Zoom: Joining and Participating in a Breakout Room

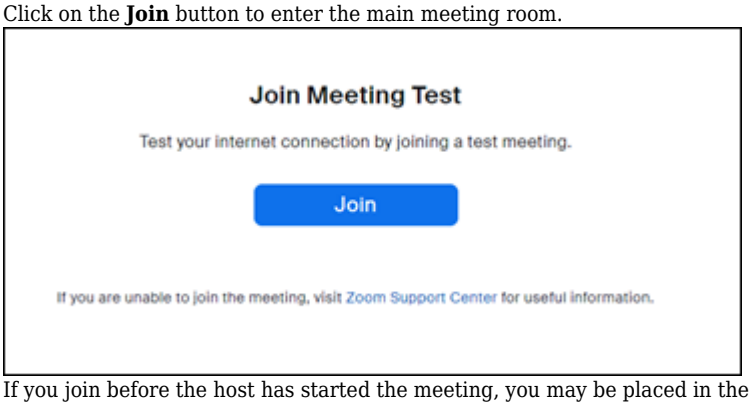
Samantha Starr - 2026-03-18 - Zoom

Zoom Breakout Room Guide for Participants

(Faculty, Facilitators, Staff, and Students)

Logging In

1. Open the meeting invitation email or click on the link provided to you to join the meeting.
2. If prompted, select **Open Zoom Meetings** or **Launch Meeting**
3. If needed, enter the meeting ID and password provided in the invitation.
4. Ensure your audio and video settings are configured correctly before joining the meeting.
5. Click on the **Join** button to enter the main meeting room.



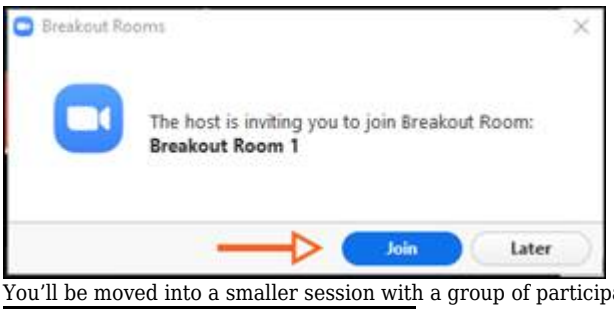
6. If you join before the host has started the meeting, you may be placed in the waiting room or it may state, **Please wait for the host to start this meeting**.

Breakout Room Features

Joining a Breakout Room

Wait for the Host to Assign You

1. The host will assign you to a breakout room.
2. You may be automatically moved or prompted to join.
3. If prompted, click **Join** on the breakout room invitation pop-up.



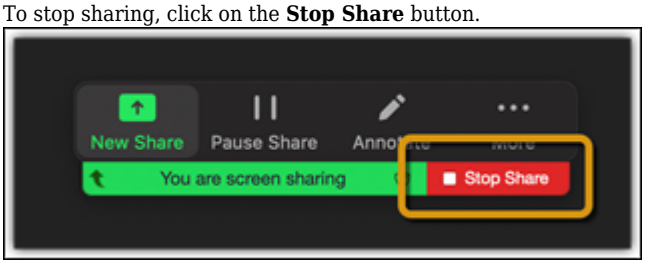
4. You'll be moved into a smaller session with a group of participants.

Join a Breakout Room on Your Own

1. Click the **Breakout Rooms** Button in your Zoom toolbar.
2. If you don't see it, try expanding your window or clicking **More (...)**.
3. View Available Rooms
4. A list of rooms will appear with participant counts.
5. Click **Join** next to the room you want
6. Confirm your choice if prompted.
7. You'll be moved into that breakout room.

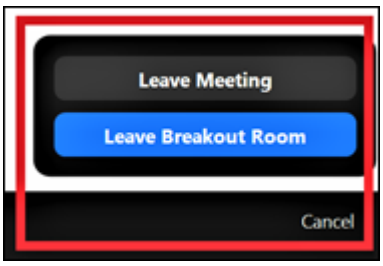
Sharing Your Screen

1. Once you are in the breakout room, locate the **Share** button in the toolbar.
2. Click on the **Share Screen** button to open the screen sharing options.
3. Select the screen or application you want to share and click **Share** at the bottom.
4. Your screen will now be visible to all participants in the breakout room.
5. To stop sharing, click on the **Stop Share** button.



Leaving the Breakout Room

If you need to leave the breakout room, click on the 'Leave Room' button and select **Leave Breakout Room** or **Leave Meeting**.


Leave Meeting
Leave Breakout Room
Cancel