

# Zoom Breakout Rooms for Mediation

---

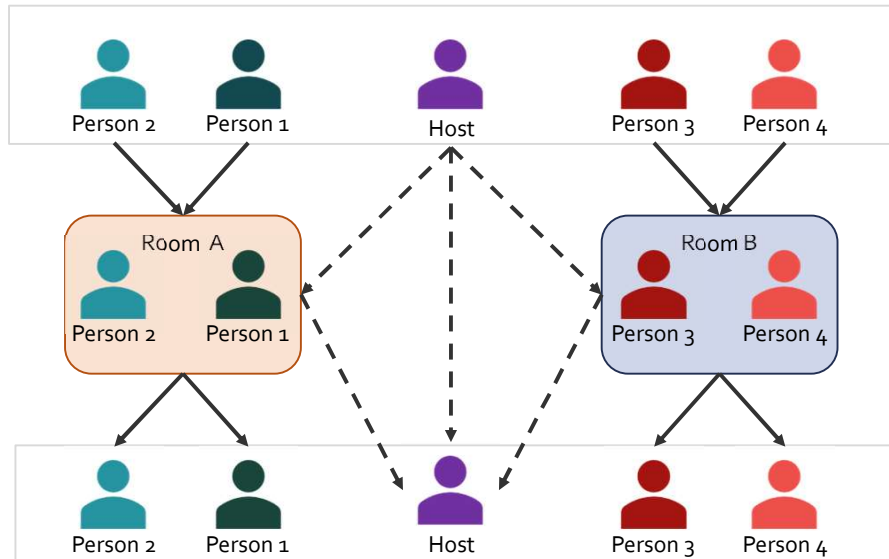
1

Overview:  
Breakout Rooms

Private meeting spaces  
within a Zoom meeting for  
small-group discussions

2

## How Breakout Rooms Work



3

## Before the Meeting: Setting Up Rooms

### Breakout Room Assignment 1 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms	Breakout Room 1 <span style="float: right;">✎</span>
Breakout Room 1 <span style="float: right;">0</span>	Add participants
	No participants yet

[Import from CSV](#)
[Cancel](#)
[Save](#)

4

## Before the Meeting: Known Participants

**Breakout Room Assignment** 2 rooms, 2 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms	+	Room A
Room A	1	email@email.com
Room B	1	c.white@cat-w.com

[Import from CSV](#) Cancel Save

5

## Before the Meeting: Practice

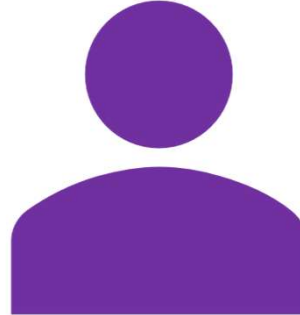
- 24 hours in advance
- Include: Attorney, Assistant, Mediator
- Coordinate activities
- Practice tasks
- Set expectations



6

## During the Meeting: Hosting

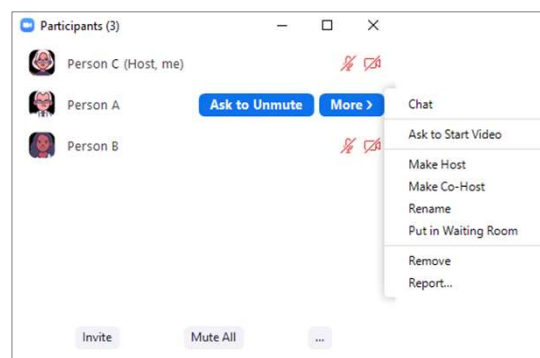
- Zoom Host: access to the meeting controls
- Breakout Rooms are ONLY available to Hosts
- Only one Host at a time
  - Usually the Zoom account holder
  - Can schedule an alternate Host
  - Can make someone a Co-Host
  - Can change Hosts



