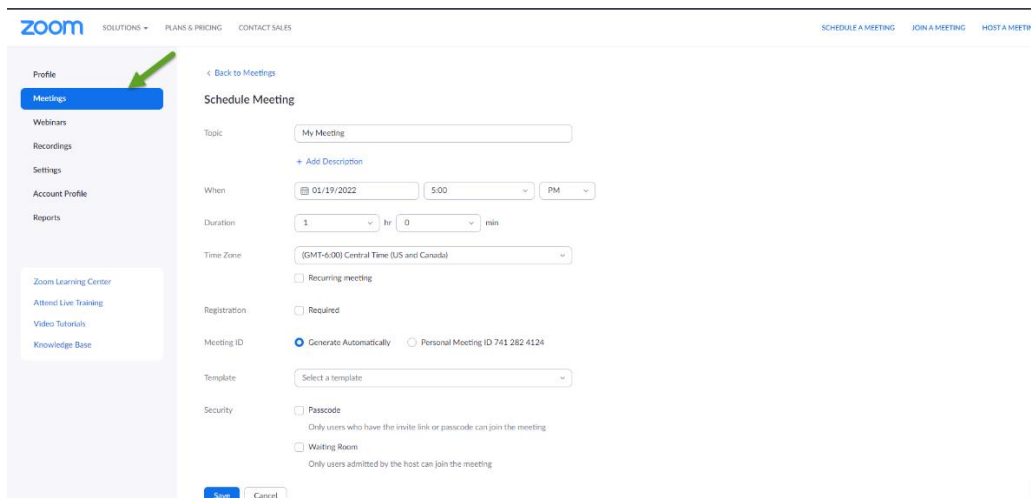
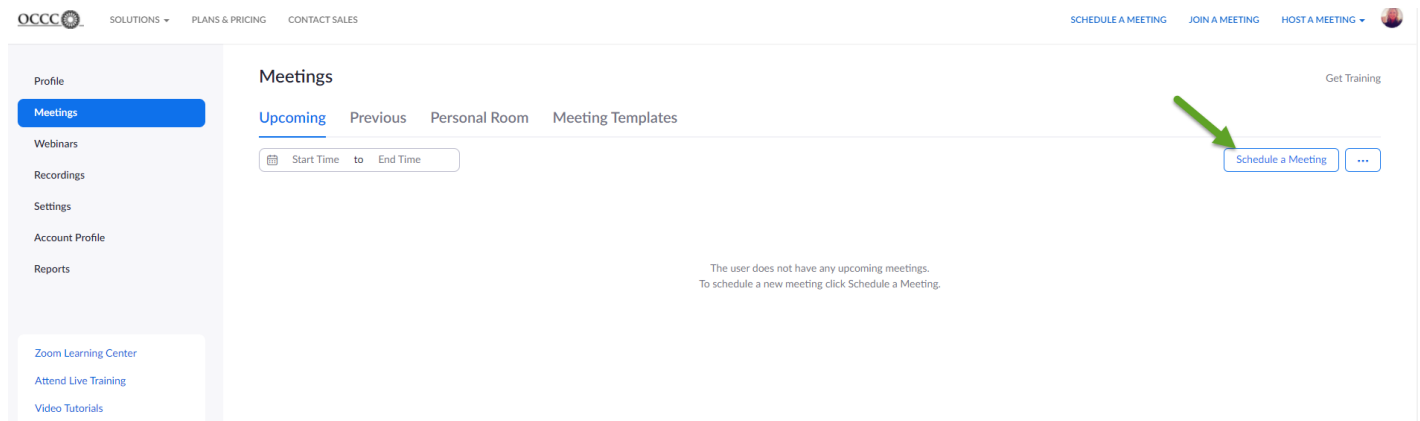


