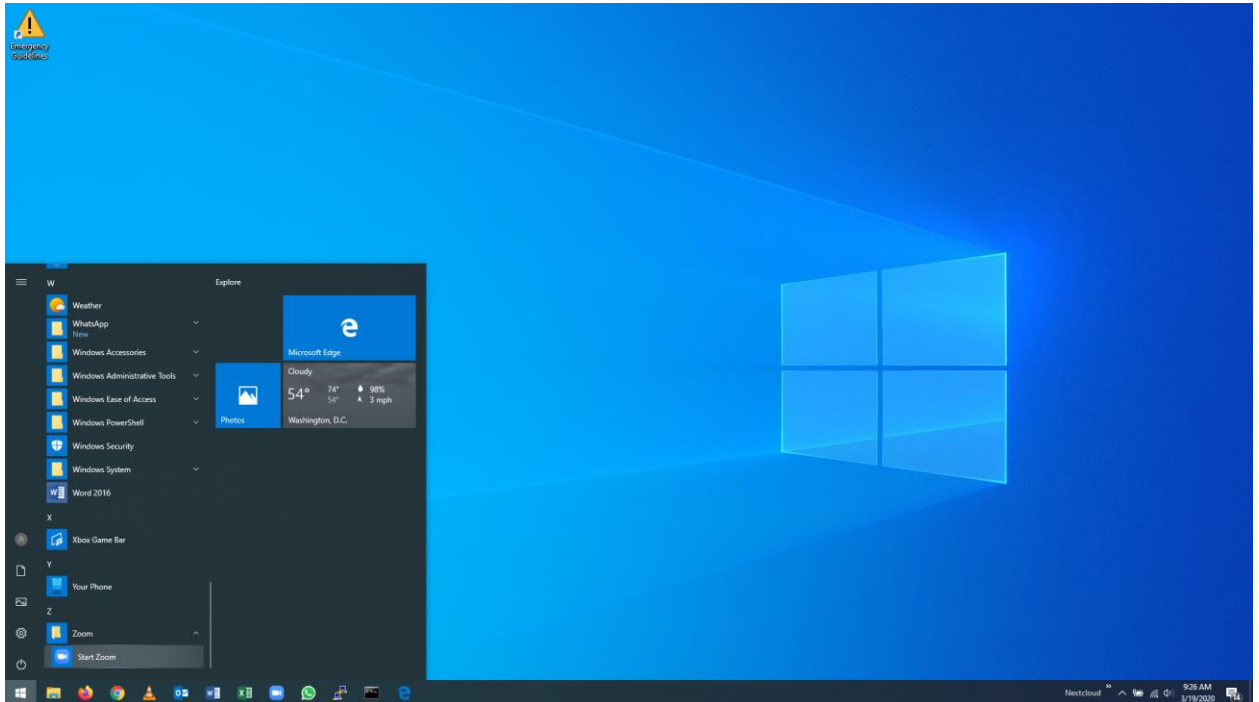
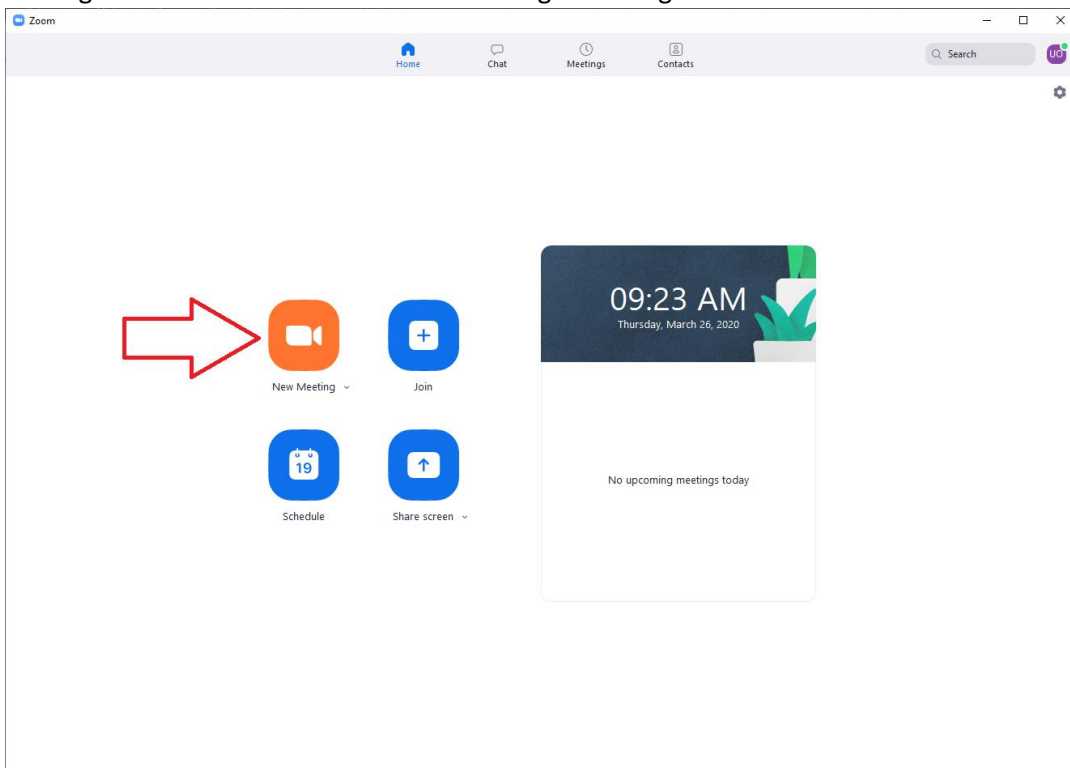


How to Set Up Breakout Rooms Within Your Zoom Meeting

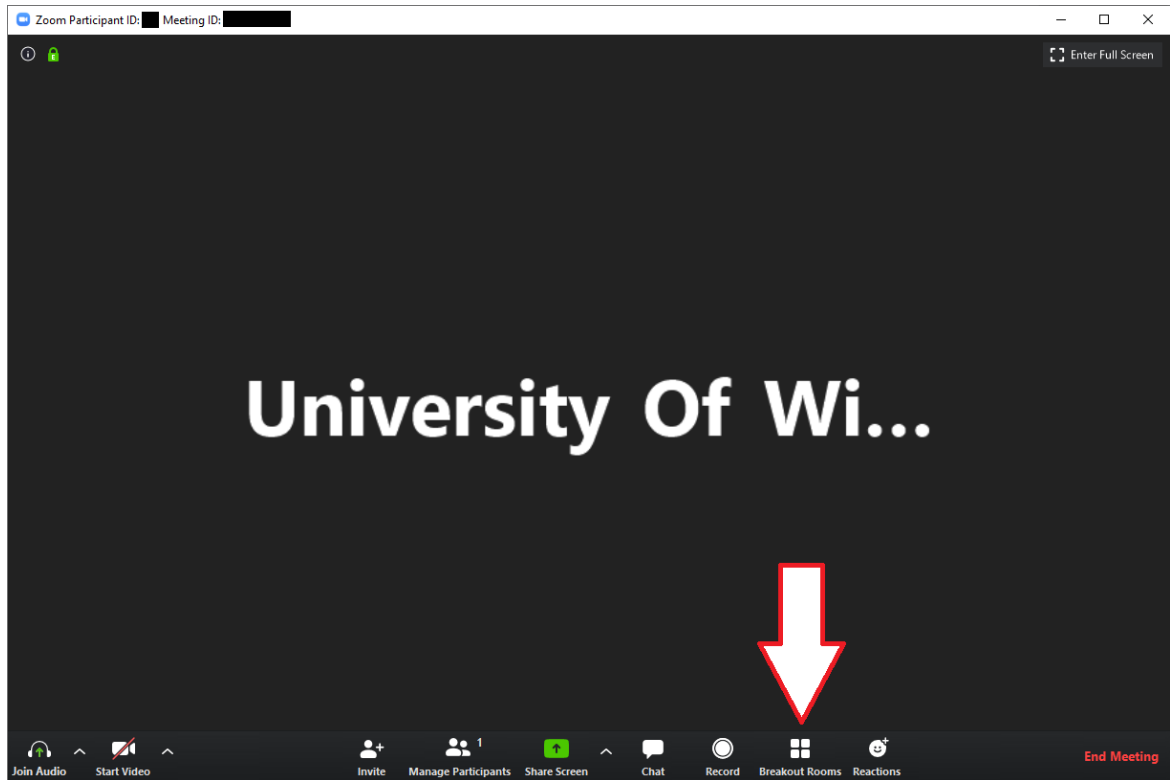
1. Launch the Zoom application. This can be done by clicking on your Start menu, scrolling down to the folder called "Zoom". Click on this, then click on "Start Zoom".



