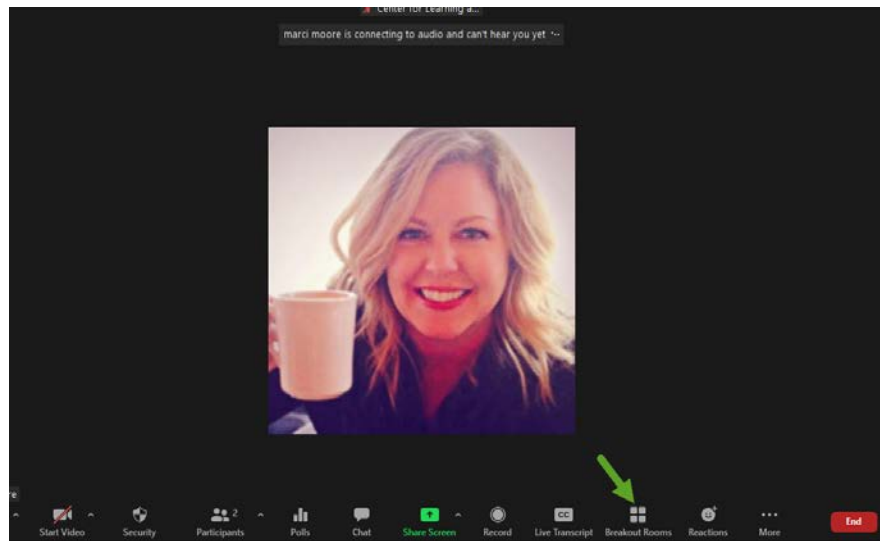
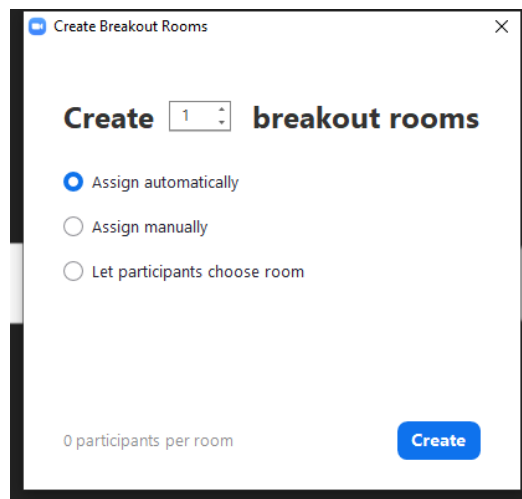


## How to Use Breakout Rooms in Zoom

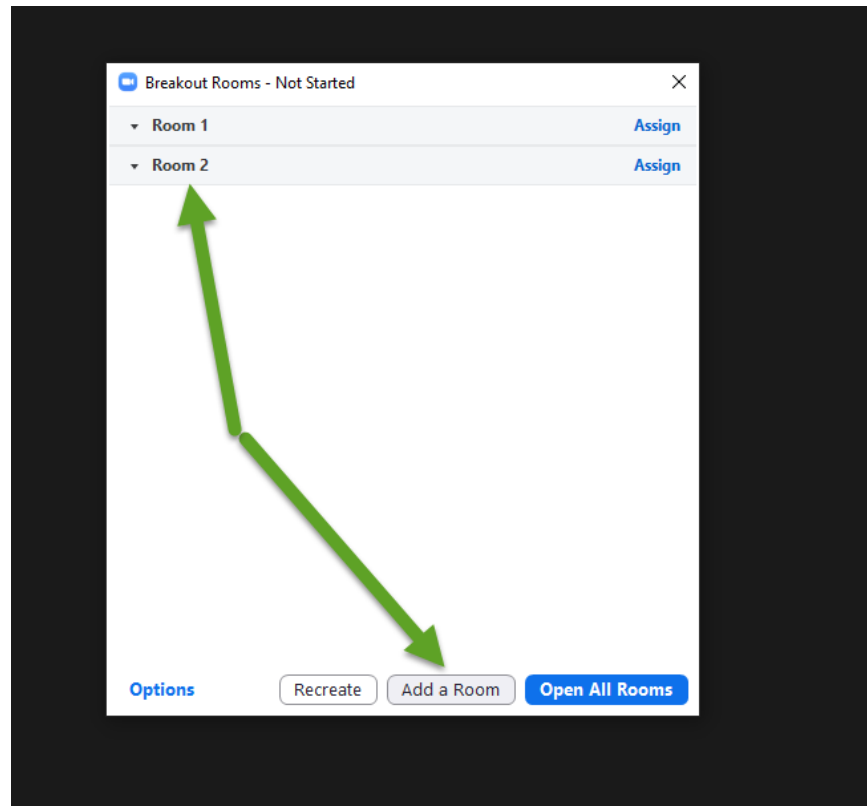
First, click “breakout rooms” at the bottom of the screen.



