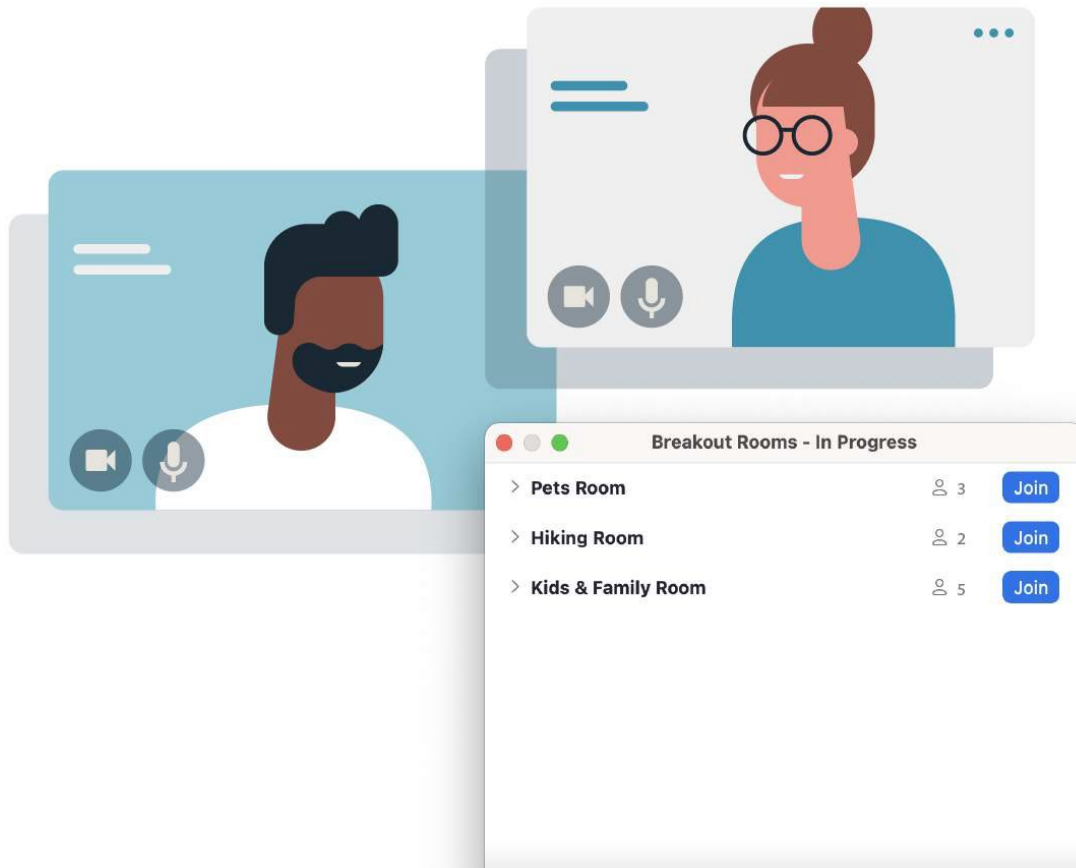


zoom

Breakout Rooms in Zoom Meetings



Build Connections in Breakout Rooms

Some conversations benefit from being held in smaller groups. Participants may be more comfortable speaking up, and everyone has more time to talk. How about a team brainstorming, roleplay activity, or a virtual meet-and-greet?

Breakout rooms allow you to split your Zoom Meeting into up to 50 separate sessions. The host and co-host(s) can configure rooms in a variety of ways and move between them, supporting participants. They can also guide from outside the rooms by broadcasting messages or sharing their screens across all rooms.

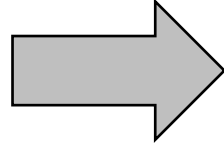
BREAKOUT ROOM CAPABILITY	HOST	CO-HOST
Assign, start, or end breakout rooms during a meeting	✓	✓
Move and exchange participants between rooms	✓	✓
Choose breakout room settings (e.g., set countdown timer, allow self-selection, etc.)	✓	✓
Add or delete a room	✓	✓
Join or leave breakout rooms at any time	✓	✓
Broadcast a text message to all	✓	✓
Broadcast an audio message to all	✓	✓
Share screen to breakout rooms	✓	✓
Notified of participant requests for help	✓	✗
Pre-assign breakout rooms when scheduling	✓	✗

Take a look at some of Zoom host and co-host breakout room capabilities in the table.

Assign Breakout Rooms During a Meeting:

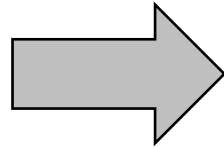
You can create up to 50 breakout rooms with up to 200 participants

Automatically



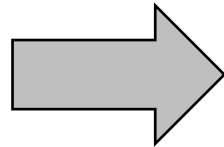
Let Zoom split your participants evenly into your chosen number of rooms.

Manually



Choose which participants you would like in each room.

Participants Choose



Choose which participants you would like in each room.

Assign Breakout Rooms During a Meeting:

There are a few ways a host or co-host may choose to set up breakout rooms after a meeting has started.

Show Me: *Using Breakout Rooms During a Meeting*

Split your Zoom Meeting into as many as 50 smaller sessions to get participants talking and interacting. See how the meeting host and co-hosts can create and manage rooms after the meeting starts.




