

## Using Zoom breakout rooms

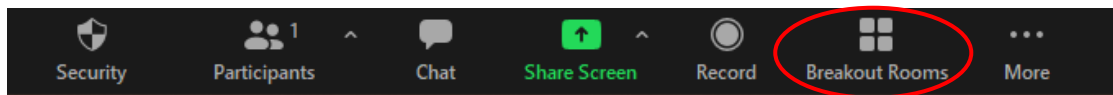
**UM staff and students are required to sign in to Zoom with their UM IT Account BEFORE starting/joining Zoom lectures in the VLE or clicking Zoom meeting links.**

**Signing in to Zoom with your UM IT Account** enables you to automatically bypass the waiting room of the lecture/meeting. You may not be allowed to join a Zoom lecture/meeting unless you are signed in to Zoom with your UM IT Account.

The guide also assumes that you are [using the latest version of the Zoom client](#).

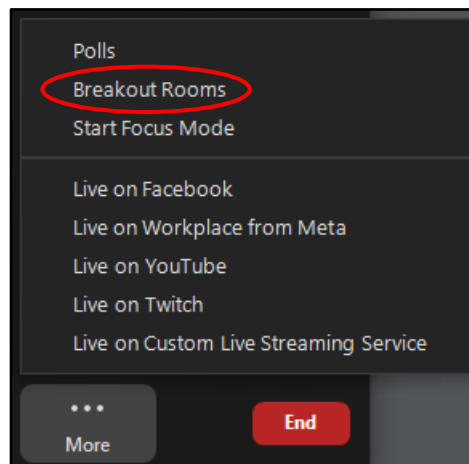
The host or co-host can assign participants to breakout rooms. Zoom supports up to 50 breakout rooms and up to 200 participants per room. Breakout room participants have the full capabilities of audio, video and screen share in their rooms.

1. To set up Zoom breakout rooms, click on **Breakout Rooms** on your Zoom control bar.

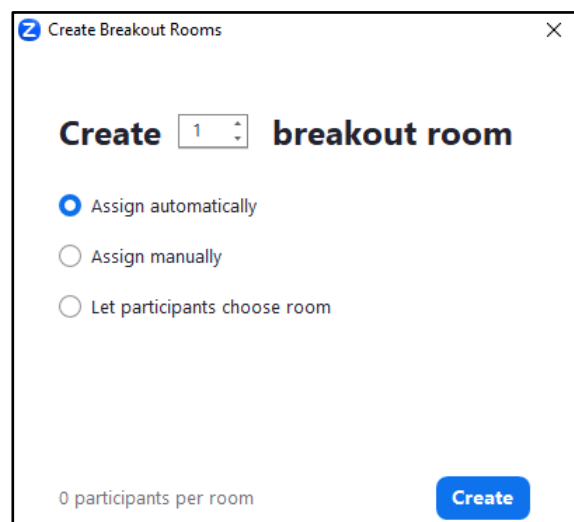


### Note:

- If your Zoom screen is minimized, you will have to click on **More...** to access Breakout Rooms.



2. Enter the number of rooms you would like to create and choose how you would like to assign participants to these rooms, that is, *automatically, manually or let participants choose room*.



**Note:**

- You can [pre-assign users to breakout rooms before a meeting starts](#).
- If you choose **Assign automatically**, users will be assigned to the rooms at random.
- If you choose **Assign manually**, you will have to assign the users into the respective rooms as you require.
- If you choose **Let participants choose room**, participants will be able to move between breakout rooms.

3. Click the **Create** button.

4. Before proceeding with opening the rooms, click **Options** to review the settings you would like to use for your breakout rooms.

You may wish to update the duration of the breakout rooms and the countdown timer.

