

Breakout Rooms - Overview

Breakout rooms are sessions that are split off from the main Zoom meeting. They allow the participants to meet in smaller groups. Breakout rooms can be used for collaboration and discussion during the meeting.

You can split your Zoom meeting into up to 50 separate sessions for 200 participants. If you have more participants, you can still split, but into fewer sessions. The overall maximum is 20 rooms for 500 participants. You can choose to split the participants of the meeting into these separate sessions automatically or manually, and as the host, you can switch between sessions at any time. Breakout room participants have full audio, video, and screen share capabilities.

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Limits on Breakout Rooms

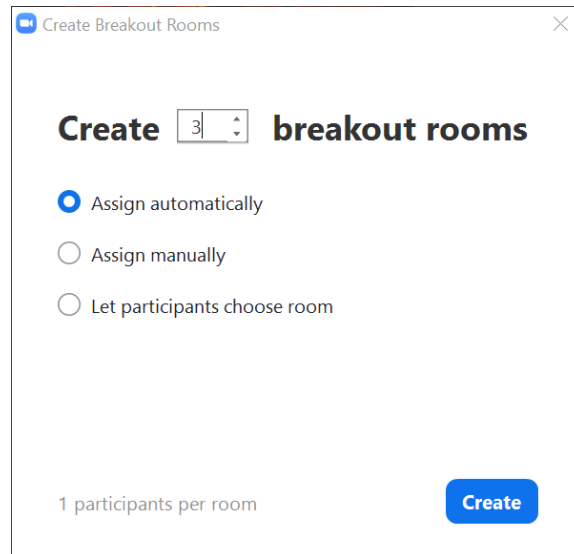
- Only the meeting host can create, open/close, and assign participants to breakout rooms. Once a co-host is assigned to and joins a breakout room, they can switch between different rooms.
- Only the host sees “ask for help” requests.
- Only the host can send broadcast messages.
- Users joined into the Zoom meeting from the Zoom Rooms or Zoom Mobile Apps can join breakout rooms but cannot manage them, even if assigned as a co-host.
- Users joined via the web client, Chromebooks/ChromeOS, and Zoom Rooms are unable to join breakout rooms. The main room can be used as an alternative session for these users.
- If the meeting is being cloud recorded, it will only record the main room, regardless of what room the meeting host is in. Co-hosts and other participants allowed to record can record locally.
- There is a pre-assign limit of 50 rooms / 200 participants.

Creating Breakout Rooms

1. Start an instant or scheduled meeting.
2. Click Breakout Rooms. The Breakout Room option is not available in meetings with fewer than 3 participants.



3. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
 - **Automatically:** Let Zoom split your participants up evenly into each of the rooms.
 - **Manually:** Choose which participants you would like in each room.
 - **Let participants choose room:** host creates rooms and participants choose which room to join.



