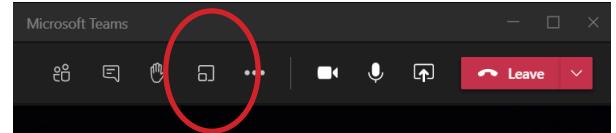


Breakout rooms allow meeting organizers to split main meetings into smaller sessions for focused discussions.

- 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

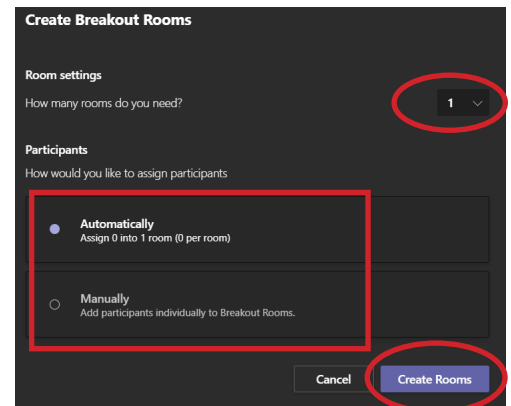
### Create rooms and assign participants

1 Join your meeting and then click **Breakout rooms**.



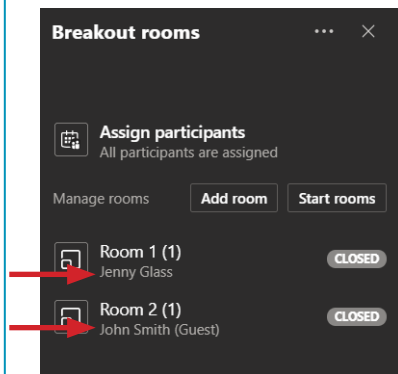
2 Select the number of rooms you want to create as well as how you will assign participants; **Automatically** (randomly) or **Manually**.

Click **Create Rooms**.



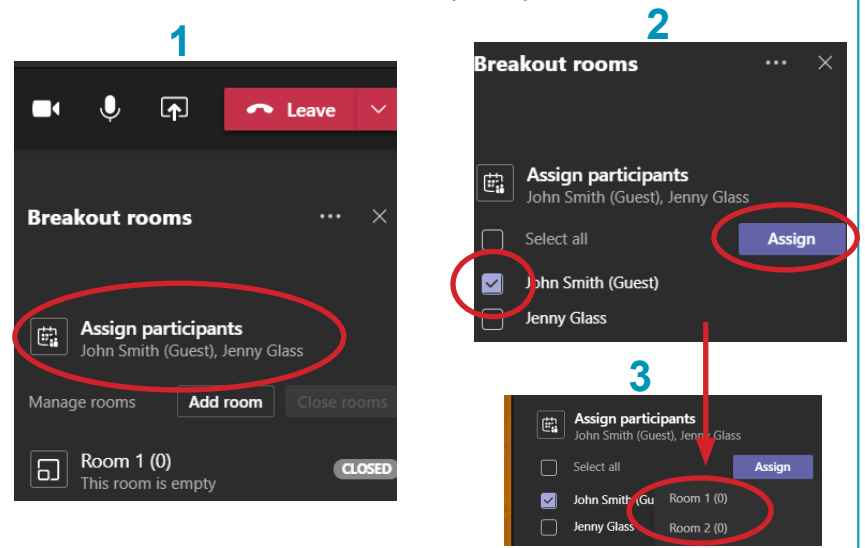
3 **Automatically**

You will see the participants listed under each room.  
(See page 2 for how to move participants to another room.)



OR **Manually**

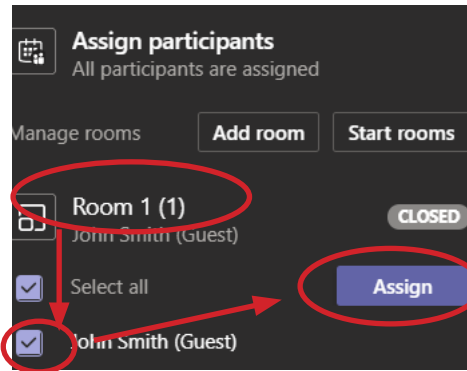
1. Click **Assign participants**.
2. Click the checkbox beside the person's name and click **Assign**.
3. Click on the room to select it; the participant will be moved.



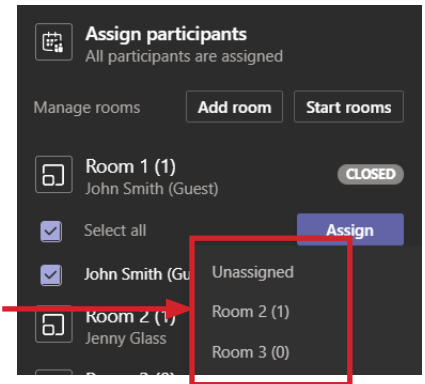
#### 4 Move participants to another room, if required.

Click the room the person is in, and then click the checkbox beside their name.

Click **Assign**.

