

Hosting Breakout Rooms in Zoom Script

1. Introduction

Need a way to make your virtual meetings more engaging?

Break free from boring virtual meetings with breakout rooms in Zoom!

Breakout rooms allow hosts to create smaller group sessions within a larger meeting for focused discussions, activities or collaboration.

After watching this video, you'll be able to create breakout rooms with appropriate settings and apply features to manage your breakout rooms.

Let's get started!

2. Create Breakout Rooms

To begin, log into Zoom and start your meeting. Once your participants have joined, you can initiate breakout rooms.

On the bottom menu, select More, then Breakout Rooms.

Now, you can choose how many breakout rooms to create, and if you want Zoom to automatically assign participants to rooms, if you want to assign participants to specific rooms, or if you will have participants choose their breakout room.

Then, select Create!

3. Settings and Options

When you hover over each room, you'll see the option to rename the room.

Or you can delete a room if you've changed your mind.

On the right, select Assign if you've chosen to assign participants to specific rooms, then choose the participants.

Once participants are assigned, you can easily move them to a different room or exchange their place with another participant.

If you need to add another breakout room or completely recreate your rooms, you can use the buttons at the bottom.

The options menu gives you choices about how participants will move between the main session and the breakout rooms, and the timing of the breakout rooms, including notification options for you and the participants.

When you're ready, select Open All Rooms.

4. Manage Breakout Rooms

Use the tabs at the top to monitor your rooms and the participants.

You can also move between breakout rooms to observe, assist or participate. Just select Join and then Yes to join a room.

A quick and easy way to navigate between breakout rooms is to select More, then Breakout Rooms. This will bring you back to your Breakout Rooms menu where you can easily join another room.

Another way to leave a breakout room is to select the Leave Room button. Here, you'll have options to leave the breakout room and return to the main session, leave the meeting completely, or end the meeting for all participants.

5. Management Features

When you return to the main session, you can open your Breakout Rooms menu again by selecting More, then Breakout Rooms.

If you'd like to send a message to all of the rooms, use the Broadcast button to say your message, or send a written message.

If you've set a timer for your breakout rooms, they will end automatically. You can also manually close the rooms at any time using the Close All Rooms button and confirming your choice.

Participants will be notified of the close of the breakout rooms with a countdown timer if you've selected this option.

6. Conclusion

And that's it!

Now that you can host and manage breakout rooms, begin planning how you will incorporate activities, discussions or collaboration into your next virtual meeting.

Break free from boring and create interaction and engagement with your team in breakout rooms!