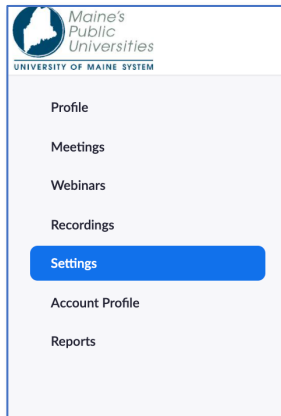# Breakout Rooms

Before your Zoom meeting

The Zoom Meeting Host must enable the breakout room feature in their account settings.

1. Open your Zoom account. (Go to https://maine.zoom.us/profile)

2. Select Settings from the navigation menu.

3. Scroll down through your settings until you see "In Meeting (Advanced) (#1)
   a. Look for "**Breakout room**" (#2)
   b. Activate the Breakout Room. (#3) (Slide button: grey = off, blue = on.)
   c. Note: You can pre-assign participants to Breakout Rooms when scheduling the meeting, **BUT** they must have installed the Zoom client and hold a Zoom account. (#4)
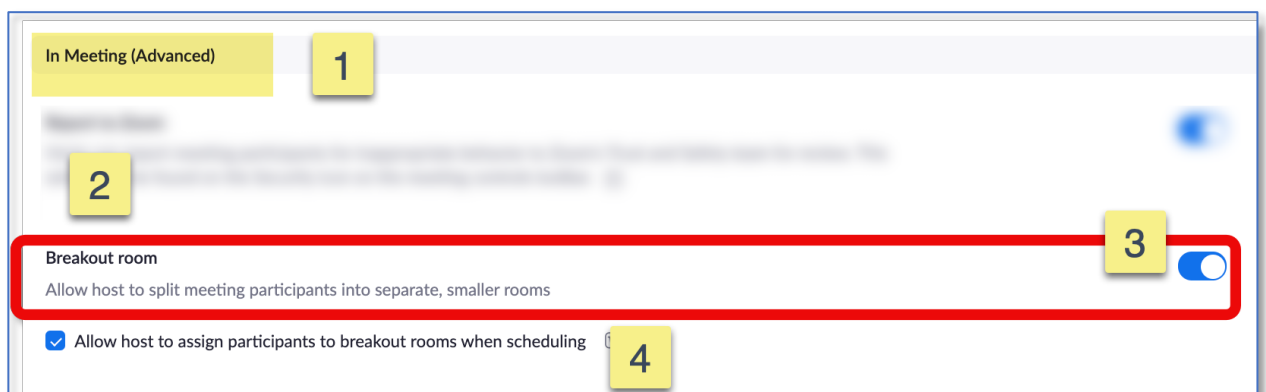
In your Zoom meeting.

Prepare your participants by explaining the Breakout Rooms. Announce when you are activating the Breakout Rooms.

Note: Only the Host can see the Breakout Rooms button and control panel.
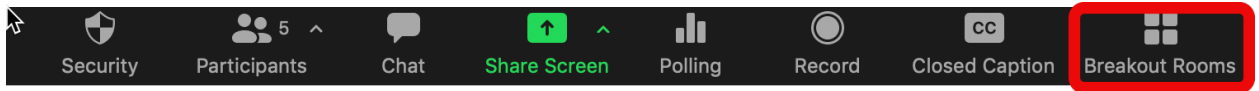
When the Host clicks on the Breakout Rooms button, Zoom will suggest how the meeting participants can be organized. (The Host is free to alter the distribution of participants to rooms.)
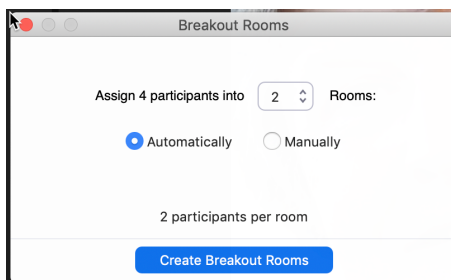
Note: Zoom defaults to **Automatically** assigning the participants into rooms.
This makes for a speedy approach to organizing everyone into the Breakout Rooms.

