

Steps to create and manage Breakout Rooms during a Zoom meeting session

This guide will show the steps to create and manage breakout rooms during your meeting session in your Zoom account. Video breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually and can switch between sessions at any time.

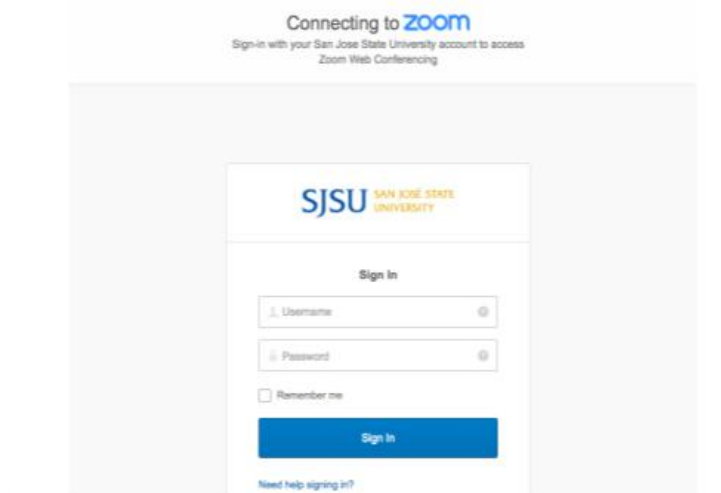
- Up to 50 breakout sessions can be created
- Breakout session participants have full audio, video and screen share capabilities

Part 1: Steps to sign in to Zoom and enable breakout rooms

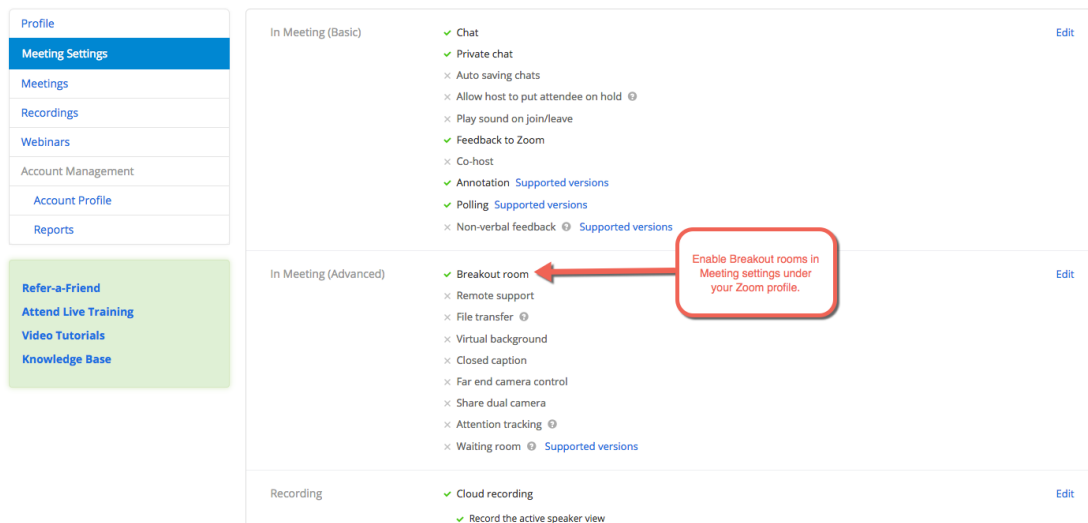
1. Go to <https://sjsu.zoom.us>. To log into your Zoom account, click on the “Sign In” button.



2. Next, log in with your SJSU Id and Password to access your Zoom account.



- Go to your profile, click on meeting settings, and under “In Meeting (Advanced)” section, Enable Breakout room.



Part 2: Creating and managing breakout rooms in a meeting

- Open scheduled meeting or host a new meeting session using Zoom. Locate the Breakout Rooms button in the Zoom toolbar and click on it to start with creating Breakout rooms.