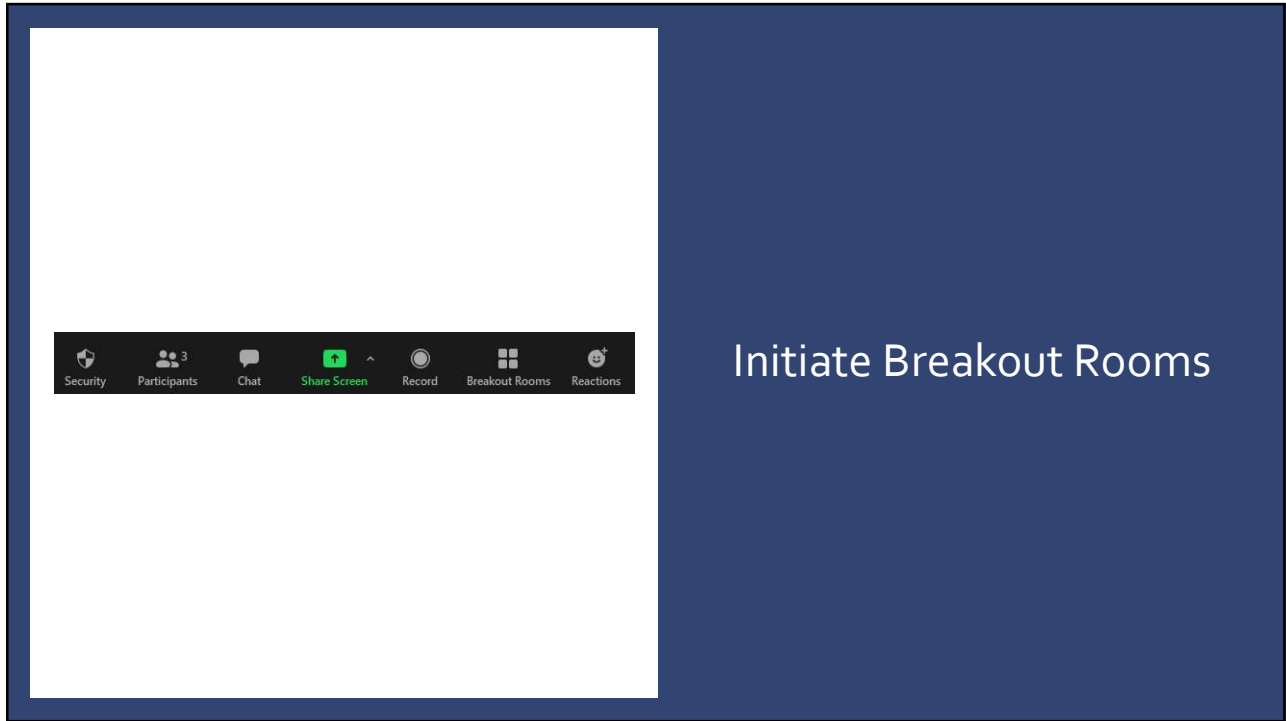
7

## Change the Host

- Hosting duties can be rotated
- Why?
  - Start meeting
  - Manage Participants
  - Facilitate sessions

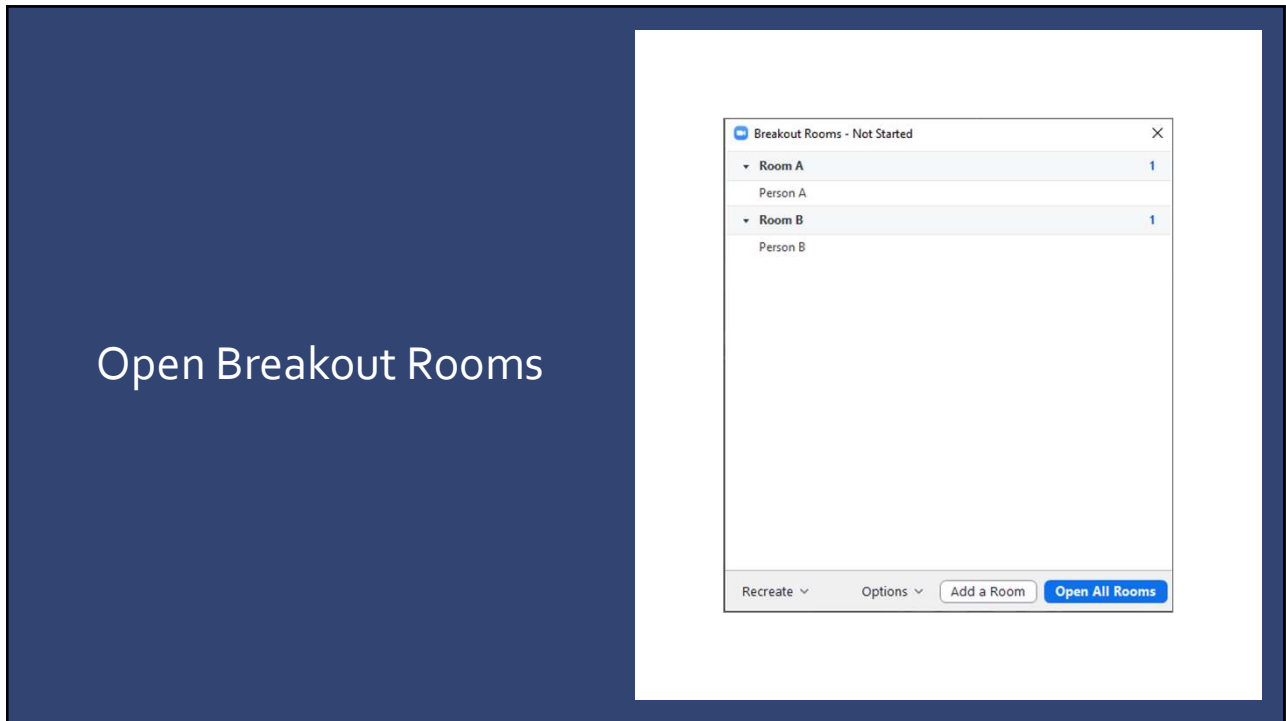


8



The image shows a meeting toolbar with several icons: Security, Participants (3), Chat, Share Screen (highlighted in green), Record, Breakout Rooms, and Reactions. To the right of the toolbar, the text "Initiate Breakout Rooms" is displayed in white on a dark blue background.

