

One of the powerful features of Zoom is the ability to break a meeting up into smaller discussion groups, then return to the main session, all under the control of the host. The host can also create co-hosts, who can move around between rooms

For example:

- For a quiz, where participants join in teams, the organiser might create a room for each team to discuss the questions before returning for the answers
- In a language group, participants might split into smaller groups for conversation, and a tutor pop into each one in turn to join in.

For the Host

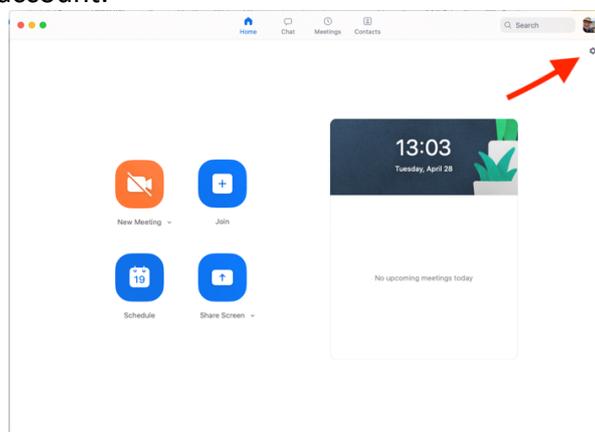
In order to host a meeting with Breakout Rooms, you need the Desktop Client on PC or Mac. You can't create Breakout Rooms from an iPad or an Android tablet.

For Participants

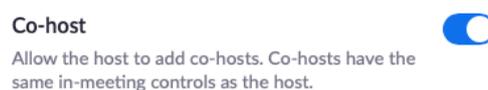
Participants don't need anything special, can join with any device (including phones and tablets), and don't need to arrange anything beforehand.

Enabling the Facility in Settings

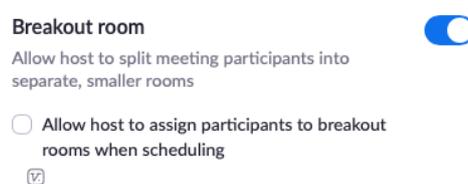
As Host, first, you need to enable Breakout Rooms and Co-Host in your Web Settings. To find your Web Settings, click the Settings icon top-right of your home screen, then click View More Settings at the bottom. You will need to log into your account.



Scroll down to the In Meeting (Basic) section and find the Co-Host setting and click it to On



Then scroll further down to the In Meeting (Advanced) section and find the Breakout Rooms setting. Click it on



Hosting a Meeting with Breakout Rooms

Once Co-Host has been enabled, you can designate any of your participants as Co-Host, by clicking the options alongside their name in the Participants pane (i.e. by clicking Participants in the Meeting Settings bar).

Once Breakout Rooms has been enabled, any meeting you create will have a Breakout Rooms button in the Meeting Settings bar. You can of course return and disable the setting later if you don't need it.



To create breakout rooms once the meeting has started:

- Click the Breakout Rooms button and select the number of rooms you want.
- You can allocate people to rooms yourself or let Zoom do it automatically.
- You can also set options for how people move into rooms and how the breakout sessions end.
- Click Open All Rooms to begin the breakout session

Once the breakout sessions have begun:

- Your screen shows each of the rooms and the participants allocated.
- You or your co-host can Broadcast messages to rooms, and the participants in the rooms can Ask for Help with a button on the Meeting Settings bar.
- You can join any room, either in response to a Help request or just by clicking Join at any time
- You can end the breakout sessions individually, or together, or let Zoom end them with a countdown.
- Once the breakout sessions close, participants return to the main meeting.

More Information

For more detail on setting up, running and participating on breakout sessions, see these links on the Zoom website.

Managing Breakout Rooms:

https://support.zoom.us/hc/en-us/articles/206476313#h_1660846b-7d2d-4a87-b8a6-efe29a61759a

Participating in Breakout Rooms:

<https://support.zoom.us/hc/en-us/articles/115005769646-Participating-in-breakout-rooms>