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⚠️ **Do not connect your device (workstation, cellphone or iPad) to BellMTS Guest Wifi while at the hospital (other than at these locations: CCMB MacCharles or 700 Elgin); it will break your connection to MS Teams, Connection Dialer (Virtual Visit Provider Portal) and MyMBT Messaging (Cortext).**

Visit our website for all of our Quick Reference Guides and videos https://mbtelehealth.ca/training/ .

For Microsoft Teams video training by Microsoft click here .

Breakout rooms allow meeting organizers to split main meetings into smaller sessions for focused discussions.

- Rooms are created **after** you join the meeting and can only be set up using a desktop, not mobile or the web.
- If you are the organizer and you do not see the breakout room option, see page 4 to change your settings.
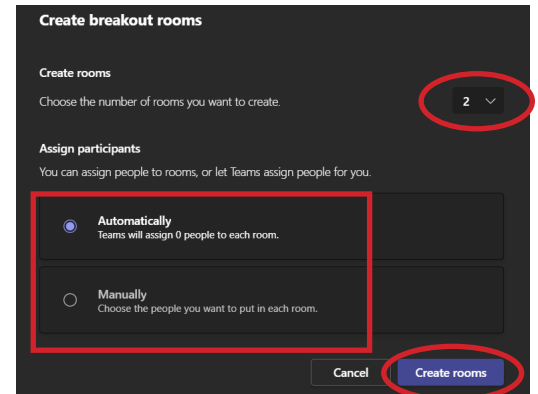- See page 4 for a list of features for the organizer and participants

Create rooms and assign participants

1 Join your meeting and then click **Rooms.**
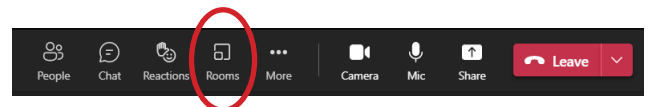
2 Select the number of rooms you want to create as well as how you will assign participants; **Automatically** (randomly) or **Manually**.
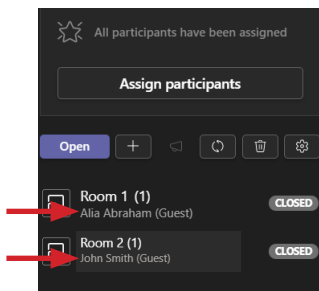
Click **Create Rooms**.
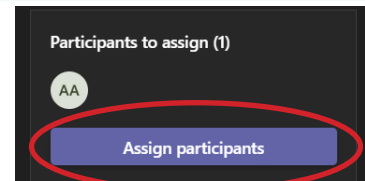

3 **Automatically**   **OR**   **Manually**

You will see the participants listed under each room.

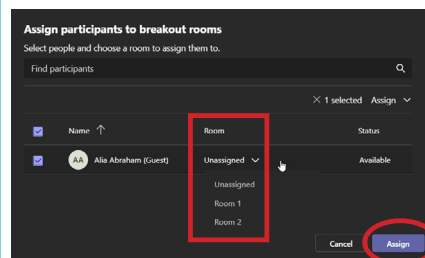(See page 2 for how to move participants to another room.)

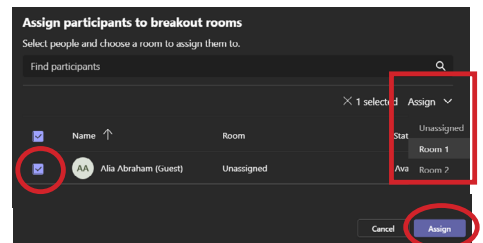Click **Assign participants**.

Assign an individual
Hover over a person's name, select a room under the **Room** drop-down field and click **Assign**.
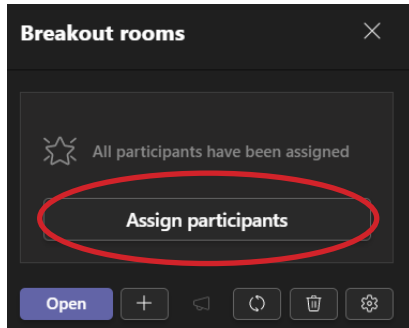

Assign multiple people
Click the box to the left of each person's name to assign to one room, select the room under **Assign** in the top right and click **Assign**.