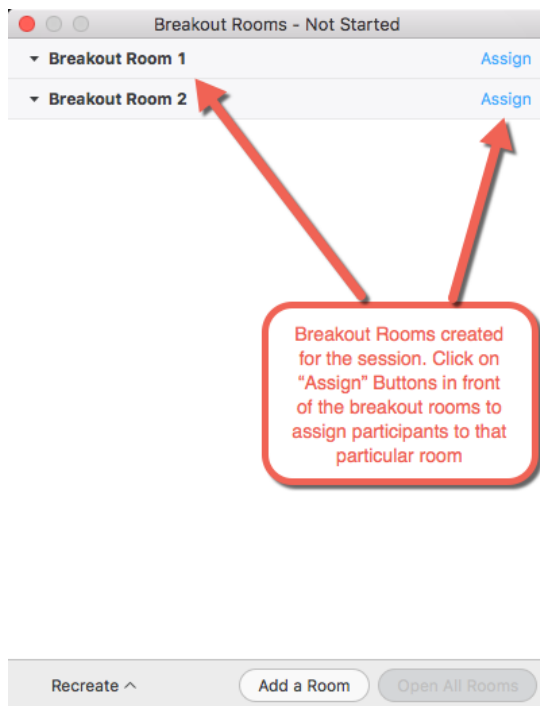
Breakout room button in Zoom toolbar



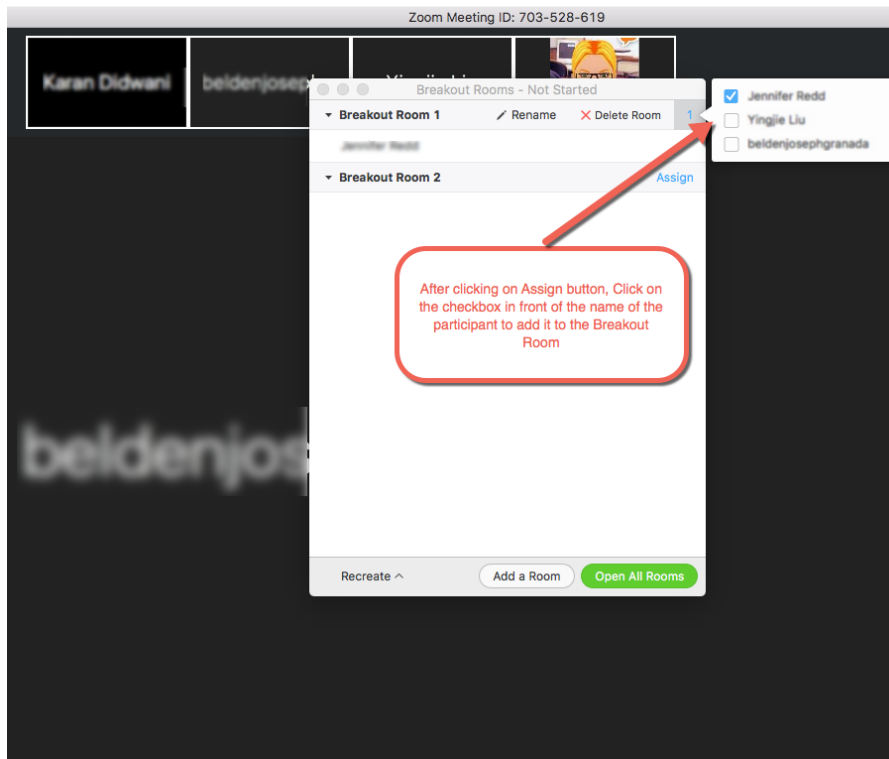
2. Select the number of rooms in which you want to split your participants. Also, select the appropriate option to automatically or manually assign guests into the breakout rooms.