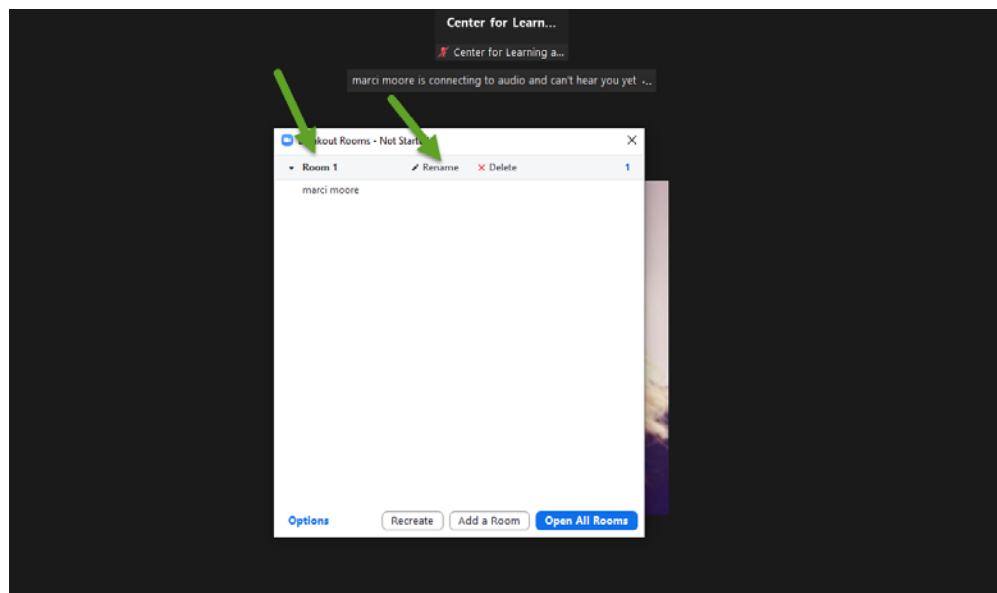
Change the breakout rooms settings by putting in the number of rooms needed & how to assign them. Click Create.



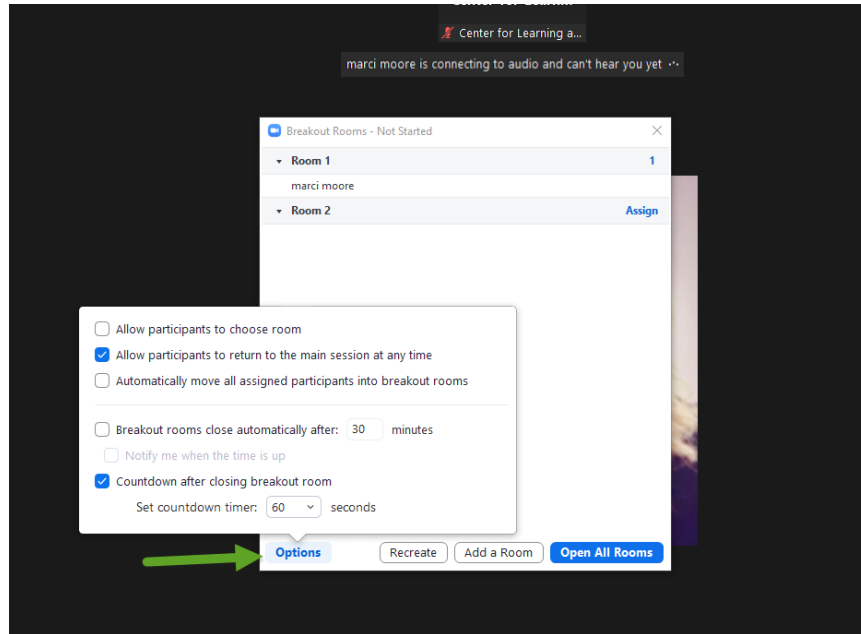
Click the Add a Room button to add multiple group rooms.



