Zoom: Managing Breakout Rooms

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Managing Zoom Breakout Rooms as a Host

How to manage Zoom breakout rooms as a host. This covers handling pre-assigned breakout rooms and assigning participants to rooms after the meeting starts.

Handling Pre-Assigned Breakout Rooms

If your Zoom meeting has pre-assigned breakout rooms, follow these steps to manage them:

1. Start the Zoom meeting as the host.
2. Click on the 'Breakout Rooms' icon in the meeting controls.
3. You will see the pre-assigned breakout rooms and the participants assigned to each room.
4. If you need to make any changes, you can move participants between rooms by selecting their name and choosing 'Move to' or 'Exchange'.
5. Once you are ready, click 'Open All Rooms' to start the breakout sessions.

Participants will be moved automatically into their assigned breakout rooms once the rooms open.

Assigning Participants After the Meeting Starts

If you need to assign participants to breakout rooms after the meeting has started, follow these steps:

1. Click on the 'Breakout Rooms' icon in the meeting controls.
2. Click 'Add a Room' to create a new breakout room if needed.
3. To assign participants to a room, select their name from the list of unassigned participants and choose 'Assign to' followed by the room name.
4. You can also move participants between rooms by selecting their name and choosing 'Move to' or 'Exchange'.
5. Once you have assigned all participants, click 'Open All Rooms' to start the breakout sessions.

Managing Breakout Rooms During the Meeting

During the meeting, you can manage the breakout rooms using the following options:

1. Join: To join a breakout room, click 'Join' next to the room name.
2. Leave: To leave a breakout room, click 'Leave Room' and you will return to the main meeting.
3. Broadcast Message: To send a message to all breakout rooms, click 'Broadcast a message to all' and type your message.
4. Close All Rooms: To end the breakout sessions and bring all participants back to the main meeting, click 'Close All Rooms'.

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