



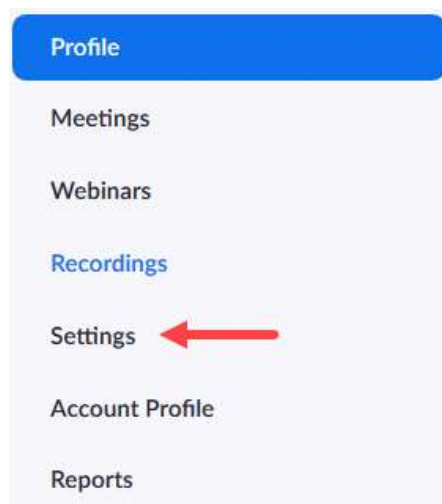
Zoom – Breakout Sessions

Breakout rooms allow you to split meetings into separate, smaller groups. For Rutgers Zoom accounts it is enabled by default, but you might want to double-check the setting anyway.

1. Log into your Zoom account at <https://rutgers.zoom.us/> and click "Sign in".

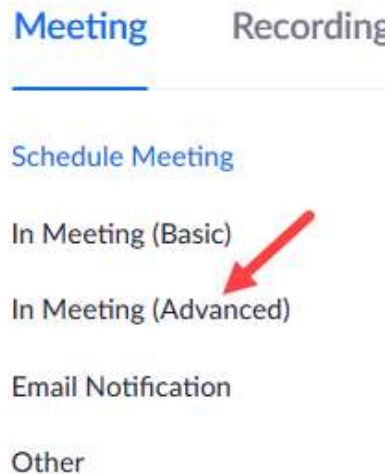


2. Click on "Settings."





3. Click on "In Meeting (Advanced)."

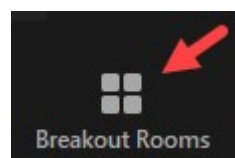


4. Confirm the switch next to "Breakout room" is enabled (blue), and that the "Allow host to assign..." box is checked as well.



Starting a Breakout Room during a meeting:

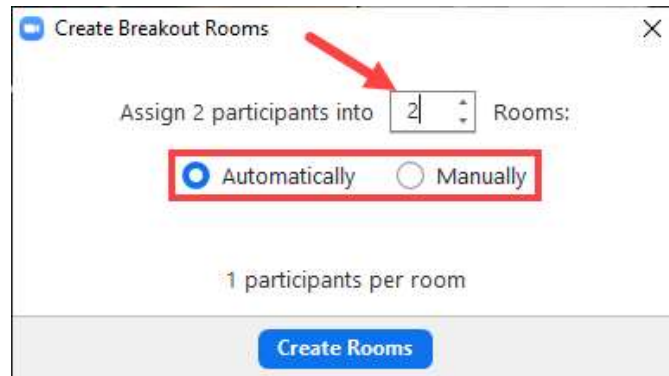
1. If you want to start a breakout room during a meeting, click the "Breakout Rooms" icon.



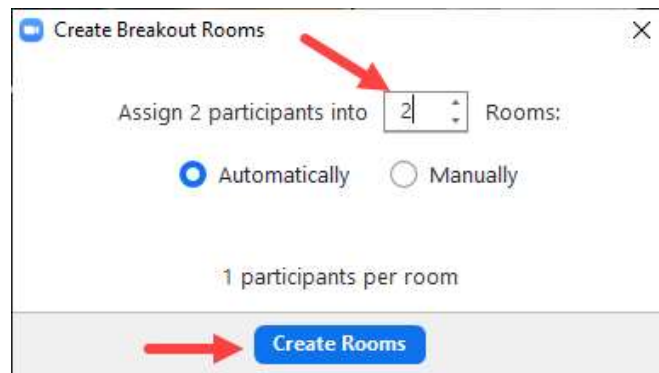
2. Choose the number of breakout rooms to create, and whether or not to assign participants to room automatically.



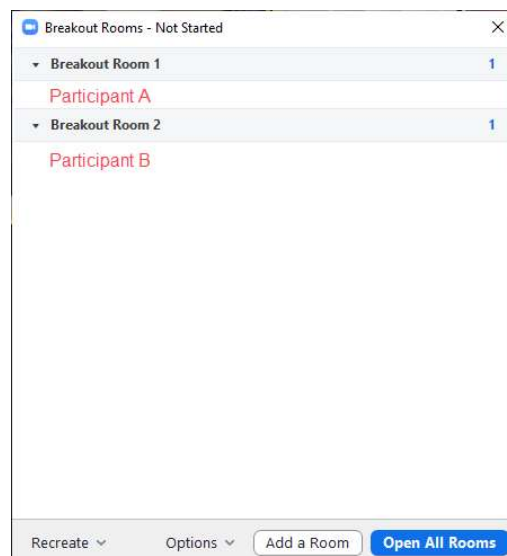
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3. If you want people to be assigned to rooms randomly, leave the "Automatically" option checked and click "Create Rooms".