Create Breakout Rooms

Create 3 breakout rooms

☒ Assign automatically

☐ Assign manually

☐ Let participants choose room

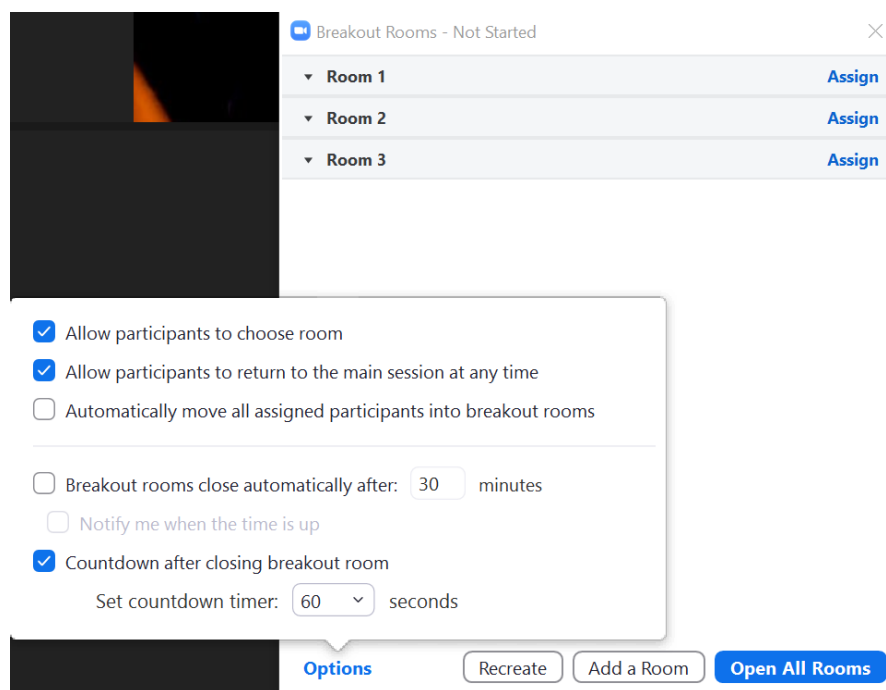
1 participants per room

Create

4. Click **Create**
5. Your rooms will be created, but will not start automatically. You can manage the rooms prior to starting them by following the instructions below.

Options for Breakout Rooms

1. After creating the breakout rooms, click Options to view additional Breakout Rooms options.



Breakout Rooms - Not Started

Room 1	Assign
Room 2	Assign
Room 3	Assign

☒ Allow participants to choose room

☒ Allow participants to return to the main session at any time

☐ Automatically move all assigned participants into breakout rooms

☐ Breakout rooms close automatically after: 30 minutes

☐ Notify me when the time is up

☒ Countdown after closing breakout room

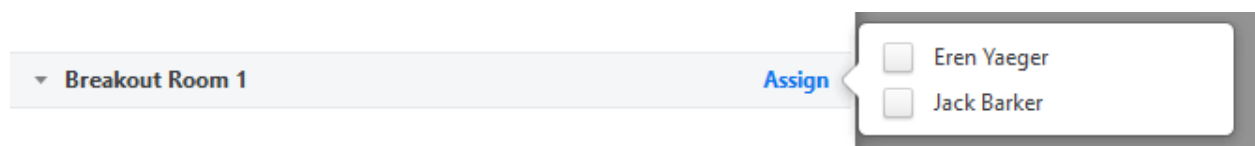
Set countdown timer: 60 seconds

Options Recreate Add a Room Open All Rooms

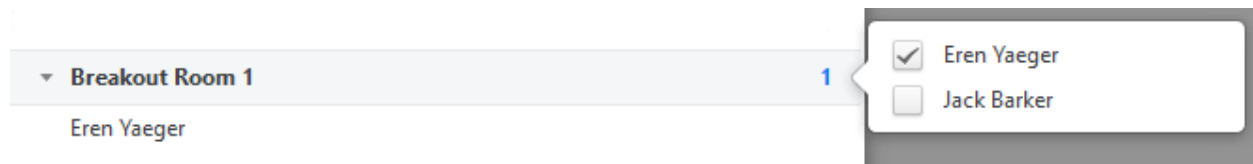
2. Check any options that you would like to use for your breakout rooms.
 - **Allow participants to choose room** lets participants freely choose their breakout room. Participants who do not choose to move into a room will remain in the main session.
 - **Allow participants to return to the main session at any time:** If this option is checked, the participants can move back to the main session from their meeting controls. If this is disabled, they need to wait for the host to end the breakout rooms.
 - **Automatically move all assigned participants into breakout rooms:** Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click Join to be added to the breakout room.
 - **Breakout rooms close automatically after x minutes:** If this option is checked, the breakout rooms will automatically end after the configured time.
 - i. **Notify me when the time is up:** If this option is checked, the host will be notified when the breakout room time is up.
 - **Countdown after closing breakout room:** If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.
3. Follow the steps below to assign participants to rooms or click Open All Rooms to start the breakout rooms.

Assigning Participants to Rooms

To assign participants to your rooms, select Assign next to the room you wish to assign participants to and select participants you want to assign to that room. Repeat this for each room.



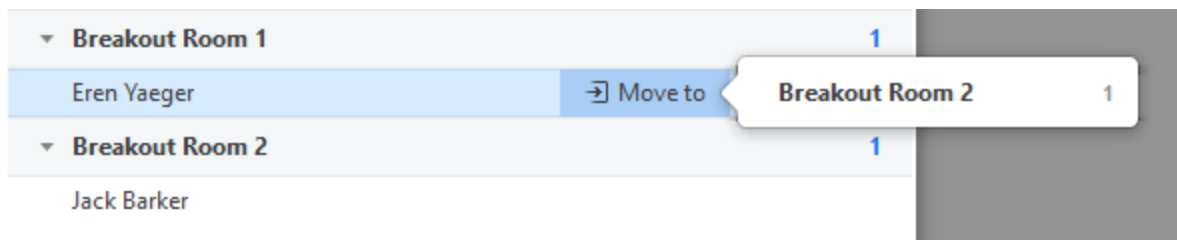
Once a participant has been assigned (manually or automatically), the number of participants will show in place of the Assign button.



