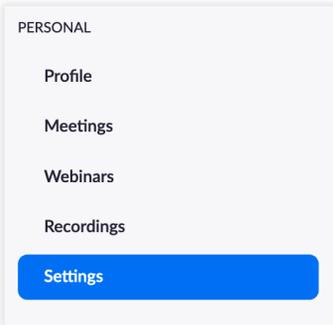
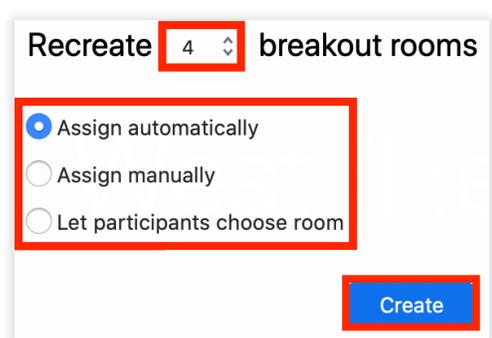
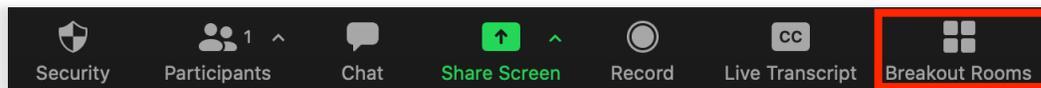
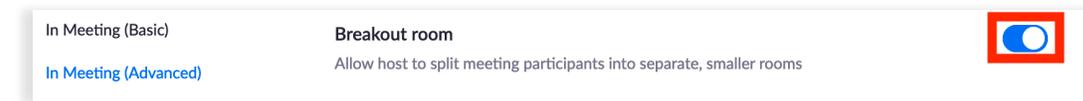


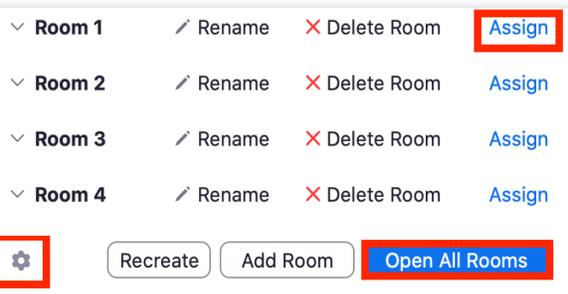
Using Breakout Rooms in a Meeting



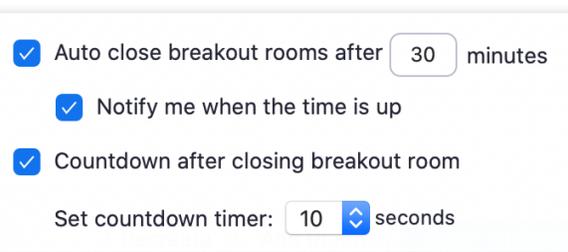
1. In order for the breakout room feature to be available in Zoom meetings, you must first enable it in your Zoom account settings. Sign in to Zoom at <https://colum.zoom.us> with your Office 365 settings.
2. Select "Settings" following by "In Meeting (Advanced)."
3. Turn on the option for breakout rooms to be available in your meetings.



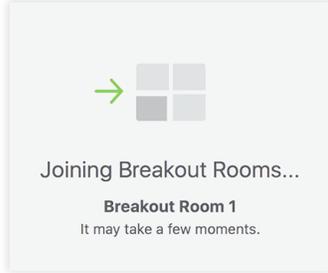
4. When you start your Zoom meeting, click on the "Breakout Rooms" option.
5. Choose if you will be creating your breakout rooms automatically or manually. You may also allow students to choose their own breakout room to join. Select how many breakout rooms will be used.
6. Click "Create Breakout Rooms" to proceed.



