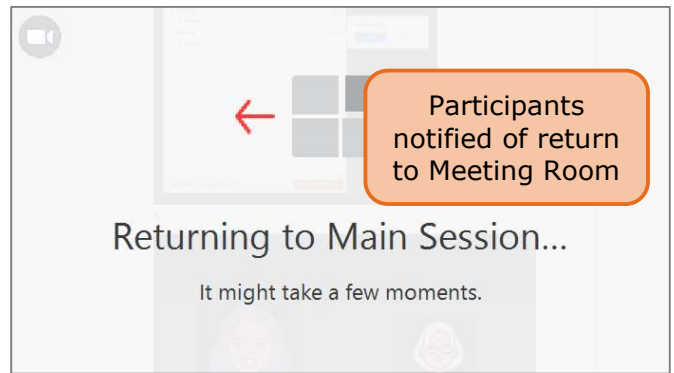
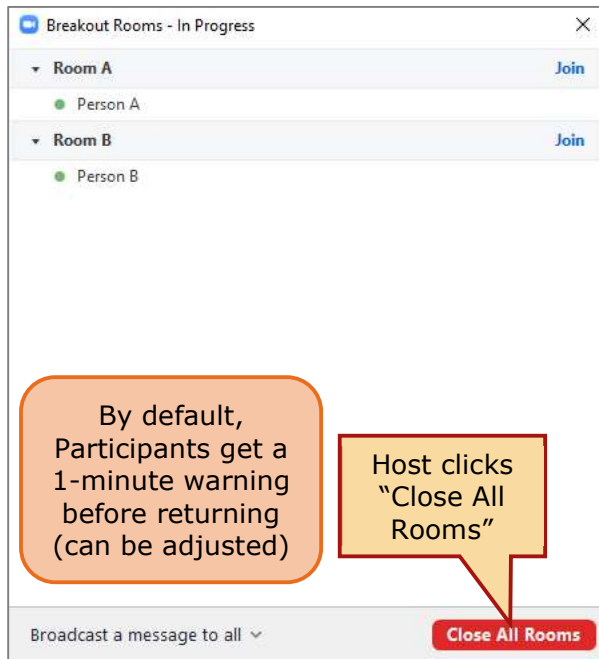
It might take a few moments.



Host returns to the conference room by clicking the Leave a Breakout Room



Ending Breakout Room sessions



Meeting Resumes