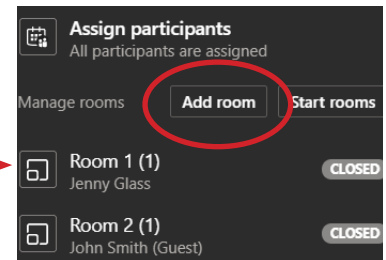


Click on the new room to select it.



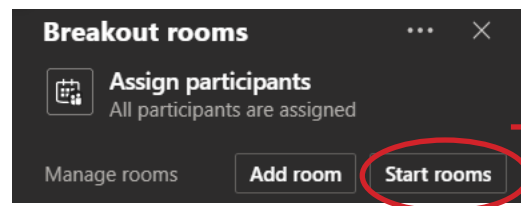
#### 5 Add another room, if required, by clicking **Add room** and then assign participants.

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



#### 6 Once everyone is assigned click **Start rooms**.

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

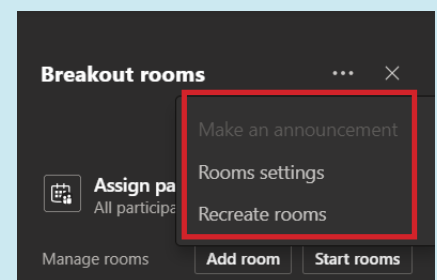
**Assign late participants:** if someone joins late, you can manually assign them to a room. Under the Assign participants section, select their name, click **Assign** and then select the room.

#### Breakout room options:

Room settings, you can:

- 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.

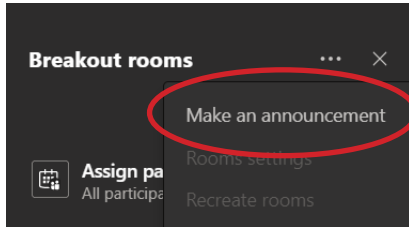


## Manage rooms

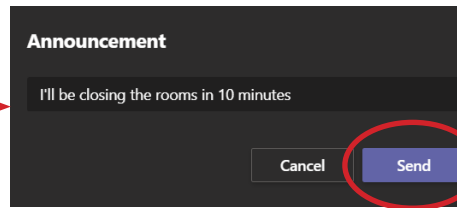
### Make an announcement

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.

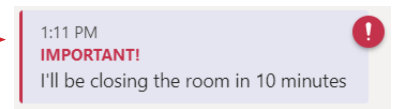
Click **Make an announcement**.



Type your message and click **Send**.

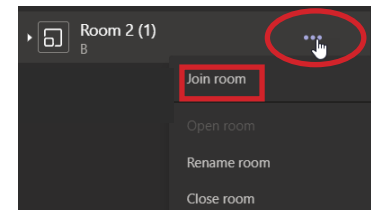


Each room will see the message under chat with the Important indicator.



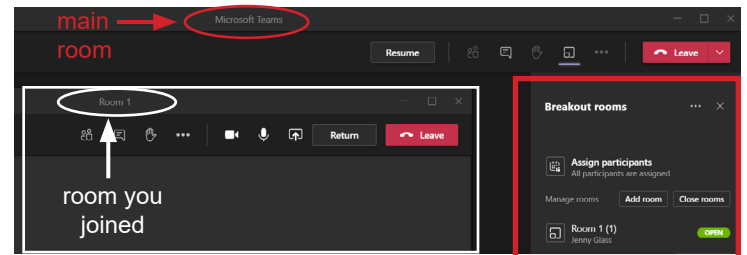
### Join another room

The organizer can leave the main room and join another room by hovering over the room and clicking **...** and then click **Join room**.



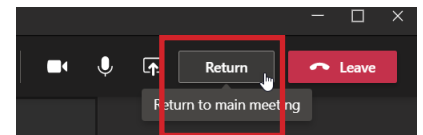
The room opens in a separate window with the room name showing at the top.

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).

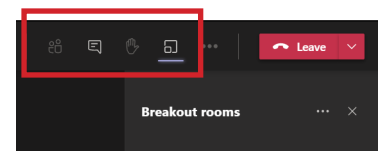


### Return to the main room

The organizer can return to the main room at any time by clicking **Return** in the toolbar.



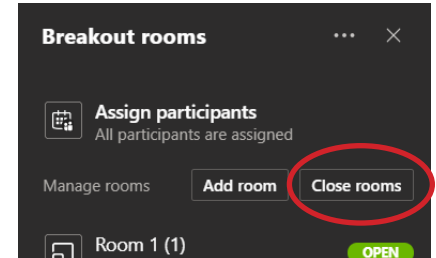
Click Breakout Rooms, Participants or Chat to open/close the panel on the right of the window.



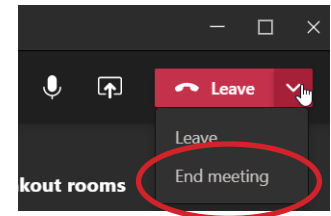
## Closing the rooms and ending the call

1 Once you're ready, click **Close rooms** 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 your profile 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