ZOOM Breakout Rooms

*Sign in to your Zoom account. Only Hosts will be able to control Breakout Rooms.

1. In the bottom right hand corner, click Breakout Rooms



2. Fill in the details below, you can create multiple rooms

Create Breakout Rooms X
Assign 1 participants into 2 🗘 Rooms:
Automatically Manually
0-1 participants per room
Create Rooms

- 3. Click Create Rooms
- 4. You can now Rename each room and Assign attendees:

📴 Breakout Rooms - Not Started	×
 Breakout Room 1 	1
Joe Rafter	\frown
• Breakout Room 2 / Rename × Delete	Assign
45	\smile

5. Permissions

Under the Breakout Room assigning area, scroll to the bottom and select OPTIONS. If you would rather the participants not return to the original session, you will need to UNCHECK the box below. Adjust as needed.

Breakout Rooms - Not Started	\times
 Breakout Room 1 	1
Joe Rafter	
 Breakout Room 2 	Assign
	_
Move all participants into breakout rooms automatically	
Allow participants to return to the main session at any time	>
Breakout rooms close automatically after: 30 minutes	
Notify me when the time is up	
Countdown after closing breakout room	
Set countdown timer: 60 - seconds	
Recreate A Options A Add a Room Open	All Rooms

6. Participants of the zoom meeting will see this invitation on their screen:



If you have any questions, please email <u>GROUPBLASTTECHNOLOGY@IU17.ORG</u> or contact the Technology Department (570) 323-8561 x6400. Thank you.