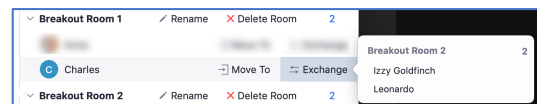You can fine-tune your Breakout Rooms when you click on "Create Breakout Rooms."
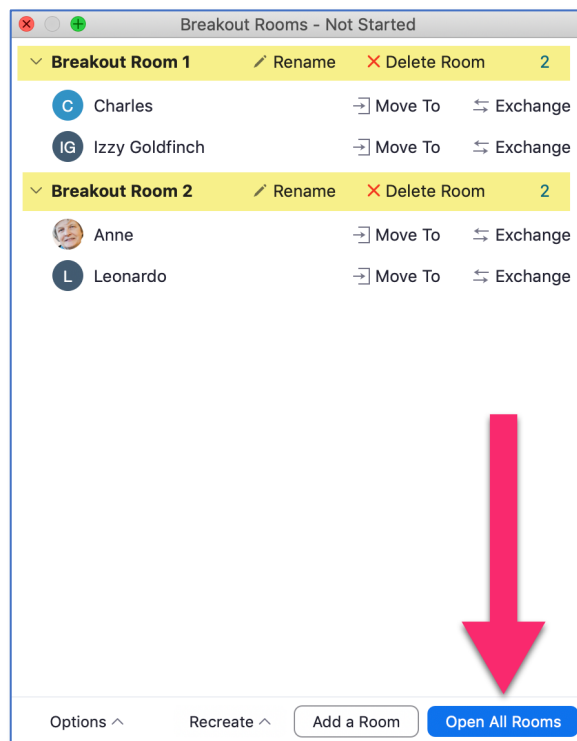
The "Create Breakout Rooms" button opens a new control panel.

• You can manage each Breakout Room in this panel.
• You have the option to **Rename** each room.
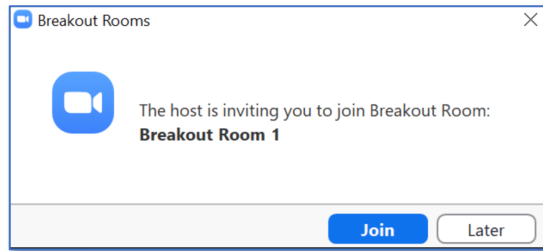• You can **move** a participant to a different room.
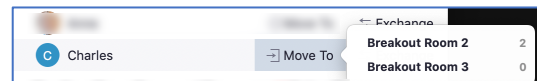
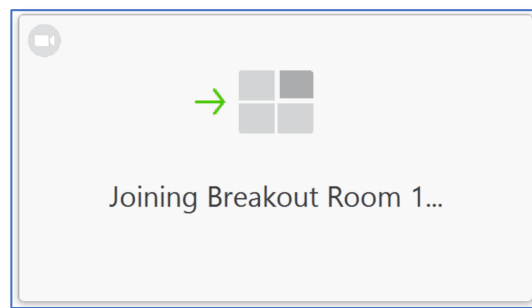• Or, you can opt to **Exchange** participants.

When your Breakout Rooms are ready click on the blue "Open All Rooms" button.
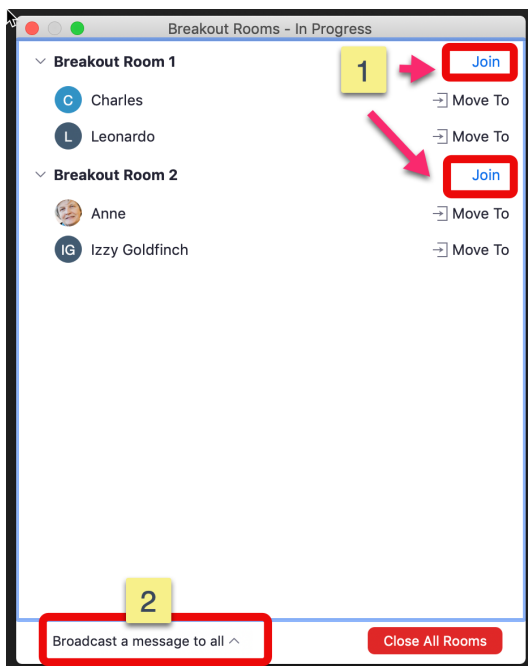
Your participants will see an invitation to **Join** a Breakout Room pop up on their screen.
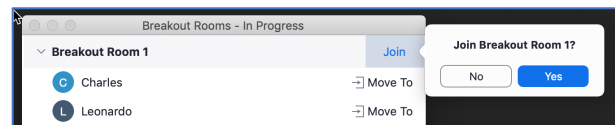

When the participant clicks on the **Join** button, they will see a message informing them they are moving to their Breakout Room.
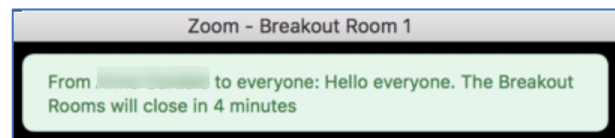

The host will now see their Breakout Room control panel has updated.