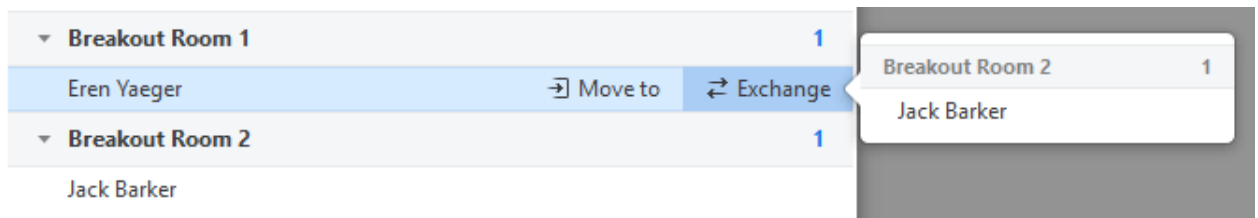
Preparing Breakout Rooms

After manually or automatically assigning participants to rooms, you can rearrange the participants. Participants who are not assigned to breakout sessions will remain in the main meeting when the rooms are started.

- **Move to (participant):** Select a room to move the participant to.

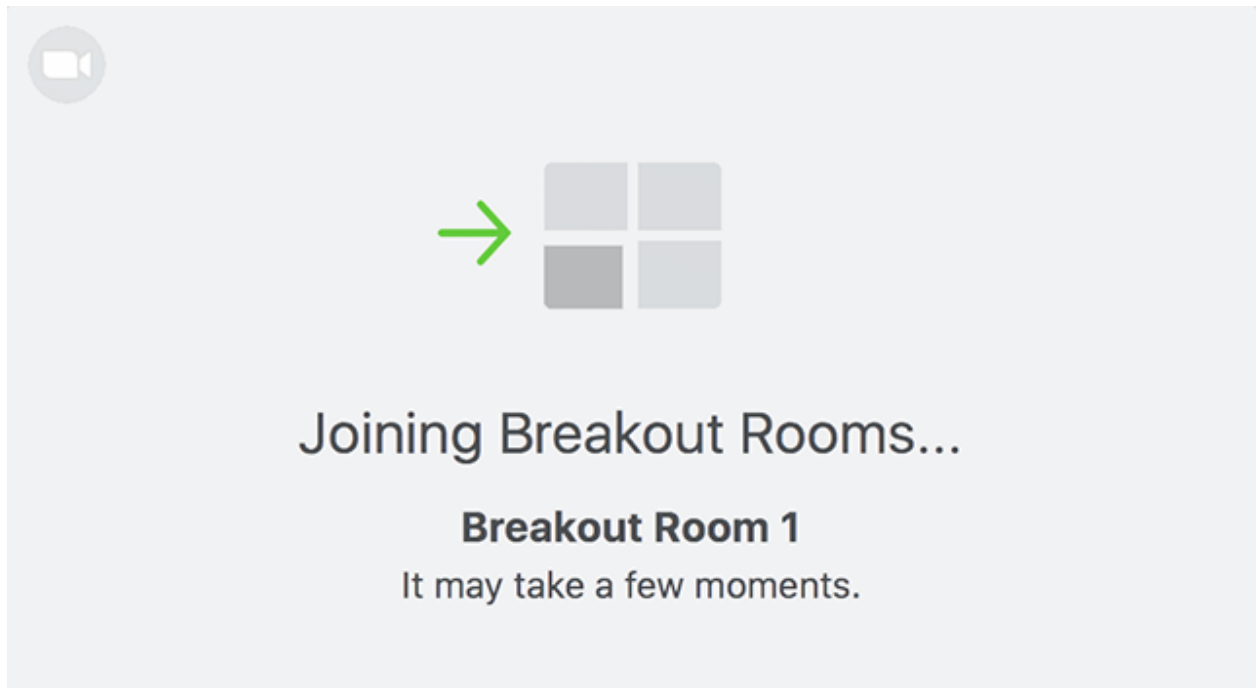


- **Exchange (participant):** Select a participant in another room to swap the selected participant with.



