

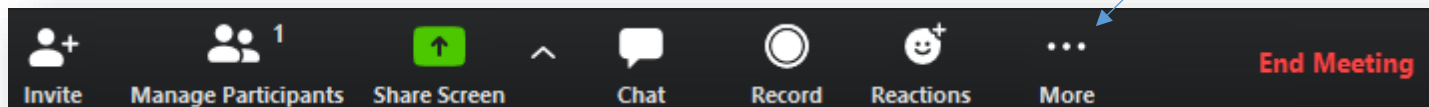
Instructions for Creating Breakout Rooms

This document provides basic instructions on (1) how to create breakout rooms.

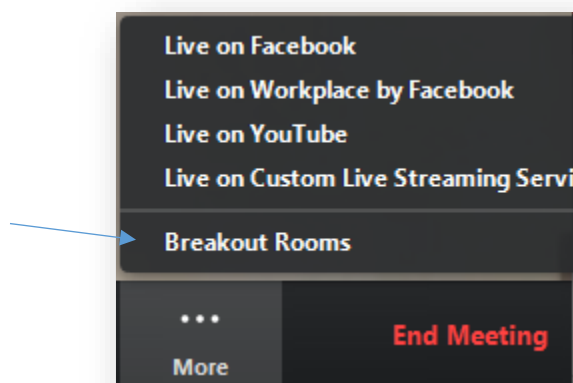
Breakout Rooms

Faculty and staff can create breakout rooms by following the instructions below:

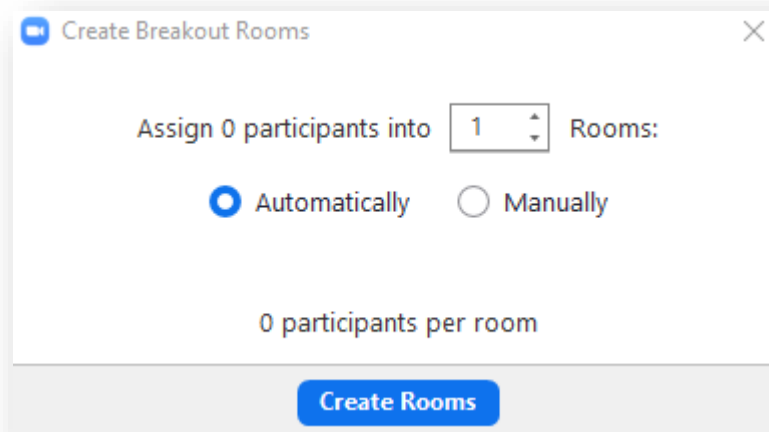
1. Once you have started a zoom session choose the “More” option from the zoom toolbar at the bottom of the zoom session screen.



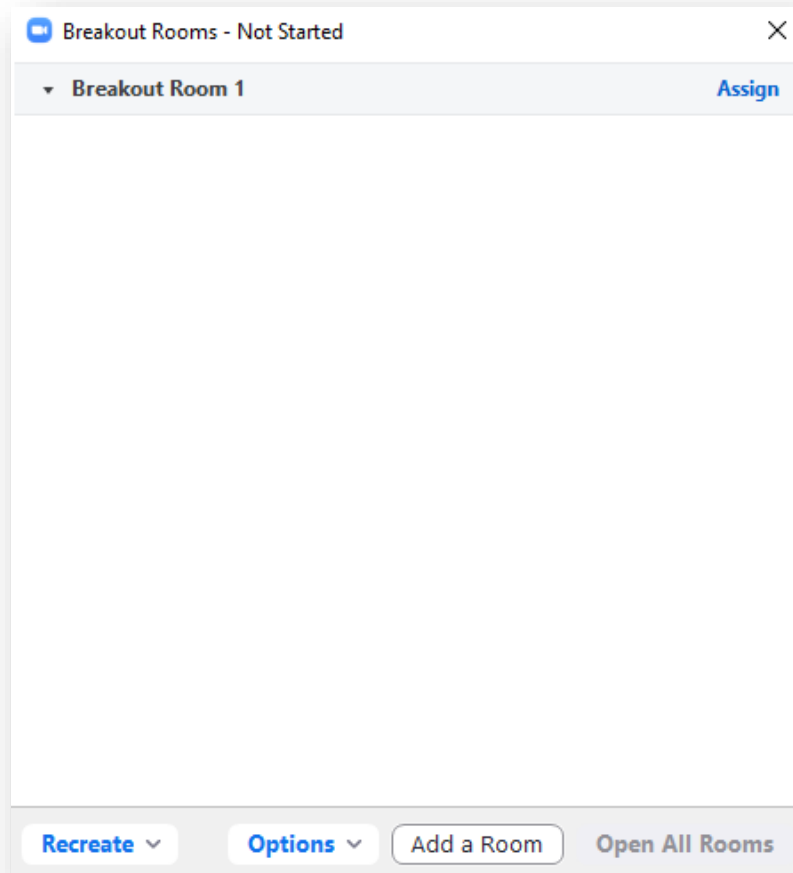
2. From the flyout menu choose the “Breakout Rooms” option.



3. A screen will pop up with options to create breakout rooms. “Automatically” will automatically assign an even number of participants to each room based on how many rooms you create. Choosing the “Manually” option will give you the ability to assign individual participants to particular rooms. Once you are finished with these options click “Create Rooms”.



4. The next screen will show a list of all the rooms that have been created with additional options to manage room assignments or even to recreate the entire list of breakout rooms. Rooms can be renamed by placing the mouse next to the room name and choosing the “Rename” option.



5. There are additional options to manage the breakout rooms shown below. Once finished with setup click the “Open All Rooms” button to open the rooms to the participants.