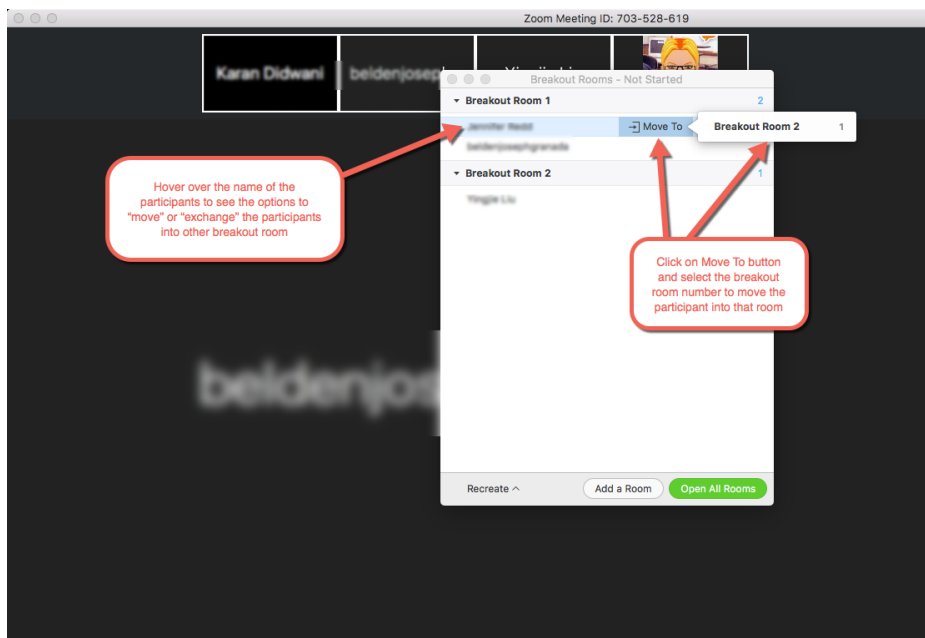
3. If opted for manually assigning guests to the meeting room, click on the “assign” button in front of the Breakout rooms and select the respective guests to add it to the breakout room.



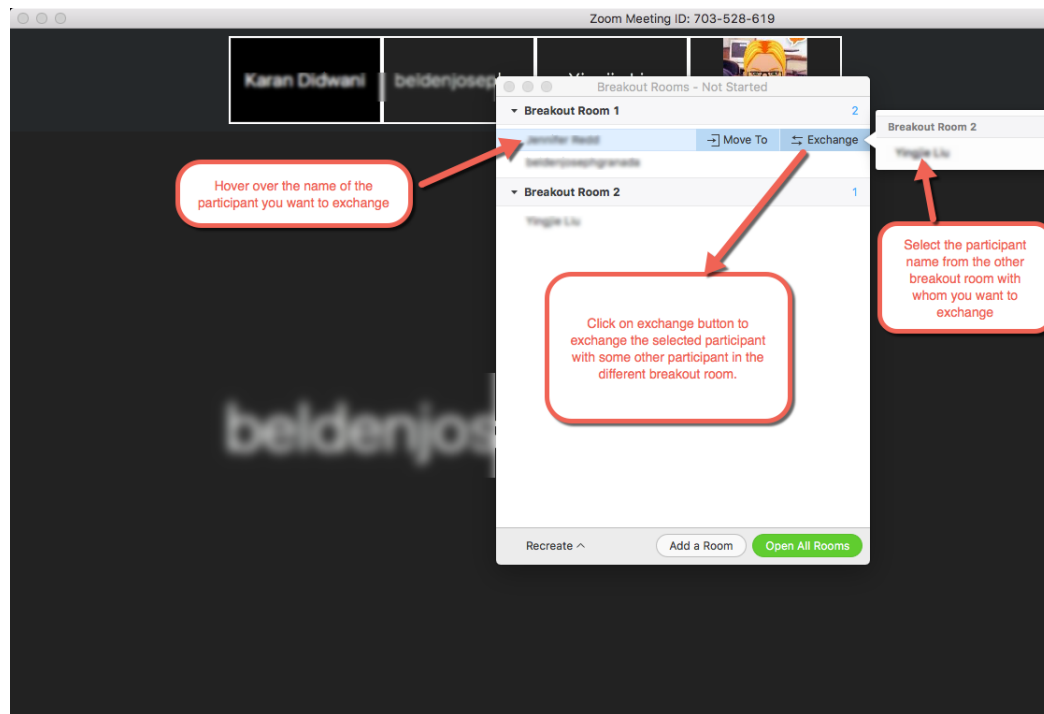
4. After clicking on “Assign”, click on the checkbox in front of the name of participant that you want to add into the breakout room



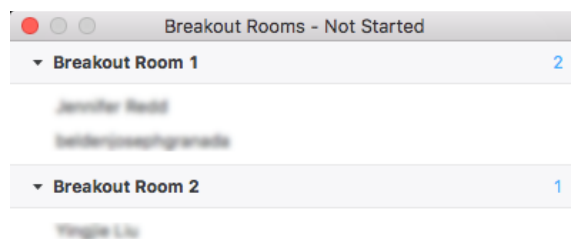
5. Hover over the names of the participants added into the breakout rooms to be able to see the options to move or exchange them with other participant in a different breakout room. Click on move and select the breakout room in which you want to transfer this participant.