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4 Move participants to another room, if required.
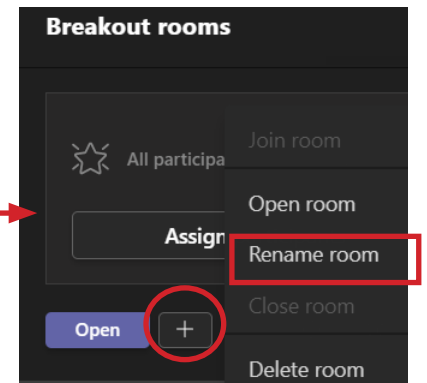
Click **Assign participants**.

Click the box to the left of the person's name, select the new room under the **Assign** column and click **Assign.**
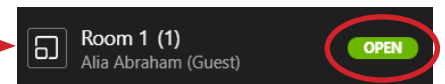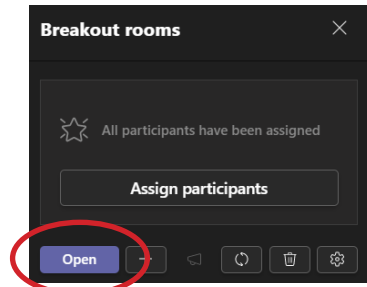

5 Add another room, if required, by clicking **+** and then assign participants as shown in previous steps.

Rename a room by clicking on the room and typing a new name.

6 Once everyone is assigned click **Open.**

The participants will get pulled out of the main meeting and into the breakout rooms, and the rooms will then show as **Open.**
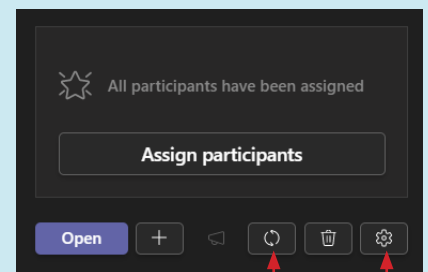

Additional options

Assign late participants: if someone joins late, you can manually assign them to a room by clicking Assign participants.

Breakout room options (when rooms are closed):

Room settings, you can:
- assign presenters to manage rooms
- set a time limit
- automatically move people into opened rooms
- let people go back to the main meeting

Recreate rooms - if you would like to start over and recreate all of the rooms, this can be done **before** you start the rooms by clicking Recreate rooms.


Recreate rooms   Room settings

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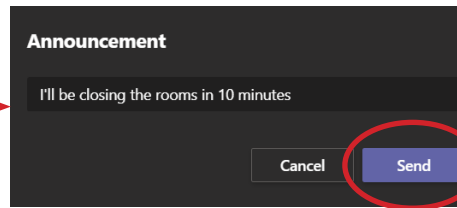A Shared Health Service

Manage rooms

Make an announcement

You can send a message to all rooms, for instance, you may want to give them a 10 minute warning that you will be closing the rooms and bringing them back to the main room, or give them further instructions on a task.
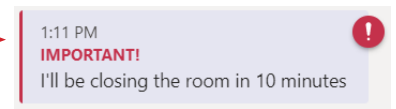
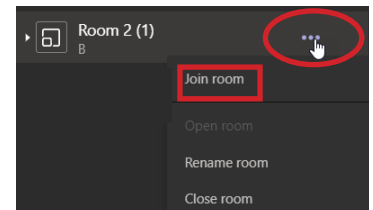Click **Make an announcement.**
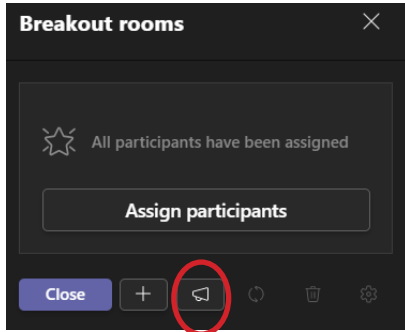
Type your message and click **Send.**

Each room will see the message under chat with the Important indicator.

