

# Breakout Rooms in Zoom Meetings



## Build Connections in Breakout Rooms

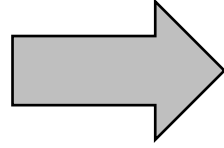
BREAKOUT ROOM CAPABILITY	HOST	CO-HOST
Assign, start, or end breakout rooms during a meeting		
Move and exchange participants between rooms		
Choose breakout room settings (e.g., set countdown timer, allow self-selection, etc.)		
Add or delete a room		
Join or leave breakout rooms at any time		
Broadcast a text message to all		
Broadcast an audio message to all		
Share screen to breakout rooms		
Notified of participant requests for help		
Pre-assign breakout rooms when scheduling		

Take a look at some of Zoom host and co-host breakout room capabilities in the table.

### Assign Breakout Rooms During a Meeting:

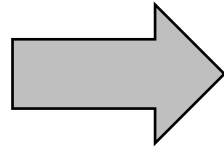
You can create up to 50 breakout rooms with up to 200 participants

**Automatically**



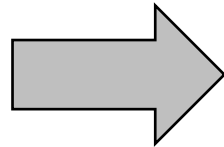
Let Zoom split your participants evenly into your chosen number of rooms.

**Manually**



Choose which participants you would like in each room.

**Participants Choose**



Choose which participants you would like in each room.

**Assign Breakout Rooms During a Meeting:**

There are a few ways a host or co-host may choose to set up breakout rooms after a meeting has started.

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## Show Me: *Using Breakout Rooms During a Meeting*


## Quick Recap

### Enable Breakout Rooms

1. Navigate to your [Zoom web portal](#), [click Settings](#), then **In-Meeting (Advanced)**.
2. Click the toggle to enable breakout rooms.
3. Below, check the boxes to select additional options.
  - a) For example, **Broadcast voice to breakout rooms** or **Allow host to view activity statuses of participants in breakout rooms**.

# Quick Recap

## Breakout Room Setup

1. Click the **Breakout Rooms**  icon in the main toolbar and select the number of rooms.
2. Select how you will group participants:
  - a. Automatically
  - b. Manually
  - c. Let participants choose rooms
3. Optionally, **Add**, **Delete**, or **Rename** rooms.
4. Optionally, move or exchange participants between groups.
5. Click the **Settings** menu in the bottom left corner of the window to reveal more options, including switching to a different grouping method or setting a time limit with a countdown clock.

## Quick Recap



## Quick Recap

### Supporting Participants

1. Hosts and co-hosts can quickly Join and Leave any open room.
2. Host and co-hosts can Broadcast a Message to All Rooms (typed or voice via their microphone's audio).
3. The host and co-host can share their screen to all rooms.
4. If needed, hosts and co-hosts can move or exchange participants between groups at any point after rooms are opened.

Quick Recap

Closing & Reopening Rooms