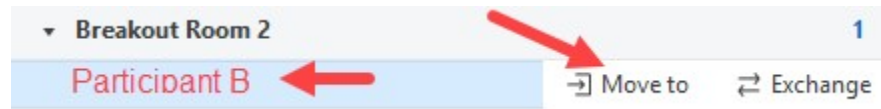
4. You will see the rooms and the participants already assigned to them.



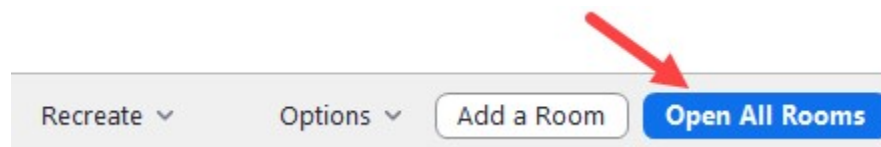


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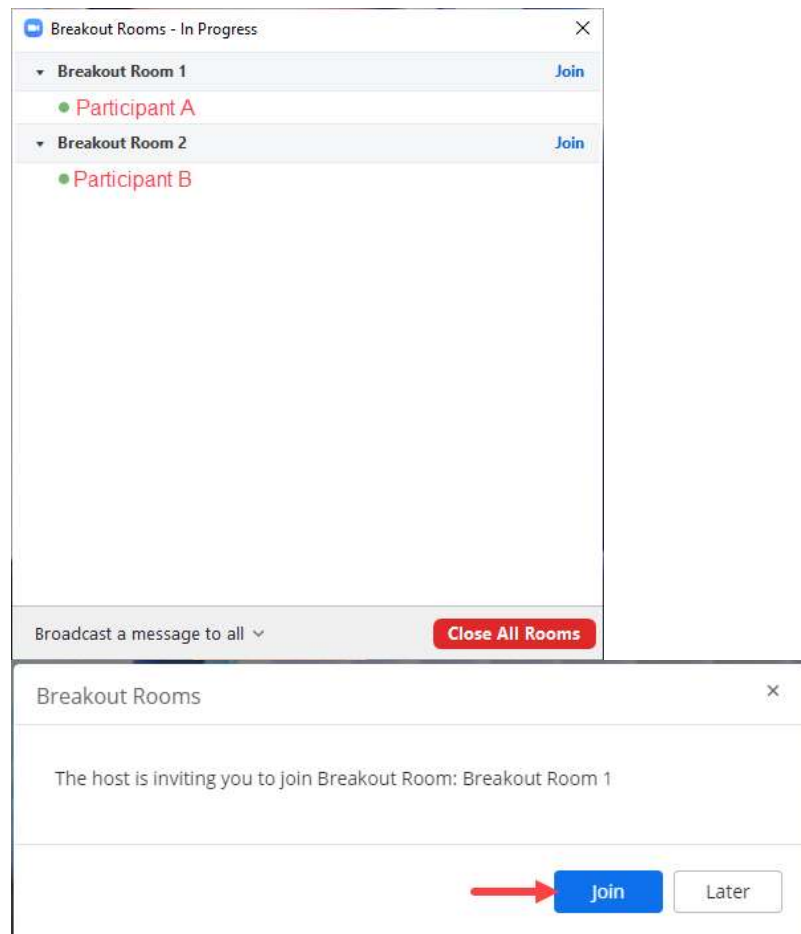
5. If you would like to move or exchange participants, highlight their name to see the options.



6. If the assignments are okay, click "Open All Rooms" to begin the breakout sessions.



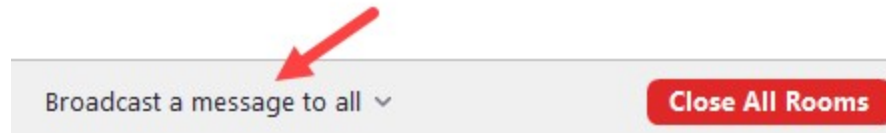
7. The window will show the rooms are in progress. Participants will see an option to join the breakout room.



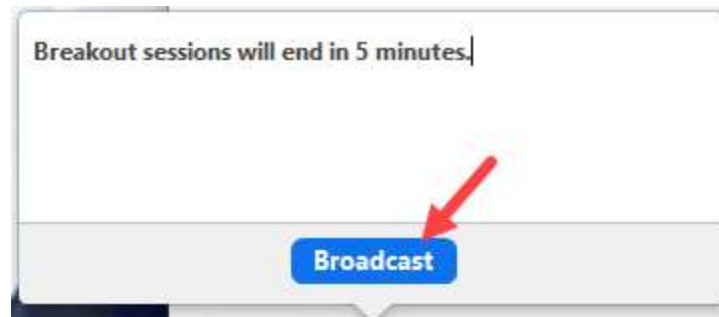


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8. To send a message to all breakout rooms, click on "Broadcast message to all".