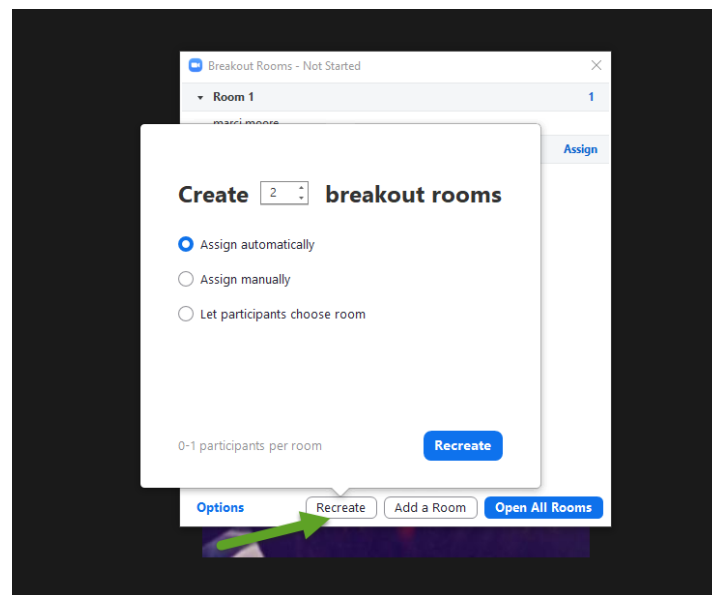
Click rename to rename the room. You can rename it to group names or discussion groups.



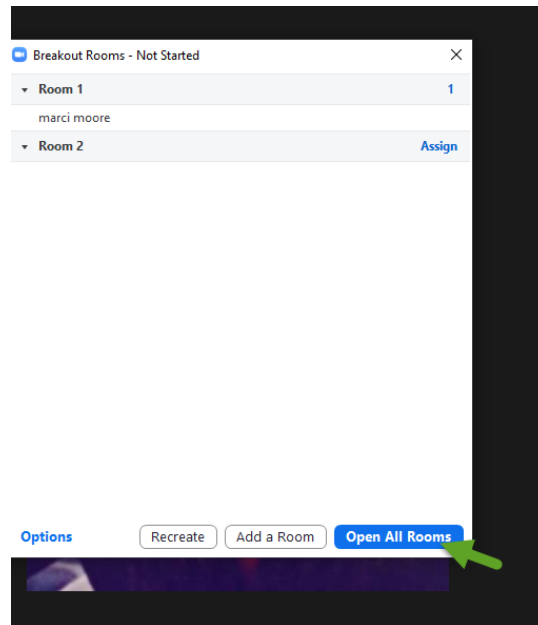
Click the Options button to open the Options menu. This menu will allow you to set up functions and participant options. You can change the countdown time for participants to return to the main meeting.



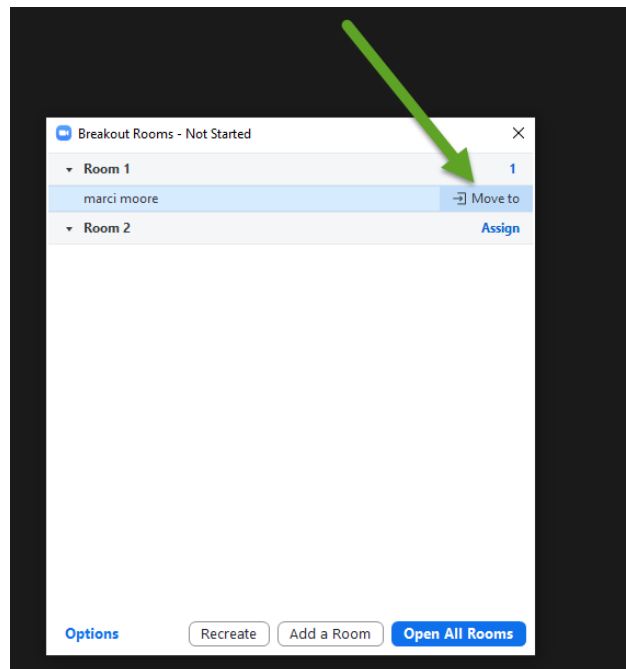
Click the Recreate button to start the room creation process again.