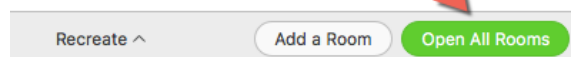
Click on Exchange button and select the participant from any of the other breakout rooms to exchange the breakout rooms of the respective participants.



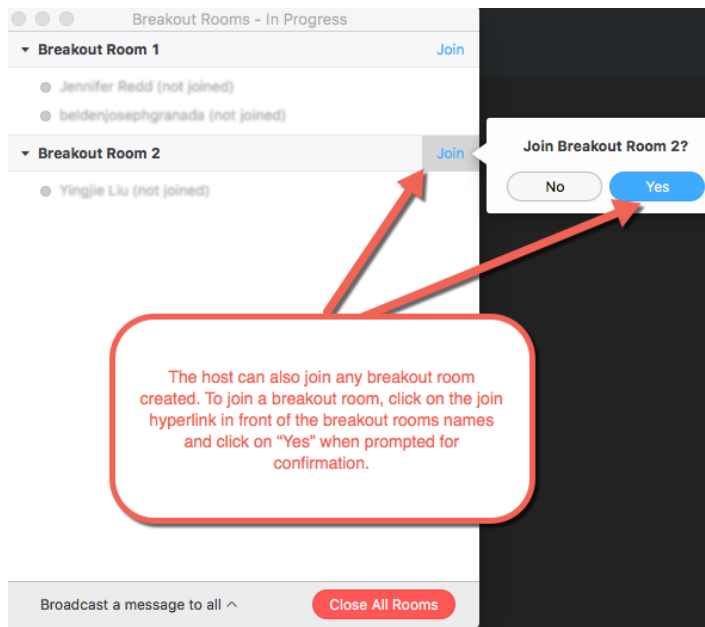
- After adding all the participants and assigning them to their respective breakout rooms. Click on Open All Rooms to start the breakout room sessions.



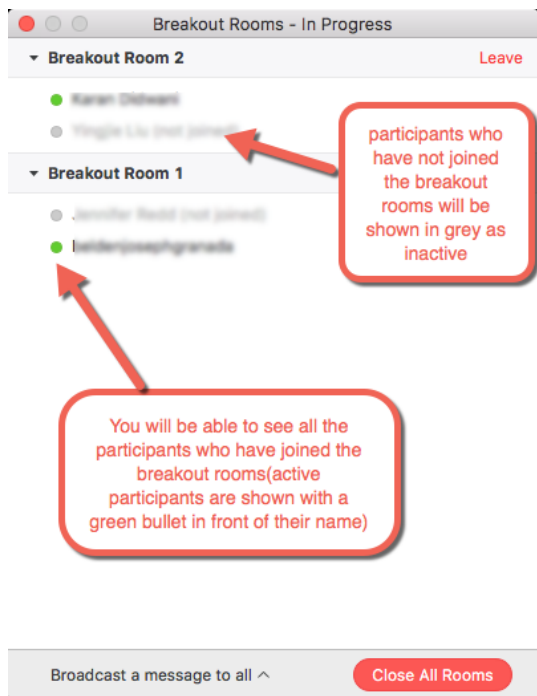
Once all the participants are assigned into their respective breakout rooms. Click on the "Open All Rooms" button to create the breakout rooms and open them for discussion/meeting.



7. If the host wants to join any breakout room, he or she can do that once the breakout rooms are opened for sessions. To join any breakout room, click on the “Join” link available in front of that breakout room and then click on “yes” to confirm.