- The Host can visit each Breakout Rooms.
- Click on the **Join** buttons for each room (#1)

- The Host can also "**Broadcast a message to all**" (#2).
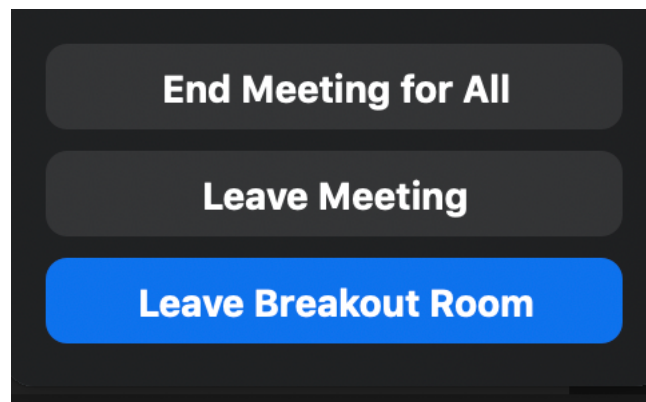- The message will appear at the top of everyone's Zoom screen

Joining and leaving a Breakout Room
When the Host joins a Breakout Room, they will see the "Joining Breakout Room" message before seeing the participants.

When the Host chooses to leave the room, they will click on the "**Leave Room**" button.
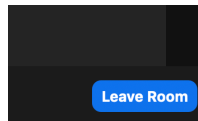
Pay attention to the options that appear next!

Make sure that you hit the right button!

Returning to the Main Session
The host will then be returned to the "Main Session." (If the Breakout Rooms control panel has disappeared, click on the Breakout Rooms button to bring the panel back to your screen.)
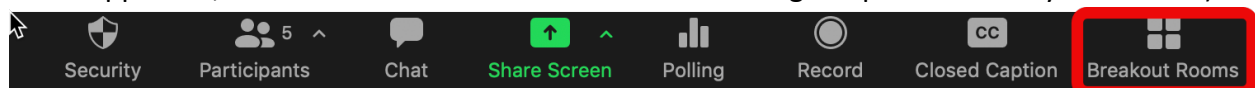

Once back in the "Main Session," the Host can then Join a different Breakout Room.
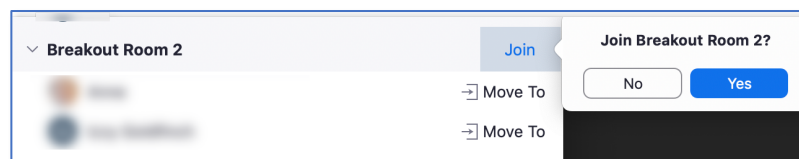
When ready to bring all participants back to the "Main Session" use the "**Close All Rooms**" button. At the base of the Breakout Rooms control panel.
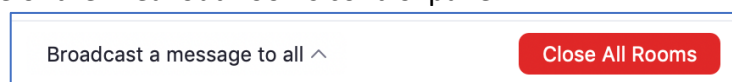
The Host will see a message at the bottom of their screen after they **Close All Rooms**. (Note this message provides a countdown in seconds.)

All Breakout Rooms will close in 53 seconds.
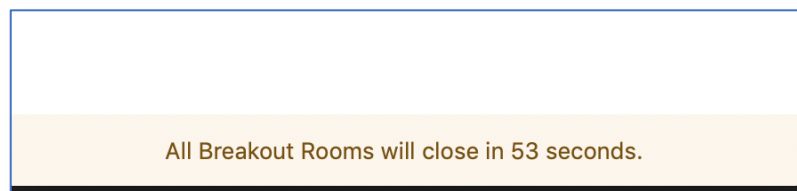
The participants will see a countdown message on their screens. This allows them to finish what they are saying or return to the main session immediately. The notification will look slightly different depending on your device.
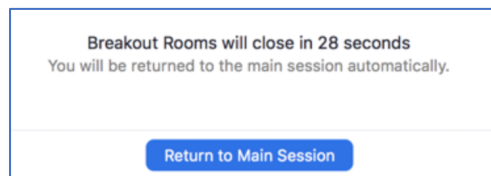
Breakout Rooms will close in 28 seconds
You will be returned to the main session automatically.