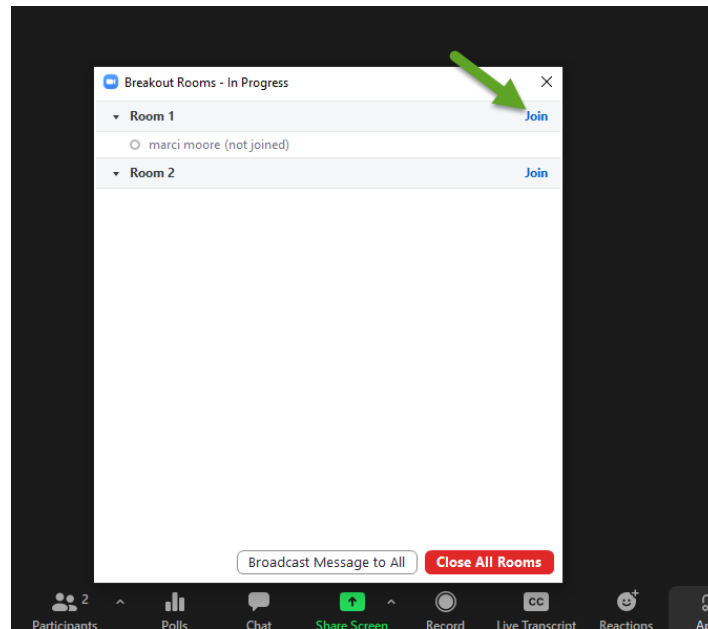
Click Open All Rooms. This button will open rooms for participants to enter into individual breakrooms.



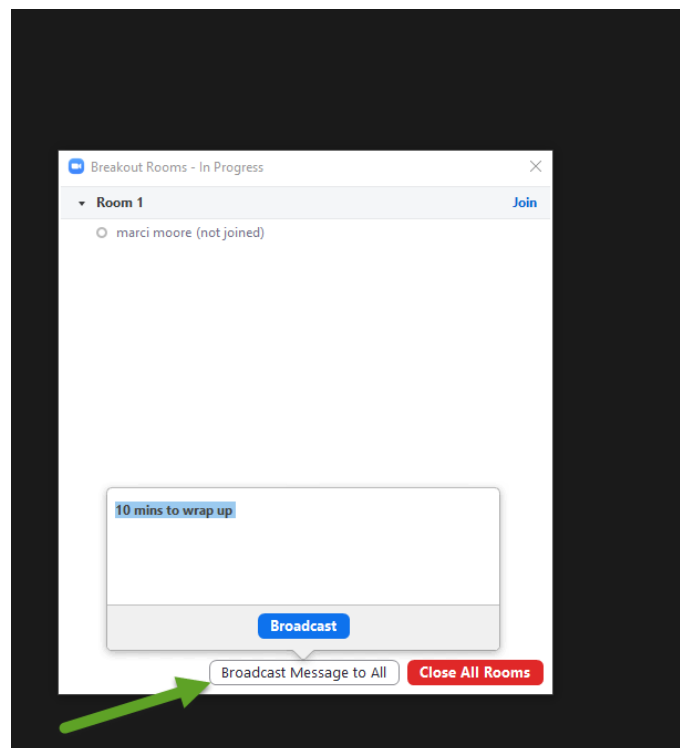
Once breakout rooms are open, click on a participant's name and click the Move To feature to move participants to another room.



As the meeting host or moderator, you can join any breakout room by clicking the Join feature.



As the meeting host or moderator, you can broadcast a message to all of the breakout rooms by clicking the Broadcast Message to All button.



Once you have joined a breakout room, you can leave the room and return to the main meeting by clicking the Leave Room button.