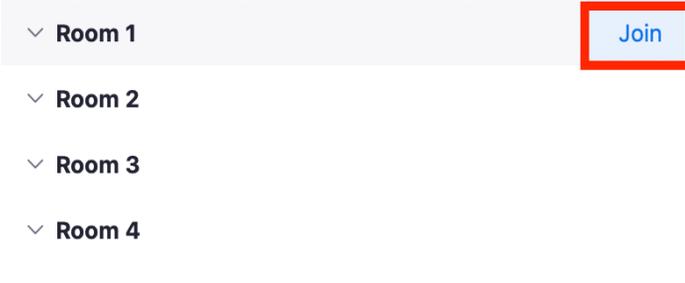
7. If assigning breakout rooms manually, click "Assign" next to a breakout room that is listed. You will see a list of participants, who you can choose to add to the breakout room.
8. Click on the settings gear to set your breakout room preferences. Here you may set a time limit for breakout rooms which include time limits and countdowns to stop the breakout meetings.



9. When ready to start your breakout rooms, click "Open All Rooms." Attendees will then be notified that they are being brought into a breakout room if they have been assigned, or if you have chosen to automatically place them in a group.



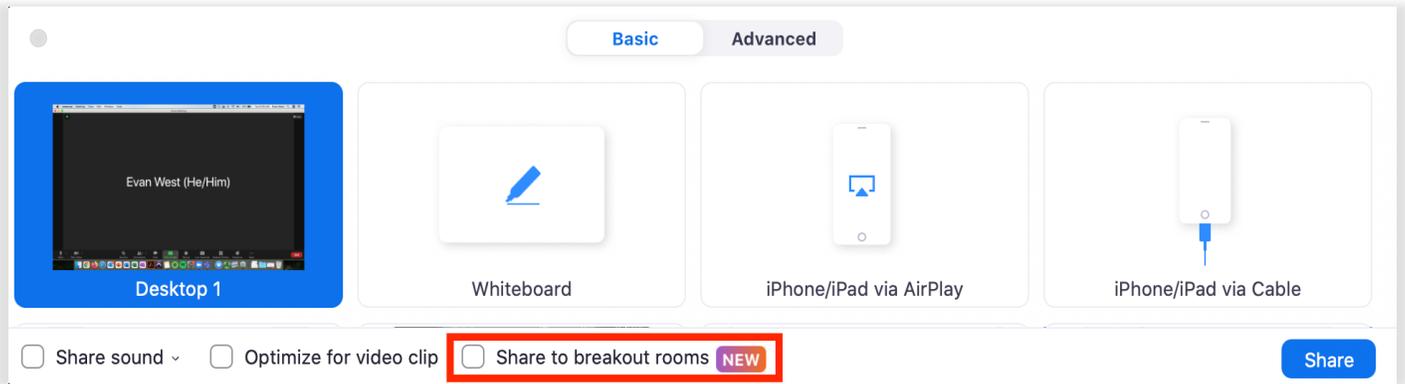
10. If you have allowed participants to choose their room, they can join one after the rooms have been opened. An option for "Breakout Rooms" will appear in the participant's meeting controls. Once they select this, they can click "join" to enter a breakout.
11. To join a breakout room as a host, repeat the same steps listed in step 10.



12. As a host, from the main meeting room, you can share your screen to each breakout room at once. This will allow participants to see your screen shares while they are within their assigned breakout rooms. Within the screen sharing option, select the box for “share to breakout rooms” to use this feature.

Note:

- Your video and audio will not be shared with Breakout Rooms when using this option.
- Screens that other participants are sharing in the breakout rooms will be stopped.



Broadcast Message to All

Close All Rooms

You will have five more minutes in your breakout rooms before we return to the main session together. |

Cancel

Broadcast

13. Once rooms are opened, you may also broadcast a message to all breakout rooms. This will display the message to all participants within their rooms. Click “Broadcast message to all” from your breakout room controls and then type your message.

14. Select “Broadcast” to display your message.

15. In order to close your breakout rooms and bring all attendees back into the main meeting room, click “Close All Rooms” from your breakout room controls.

Broadcast Message to All

Close All Rooms

Do you have Questions on whether Zoom Breakout rooms are right for your remote activity? Contact Academic Technology at canvaslms@colum.edu and let our instructional designers assist.