Allow participants to choose room  
 Allow participants to return to the main session at any time  
 Automatically move all assigned participants into breakout rooms  
 Automatically move all selected participants in breakout rooms to main meeting

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Breakout rooms close automatically after: 30 minutes  
 Notify me when the time is up  
 Countdown after closing breakout room

Set countdown timer: 60 seconds

5. Once you are ready, click the **Open All Rooms** button to start the breakout session.

Breakout Rooms - Not Started

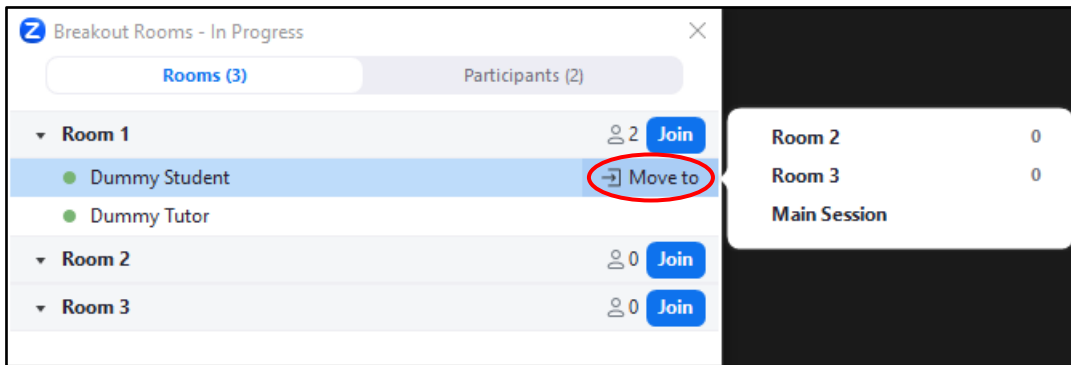
Room	Actions	Participants
Room 1	Rename Delete	2
Room 2	Assign	
Room 3	Assign	

Options Recreate Add a Room **Open All Rooms**

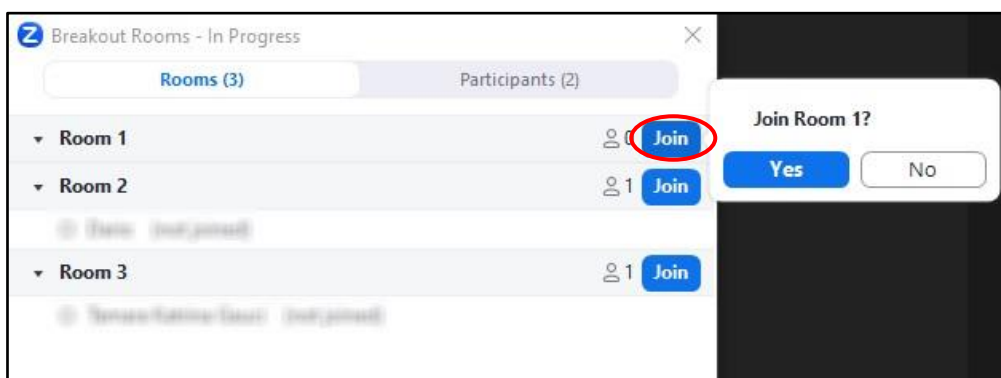
Subsequently, participants will receive a prompt to join the room they are assigned to.

**Note:**

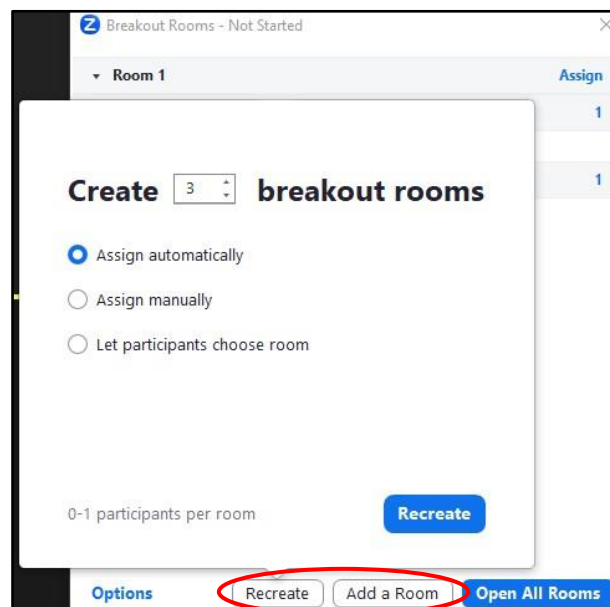
- You can move or swap participants between rooms.



- As a host you will remain in the main room. However, you can join a breakout room at any time.



- You can also choose to recreate all breakout rooms. However, doing so will replace all existing rooms. You may also add a new room.



- Once you close all rooms, participants will automatically return to the main room after 60 seconds.