Return to Main Session

Figure 1 : Mac

All Breakout Rooms will close in 51 seconds
You will be returned to the main session automatically.
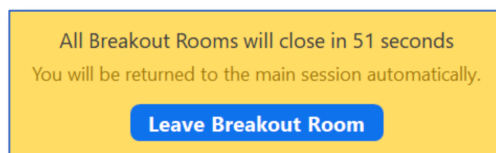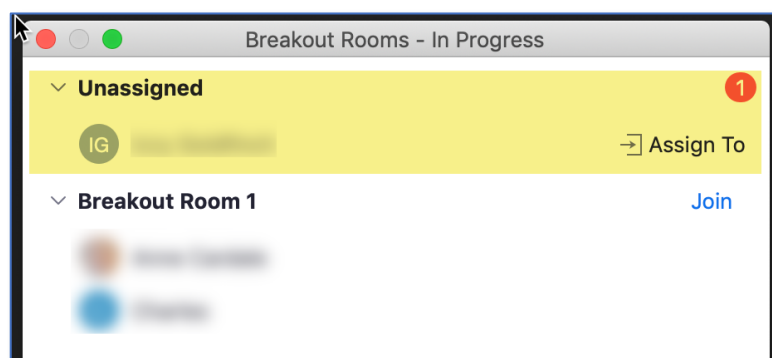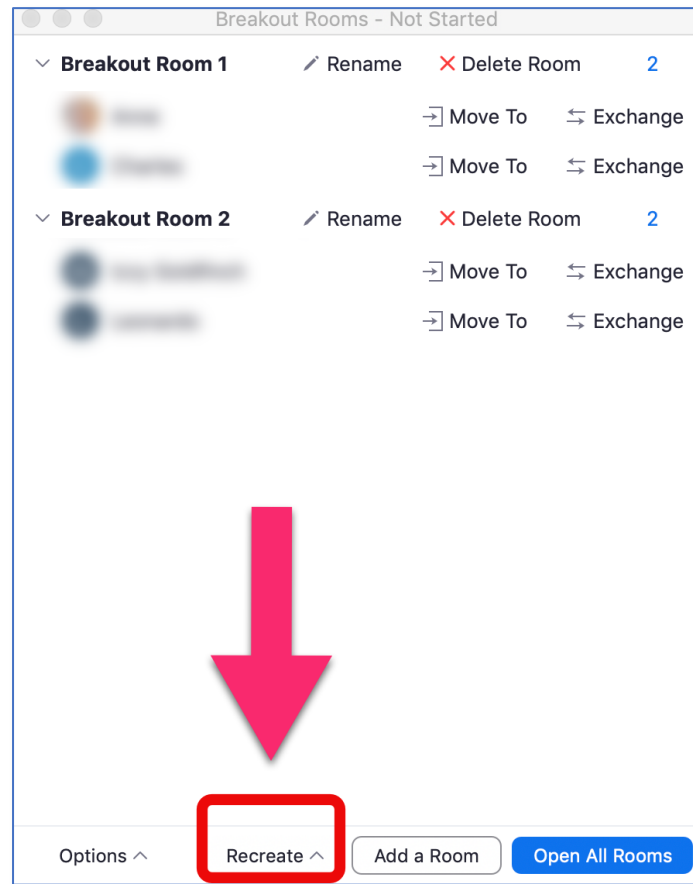
Leave Breakout Room

Figure 2: Windows PC

Additional Notes about Breakout rooms.

If a participant loses their connection and leaves the meeting, they will land in the "Main Session" on their return. The Host will see them listed as "Unassigned" and can reassign them to their Breakout Room.

Breakout Rooms - In Progress

∨ **Unassigned**   1

IG   →] Assign To

∨ **Breakout Room 1**   Join

Alternatively, if someone arrives late to the meeting, and does not appear on the Breakout Room list of participants. You can use the **Recreate** button at the bottom of your Breakout Room control panel to regenerate your Breakout Rooms list.

Note: You can recreate the list to accommodate the late arrival and it does not disrupt those who have already joined their breakout room. You can assign the late arrival to a Breakout room.