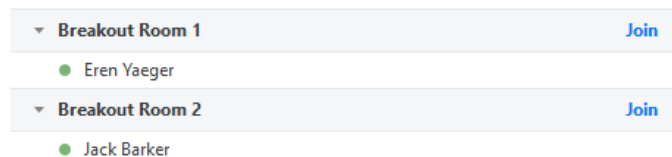
- **Delete Room:** Delete the selected room.
- **Recreate:** Deletes existing breakout rooms and creates new ones.
- **Add a Room:** Add another breakout room.
- **Open All Rooms:** Start the rooms. All participants will be moved to their respective rooms after confirming the prompt to join the breakout room. The host will be left in the main meeting until manually joining one of the rooms. The participants (and the host when manually joining a room) will see the

following message shown when joining the breakout room.

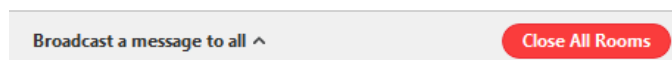


Managing Breakout Rooms in Progress

Once the Breakout Rooms have been started, the participants will be asked to join the Breakout Session. The host will stay in the main meeting until joining a session manually. If a participant has not joined the session yet, it will be noted by (not joined) next to their name.



- Join: Join the breakout room.
- Leave: Leave the room and return to the main meeting (only shows when in a breakout room).
- Close All Rooms: Stops all rooms after a 60 second countdown, shown to the host and participants, and returns all participants back to the main meeting.



Participants Needing Help

Participants in breakout rooms can request that the meeting host join their meeting by clicking Ask for Help.



The host will be prompted to join the room where the request originated from. Click Join Breakout Room to join the room.

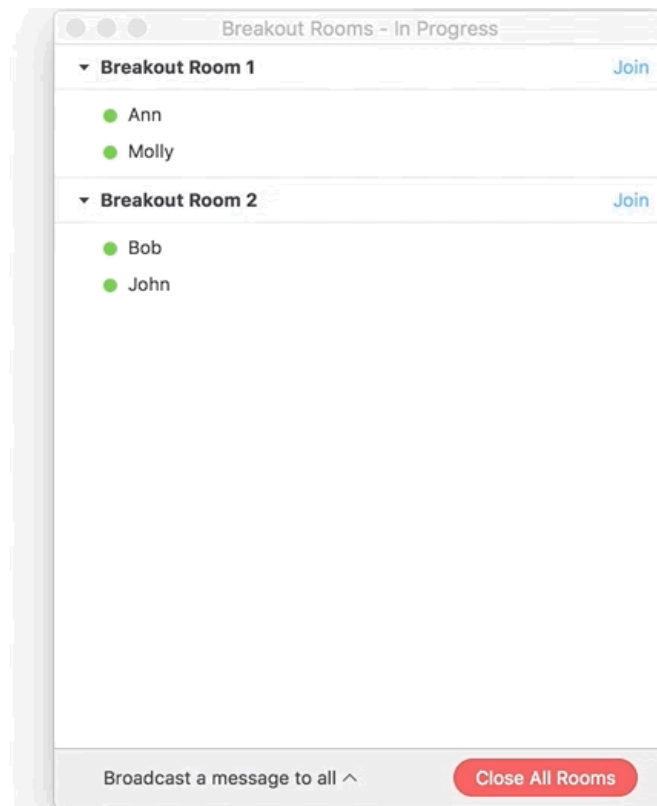
Broadcasting a Message to All Breakout Rooms

The host can broadcast a message to all breakout rooms to share information with all participants.