Quick Recap

Enable Breakout Rooms

1. Navigate to your [Zoom web portal](#), [click Settings](#), then **In-Meeting (Advanced)**.
2. Click the toggle to enable breakout rooms.
3. Below, check the boxes to select additional options.
 - a) For example, **Broadcast voice to breakout rooms** or **Allow host to view activity statuses of participants in breakout rooms**.

Quick Recap

Breakout Room Setup

1. Click the **Breakout Rooms**  icon in the main toolbar and select the number of rooms.
2. Select how you will group participants:
 - a. Automatically
 - b. Manually
 - c. Let participants choose rooms
3. Optionally, **Add**, **Delete**, or **Rename** rooms.
4. Optionally, move or exchange participants between groups.
5. Click the **Settings** menu in the bottom left corner of the window to reveal more options, including switching to a different grouping method or setting a time limit with a countdown clock.

Quick Recap

The Participant Experience

1. When you're ready, click **Open All Rooms**.
 - a. If groups are already set, participants will see a pop-up asking them to Join their respective rooms.
 - b. If participants are allowed to choose their own rooms, they'll see a pop-up with a list of all available rooms and the option to **Join**.
2. Participants will arrive in a new virtual meeting space with the rest of their group.
3. Participant capabilities in breakout rooms are very similar to the main room (depending on the host's settings).
4. Chats exchanged with **Everyone** in a breakout room are only shared with that group while the room is open.

Quick Recap

Supporting Participants

1. Hosts and co-hosts can quickly Join and Leave any open room.
2. Host and co-hosts can Broadcast a Message to All Rooms (typed or voice via their microphone's audio).
3. The host and co-host can share their screen to all rooms.
4. If needed, hosts and co-hosts can move or exchange participants between groups at any point after rooms are opened.

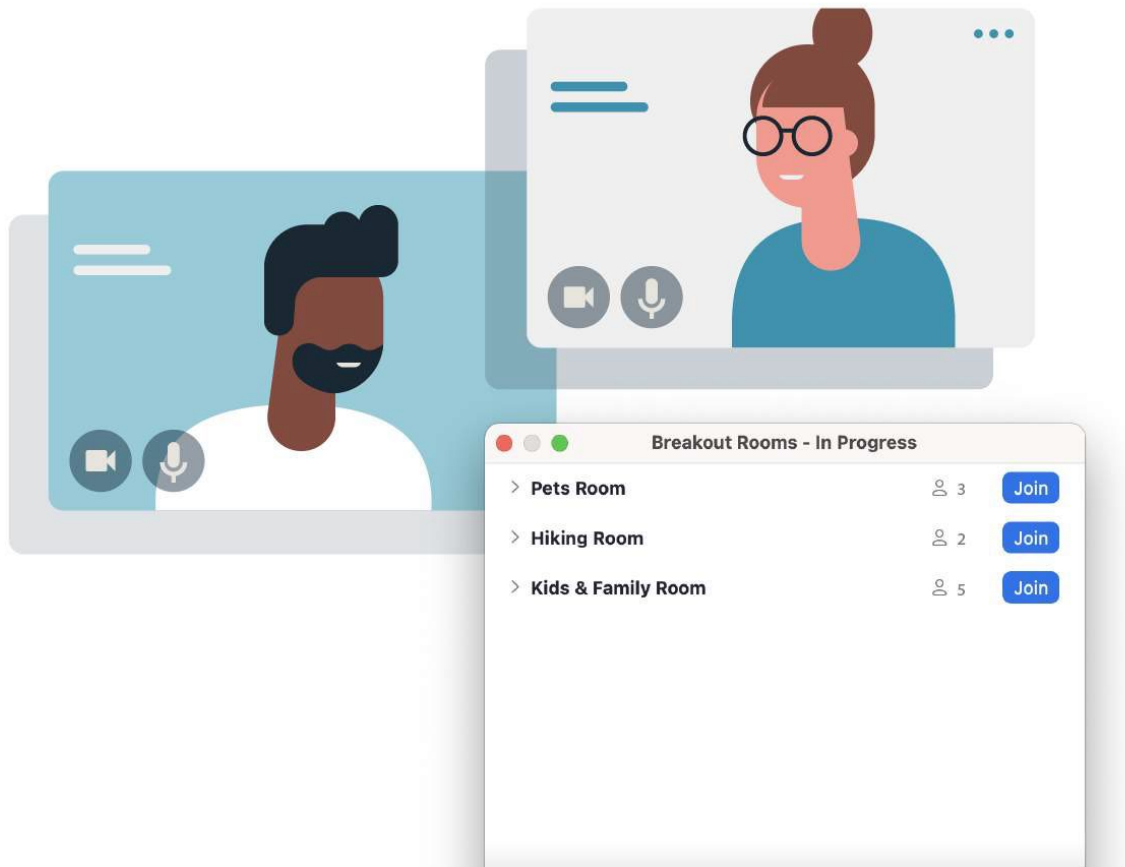
Quick Recap

Closing & Reopening Rooms

1. Click Close all Rooms to send participants a notification to rejoin the main session.
2. If you set a time limit, breakout rooms will end after the amount of time that you chose, or the host can extend the sessions.
3. You can send participants back to the same or different groups at any time.
4. If the meeting is recorded to the cloud, it will only record the main room, regardless of where the meeting host is.
5. If recording locally to your device, it will record inside the room of whoever initiated the recording. If enabled, multiple participants can record from different rooms.

How to use breakout rooms

Browse this collection of Zoom Support Center articles for additional help.



[Learn More](#)