Join another room

The organizer can leave the main room and join another room by hovering over the room and clicking [....] and then click **Join room**.
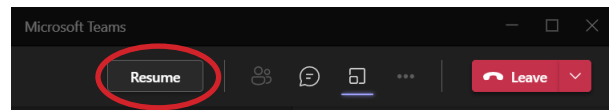
The room opens in a separate window with the room name showing at the top.

This allows the organizer to still have access to manage breakout rooms from the main meeting window (note: windows are shown layered here so you can see both).
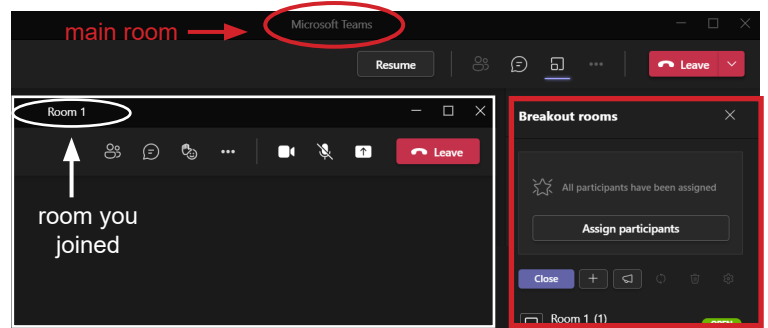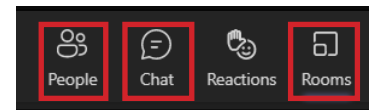
Return to the main room

The organizer can return to the main room at any time by clicking **Leave** in the toolbar of the room they want to leave, and then clicking **Resume** in the main meeting window.

Click People, Chat or Rooms Rooms to open/close the panel on the right of the window.

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Closing the rooms and ending the call

1 Once you're ready, click **Close** to bring everyone back.

(!) • You may want to send an announcement to the rooms to give them a 1 minute warning that you are closing the room.

• Once you close the room, participants will see a message that their room is closing in 10 seconds.

• When everyone is back in the main room, the rooms will change from Open to **Closed.**
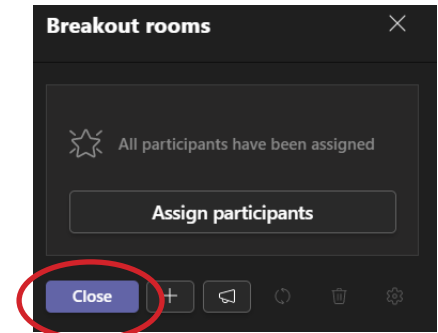
2 Click **Leave** and **End meeting** when you are done your meeting.
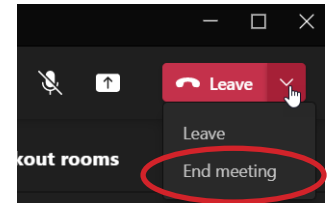
Additional information

Turn on new Teams meeting experience

Only the person who creates the meeting will see the breakout room option; meeting attendees and presenters will not see the option. If you created the meeting, but you do not see the option, you need to turn on the **new Teams meeting experience**:

1. Click on **More options ...** to the left of your profile circle within Teams.
2. Select **Settings**, then **General**.
3. Check **Turn on new meeting experience** .
4. Restart Teams.

Key features for the organizer

• rooms can be set up for scheduled meetings (including recurring) as well as "meet now" meetings
• rooms can be set up during an active meeting and organizer can manage rooms and hop between rooms freely
• create up to 50 breakout rooms in a single meeting; add, remove, or delete breakout rooms
• rename rooms and reassign room participants from one room to another
• organizers can decide if participants get moved to the room automatically when they open the room
• send an announcement that will show up as a meeting chat message in each room
• organizer will have access to chats, files, and recordings

Key features for participants

• join breakout rooms from web, desktop, iOS, iPads, Android mobiles and tablets. (Organizers cannot move participants into a room who joined via desk phones or Teams devices, those participants will stay in the main room).
• participants join the room as presenters, so they can present, share Whiteboard, etc.
• chat is available during the breakout session, and chat and artifacts are viewable for room participants
• participants have access to artifacts, but only organizer has access to the links and is able to share them
• breakout rooms is not an option when the participant joins the same meeting with the same account from multiple devices

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