1. Click Breakout Rooms in the meeting controls.



2. Click Broadcast a message to all, enter your message, and click Broadcast.

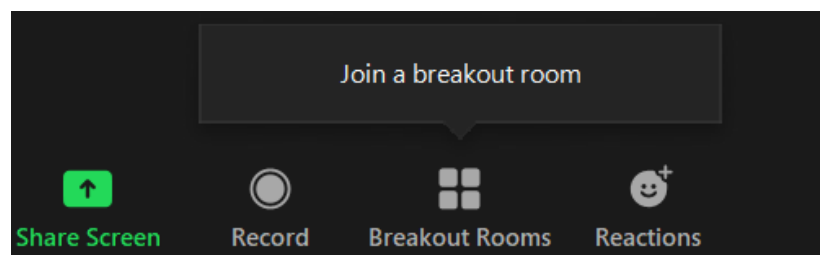


3. The message will now appear for all participants in Breakout Rooms.

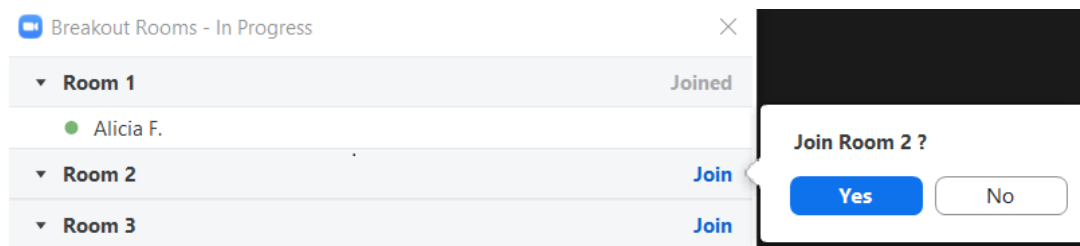
From Molly Parker to everyone: We will be returning to the main room in 5 minutes.

Letting Participants Choose Rooms

[New in the September 21, 2020 Zoom Update](#), hosts can now allow users to choose the breakout room of their choice. The host can now create breakout rooms with the option for participants to self-select which breakout room they would like to join. If enabled, participants can move freely between breakout rooms, without needing the host's help. Once rooms are created and opened by the host, participants will see a prompt indicating they can now join breakout rooms.



They can join whichever room they choose though hosts still retain the ability to re-assign participants at their discretion.



Note: Both the meeting host and participants need to be on Client 5.3.0 or later to self-select Breakout Rooms. Zoom update instructions [are available here](#).

Pre-assign participants to breakout rooms

As a meeting host, you can split your meeting participants into breakout rooms when scheduling the meeting. This can be useful if you already know how you want to split up your participants.

Note: When joining a meeting with pre-assignments, participants need to be signed in to their Zoom account for pre-assignments to be applied.

Pre-assigning participants to breakout rooms using the web portal

1. Sign in to the Zoom web portal.
2. Click Meetings and schedule a meeting.
Note: Make sure to enable **join before host**.
3. In the Meeting Options section, select Breakout Room pre-assign and click Create Rooms.
4. Click the plus icon beside Rooms to add breakout rooms.

Breakout Room Assignment

2 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms	+
Group A	0
Group B	0

Group A

Add participants

No participants yet

[Export as CSV](#)[Cancel](#)[Save](#)

5. Hover over the default breakout room name and click the pencil icon to rename.

Breakout Room 1 

6. In the Add participants text box, search for participants' name or email address to add them to the breakout room.

Note: You can add internal Zoom users that are in the same account. To pre-assign participants that are external Zoom users, import a CSV file.

Breakout Room Assignment 2 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms	+	Group A
Group A	0	carly
Group B	0	Carly Shannon

No participants yet

[Import from CSV](#)

Cancel

Save

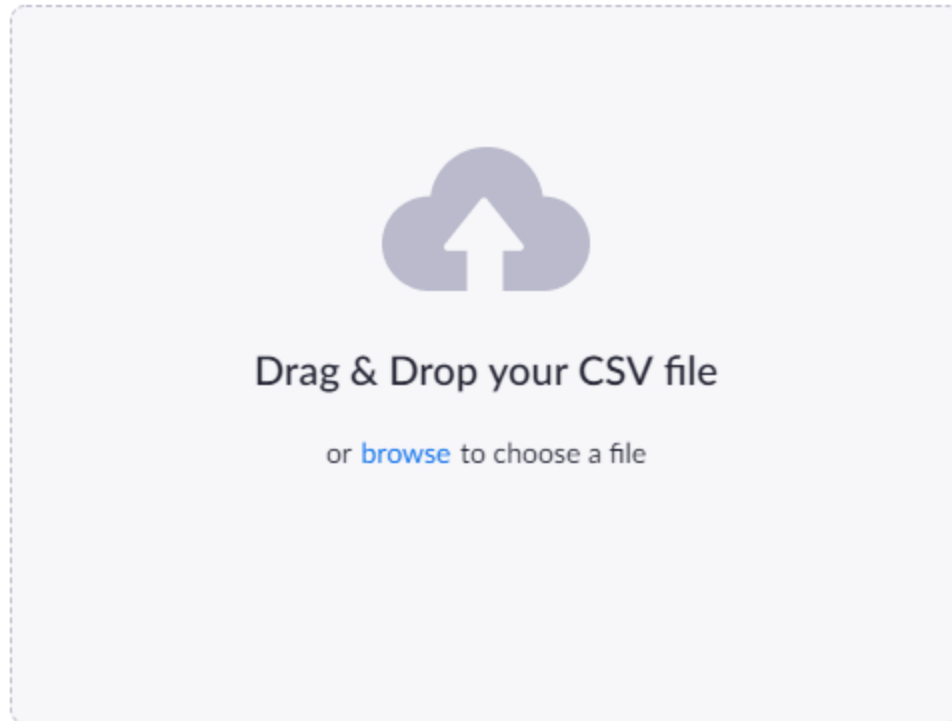
7. (Optional) Use these options to edit your breakout rooms and participants:
 - Click and drag a participant's email address to change the order.
 - Hover over a participant's name to see options to move them to another room or remove them from the current room.
 - To delete a breakout room, hover the room name in the left panel and click the trash bin icon.
8. Click Save.