9. Type your message and click "Broadcast."



10. Each participant will see the message at the top of their Zoom meeting.



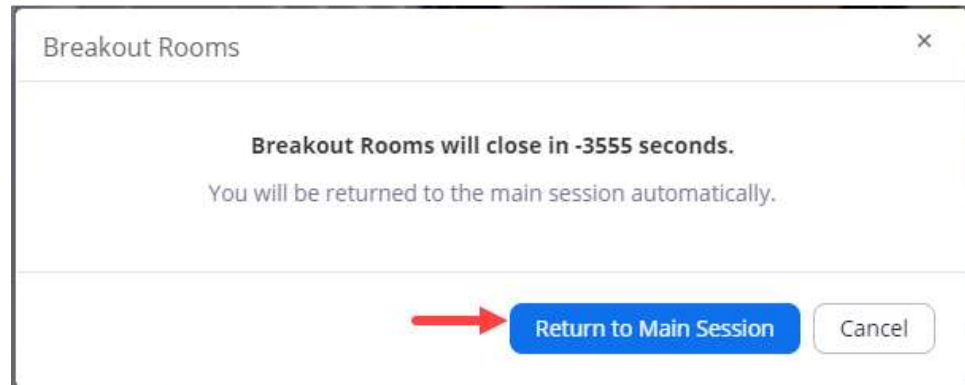
11. To end the breakout sessions, click "Close all Rooms".



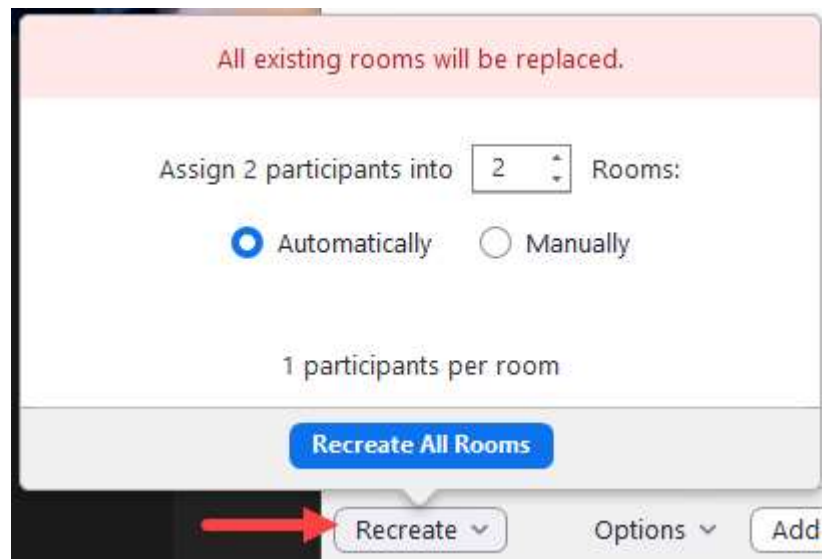


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12. The participants will see a countdown start, they can choose to rejoin the main meeting immediately if they wish.



13. If you want to run another breakout session with different rooms, click on "Recreate" and set them up again as you need.








Pre-assigning Breakout Rooms During Scheduling:

You have the option to assign users to breakout rooms when scheduling the meeting.

1. Pre-assigning breakout rooms is only available when scheduling through the web. The option can be found near the bottom after clicking "Schedule a meeting."

- Only authenticated users can join
- Breakout Room pre-assign 
- Record the meeting automatically on the local computer

2. Check the box and click on "+ Create Room."

- Only authenticated users can join
- Breakout Room pre-assign 
 - [+ Create Rooms](#) 
 - [↑ Import from CSV](#)
- Record the meeting automatically on the local computer

3. Click the + to add a room.

Breakout Room Assignment 0 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 



Zoom – Breakout Sessions

4. Type the email addresses of the participants in this group.

The screenshot shows the Zoom interface for creating breakout rooms. On the left, under the heading "Rooms", there is a blue button labeled "Breakout Room 1" with a "0" next to it. To the right of this button is a "+" sign. On the right side of the screen, under the heading "Breakout Room 1", there is a text input field with the placeholder text "Add participants". A red arrow points to this input field.

5. Type an email address and hit enter, and they will be added below.

The screenshot shows the Zoom interface after two participants have been added. On the left, the blue button for "Breakout Room 1" now shows a "2" next to it. On the right, under "Breakout Room 1", the "Add participants" input field is now empty. Below the input field, two lines of text are visible: "Email address 1" and "Email address 2", both in a light red color.

6. Click the + icon to add more rooms and more participant emails.

The screenshot shows the Zoom interface with two breakout rooms. On the left, there are two blue buttons: "Breakout Room 1" with a "2" and "Breakout Room 2" with a trash icon. A "+" sign is positioned between the two room lists. A red arrow points to this "+" sign. On the right, under "Breakout Room 2", there is an "Add participants" input field.

7. When all groups are added, click "Save."

The screenshot shows two buttons at the bottom of the screen: a white button with a grey border labeled "Cancel" and a blue button labeled "Save". A red arrow points to the "Save" button.



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8. You will see the breakout rooms section updated. Click "Save" to finish scheduling the meeting.

Breakout Room pre-assign
2 Breakout Rooms [Edit](#)

Record the meeting automatically on the local computer

Save Cancel

9. When you are ready to start the breakout session, click on the "Breakout Rooms" icon.

