



# Tutorial - Pre-assigning Participants to Breakout Rooms

## Prerequisites

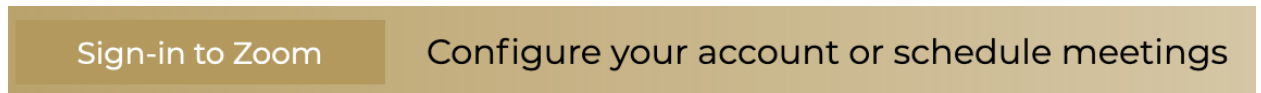
- Host:
  - Zoom Desktop Client on Windows, macOS, Linux or Web client, version 5.9.3 or newer
  - Note: If you start the meeting from the Zoom Mobile App, you will not be able to see your breakout rooms with pre-assigned participants.
  - ITS recommends pre-assigning breakout rooms using Zoom's web portal.
- Participants:
  - Zoom Desktop Client 5.9.3 or newer
  - Zoom Mobile App version 5.9.3 or newer
  - Zoom Web client
  - Must be signed in to their Zoom account for pre-assignments to be applied.

## Limitations

- You can only pre-assign participants that have a Zoom account
  - A Basic (free) account is acceptable
- Pre-assignment must be done using the email address linked to the participant's Zoom account.
- Up to 1000 participants can be pre-assigned to breakout rooms. You can create up to 100 breakout rooms and assign up to a total of 1000 participants.
- **If you scheduled recurring meetings, pre-assigned breakout rooms will only work if it's applied to all meetings in the recurrence. You can't edit a single meeting in the recurrence and apply a unique pre-assignment.**

# Pre-assigning participants

1. Navigate to <https://hawaii.zoom.us> and click “Sign-in to Zoom”.



2. Click **Meetings** and either
  - **Schedule a Meeting** or
  - Hover over your already scheduled meeting and click **Edit**

11:00 AM - 12:00 PM

My Meeting

Meeting ID: [blurred]

Start

Edit



3. In the **Meeting Options** section, select **Breakout Room pre-assign** and click **Create Rooms**.



4. Click the plus (+) icon beside **Room** to add breakout rooms.

### Breakout Room Assignment

1 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           |   |
|-----------------|---|
| Breakout Room 1 | 0 |

#### Breakout Room 1

No participants yet

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

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

Breakout Room 1 

6. In the **Add participants** text box, type the participant's email address and hit "enter". Participant's email address will appear in the list below **Add participants**
  - Repeat this step for each participant

## 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 | demo.student@hawaii.edu |
| Group B | 0 |                         |

No participants yet

## Breakout Room Assignment

2 rooms, 1 participants

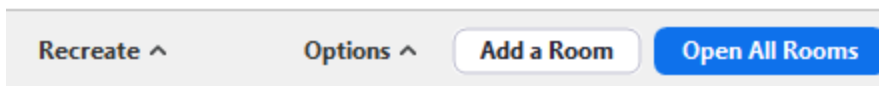
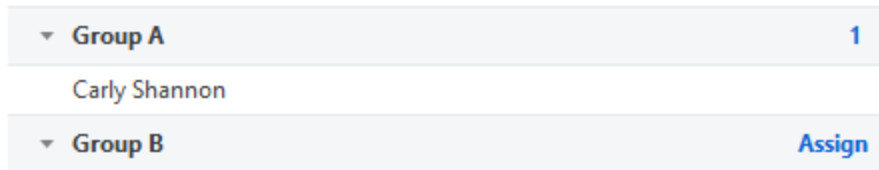
Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

| Rooms   |   | Group A  |
|---------|---|---------------------------------------------------------------------------------------------|
| Group A | 1 | Add participants<br>demo.student@hawaii.edu                                                 |
| Group B | 0 |                                                                                             |

7. Repeat steps 4-6 for each desired Breakout Room
8. (Optional) Use these options to edit your breakout rooms and participants:
  - 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.
9. 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.



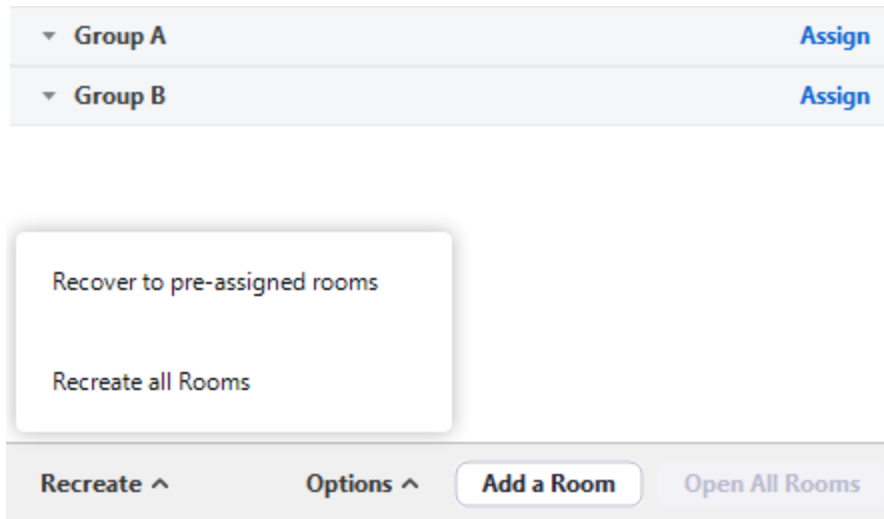
Note:

- If a participant is not automatically assigned to the breakout room you specified when scheduling the meeting, **Recover to pre-assigned breakout rooms** to re-assign participants to their pre-assigned breakout rooms.
  - You can manually assign participants using the in-meeting breakout room controls.
3. Click **Open All Rooms** to start the breakout rooms.

# Recovering to pre-assigned breakout rooms

After starting the breakout rooms, you can recover 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. Start the meeting with participants pre-assigned to breakout rooms.
2. Click **Close All Rooms** to end all breakout rooms.
3. Click **Recreate** then **Recover to pre-assigned rooms**.



Participants will be reorganized into the breakout rooms you specified when you scheduled the meeting.