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Zoom: Joining and Participating in a Breakout Room Samantha Starr - 2025-06-24 - Zoom

Zoom Breakout Room Guide for Participants

(Faculty, Facilitators, Staff, and Students)

Logging In

- 1. Open the meeting invitation email and click on the link provided 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. \blacksquare
- 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. igsquare
- 4. Your screen will now be visible to all participants in the breakout room.
- 5. To stop sharing, click on the **Stop Share** button.

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New Share	Pause Share	Anno ¹ ato	more
🕇 You are screen sharing 📢		g 📢	Stop Share

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**.