9




The image shows a dialog box titled "Breakout Rooms - Not Started". It contains a list of breakout rooms:

Room Name	Count
Room A	1
Person A	
Room B	1
Person B	

At the bottom of the dialog box, there are buttons for "Recreate", "Options", "Add a Room", and "Open All Rooms". To the left of the dialog box, the text "Open Breakout Rooms" is displayed in white on a dark blue background.

10




Breakout Rooms - In Progress

- Room A [Join](#)
- Person A
- Room B [Join](#)
- Person B

Join Room A?

[Yes](#) [No](#)

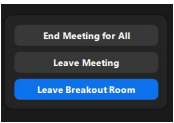


Joining Breakout Rooms...  
Room A  
It might take a few moments.

## Join Breakout Rooms

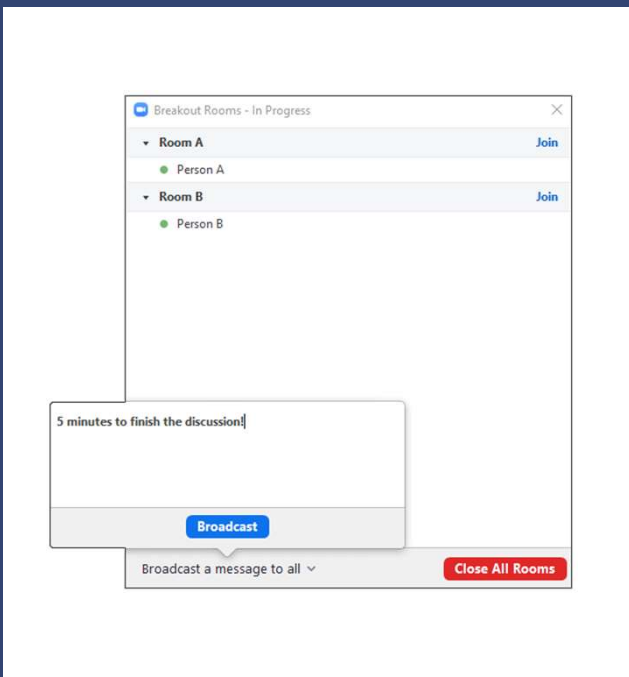
11

## Leave Breakout Room



End Meeting for All  
Leave Meeting  
**Leave Breakout Room**

12



Breakout Rooms - In Progress

- Room A [Join](#)
  - Person A
- Room B [Join](#)
  - Person B

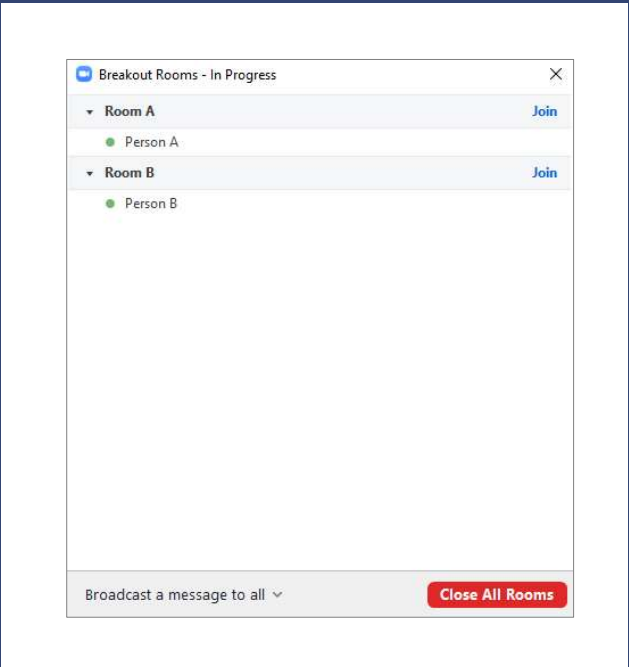
5 minutes to finish the discussion!

[Broadcast](#)

Broadcast a message to all [Close All Rooms](#)

## Message Breakout Rooms

13



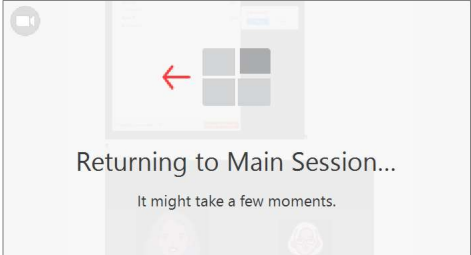
Breakout Rooms - In Progress

- Room A [Join](#)
  - Person A
- Room B [Join](#)
  - Person B

Broadcast a message to all [Close All Rooms](#)

## End Breakout Rooms

14




Returning to Main Session...  
It might take a few moments.

## Resume Meeting

15

## End the Meeting



Unmute Start Video Security Participants Chat Share Screen Record Breakout Rooms Reactions End

End Meeting for All  
Leave Meeting

16