How to use the Pre-assign Breakout Room Feature

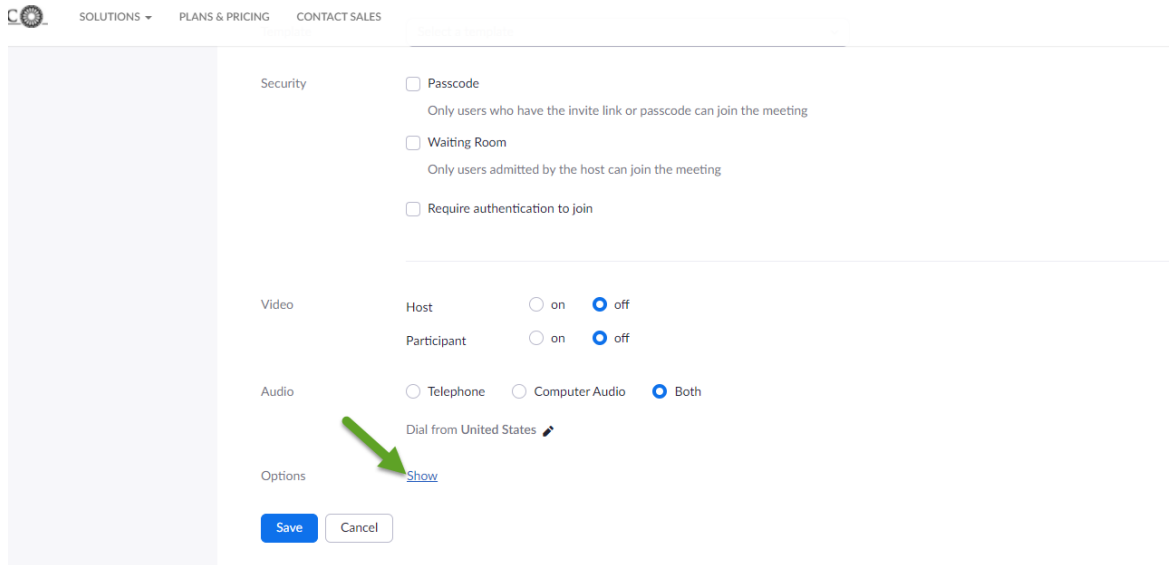
To pre-assign breakout rooms before your Zoom meeting. Log into your zoom account. Click the meetings tab on the left side of the screen.



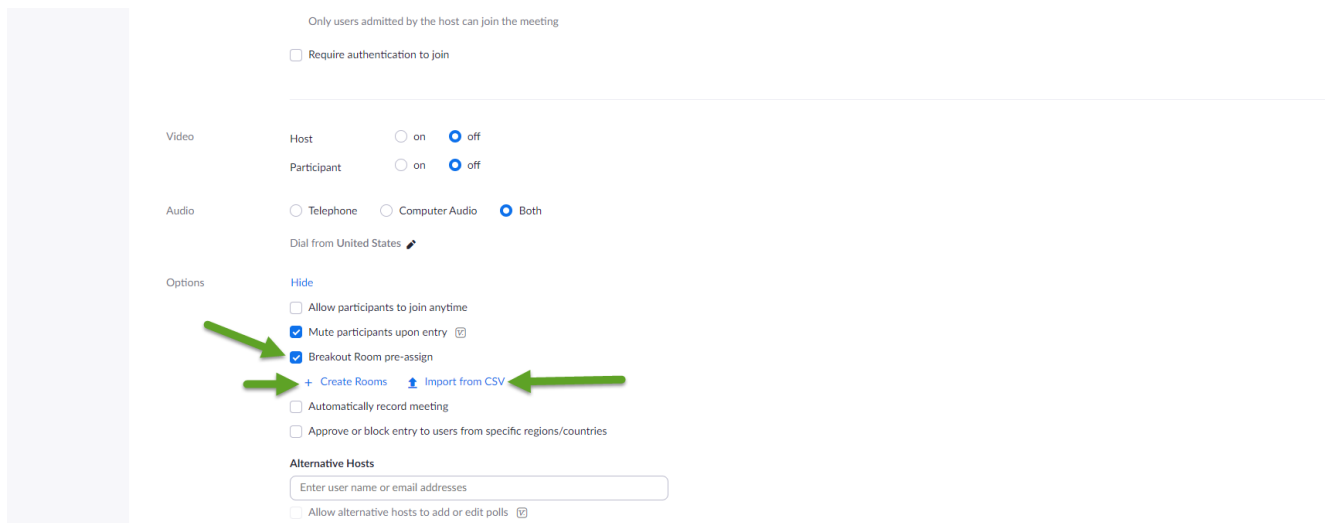
Click Schedule a meeting.



Scroll down to Options. Click show to view the Options menu.




Click Breakout Rooms pre-assign. Click Create Rooms to add rooms and name rooms. Click Import CSV to add and pre-assign participants to each room.




Click Save to finish.

Participant Off On


Audio Telephone Computer Audio Both

Dial from United States 

Options [Hide](#)

- Allow participants to join anytime
- Mute participants upon entry 
- Breakout Room pre-assign
 - [+ Create Rooms](#) [↑ Import from CSV](#)
- Automatically record meeting
- Approve or block entry to users from specific regions/countries

Alternative Hosts

- Allow alternative hosts to add or edit polls 

[Save](#) [Cancel](#)

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