8. You can view which participants have accepted the breakout room invitation and with whom it is still pending. The active or inactive status in the breakout room can be used to infer this. Active users have a green circle in front of their name whereas the inactive users are greyed out

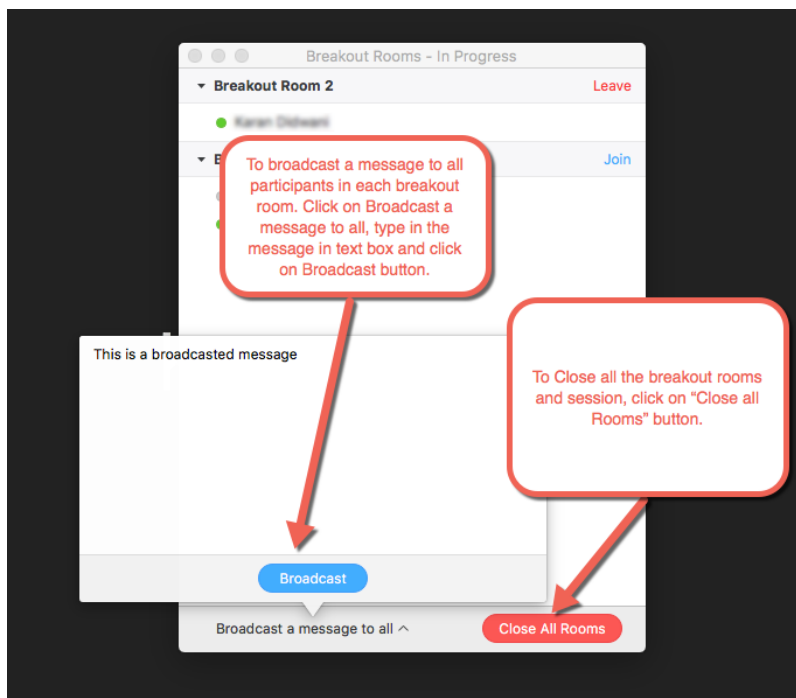


9. After setting breakout rooms and opening the rooms for discussions, you can see the corresponding participants in their respective breakout rooms.

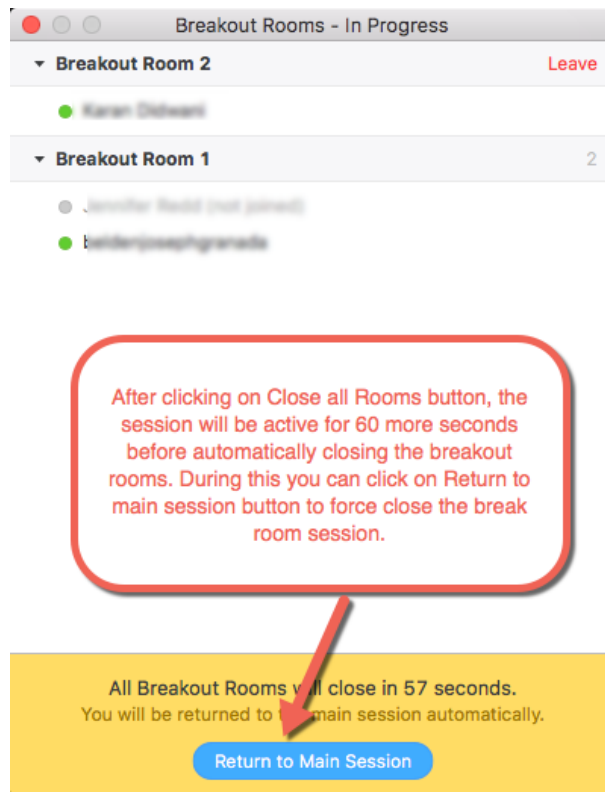


10. During a breakout room session, the host can broadcast a message in all the breakout rooms (like a warning of timeout or a reminder). To broadcast a message, click on breakout rooms button from the toolbar and click on broadcast message to all option.

Also, to close the breakout room session, click on the "Close All Rooms" button.



11. After clicking on the “Close All Rooms” button, the breakout room session will be active for 60 more seconds and then it will be closed automatically, or you can force it to close by clicking on Return to Main Session.



12. To recreate the same breakout rooms during the meeting session, click on the “Breakout Rooms” button and click on the “Recreate All Rooms” button. You can still edit and change the breakout room arrangements if you wish to, by adding or removing rooms to the session and assigning rooms manually or automatically.