Pre-assigning participants to breakout rooms using a CSV file

1. Sign in to the Zoom web portal.
2. Click Meetings and schedule a meeting.
3. In the Meeting Options section, select Breakout Room pre-assign and click Import from CSV.
4. Click download to download a sample CSV file you can fill out.

Import Rooms and Participants from CSV file

CSV format requirements: Breakout room name, email. Click to [download](#) the template.



Tips: You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Cancel

5. Open the CSV file with spreadsheet software like Microsoft Excel.
Note: You can specify internal or external Zoom users.

6. Fill in the Pre-assign Room Name column with the breakout room name, and the Email Address column with the assigned participant's email address.
7. Save the file.
8. Drag and drop the file in the web portal.
Zoom will verify that the email address has a Zoom account.

Editing breakout rooms assignment

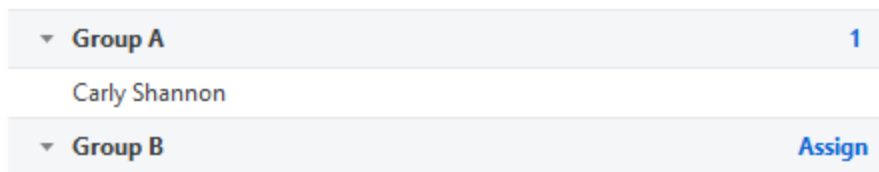
If you have already pre-assigned participants to breakout rooms, you can edit the assignments before you start the meeting.

Note: You can also manage breakout rooms during the meeting.

1. Sign in to the Zoom web portal.
2. Click Meetings and click the meeting you want to edit.
3. In the Breakout Room section, click View detail.
4. Edit the breakout rooms as needed. See the previous section for more details.
5. Click Save.

Starting a meeting with pre-assigned breakout rooms

1. Start the meeting with participants pre-assigned to breakout rooms.
2. Click Breakout Rooms in the meeting controls to access the breakout rooms you created.



- If a participant joins before you (the host), they will be automatically assigned to the breakout room you specified when scheduling the meeting.
 - If a participant joins after you (the host), they will not be automatically assigned to the breakout room you specified when scheduling the meeting. Revert to pre-assigned breakout rooms to assign participants to their pre-assigned breakout rooms.
3. Click Open All Rooms to start the breakout rooms.

Note:

- If a participant joins after you opened breakout rooms, they won't be pre-assigned to the room you specified when scheduling the meeting.
- If a participant is in their pre-assigned breakout room and they leave the meeting and rejoin, they won't rejoin their pre-assigned breakout room.
- You can manually assign participants using the in-meeting breakout room controls, or revert to pre-assigned breakout rooms.

Reverting to pre-assigned breakout rooms

After starting the breakout rooms, you can revert to the breakout rooms assignment you previously specified. This can be useful if you changed your breakout rooms during the meeting, or pre-assigned participants have joined the meeting after you joined the meeting or started breakout rooms.

1. Click Close All Rooms to end all breakout rooms.
2. Click Recreate > Recover to pre-assigned rooms. Participants will be re-organized into the breakout rooms you specified when scheduling the meeting.