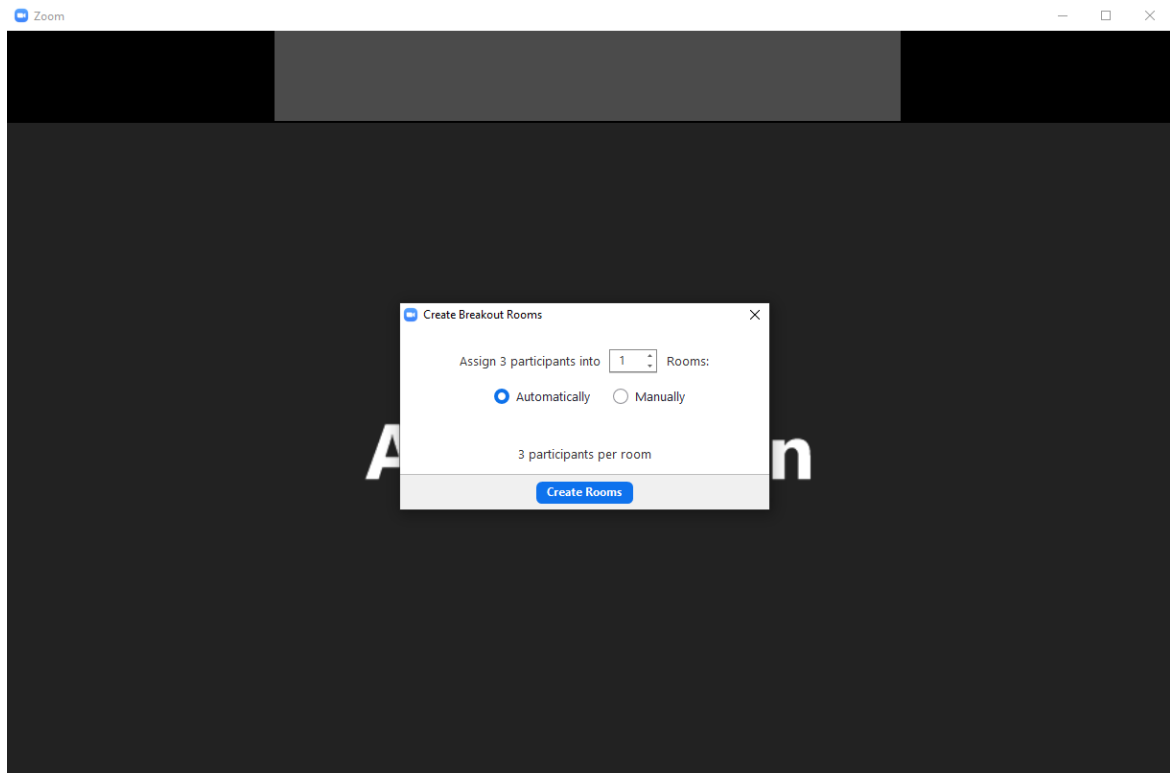
2. Either launch a new meeting by clicking "New Meeting" or launch a pre-scheduled meeting by clicking "Start" next to the scheduled meeting's heading.



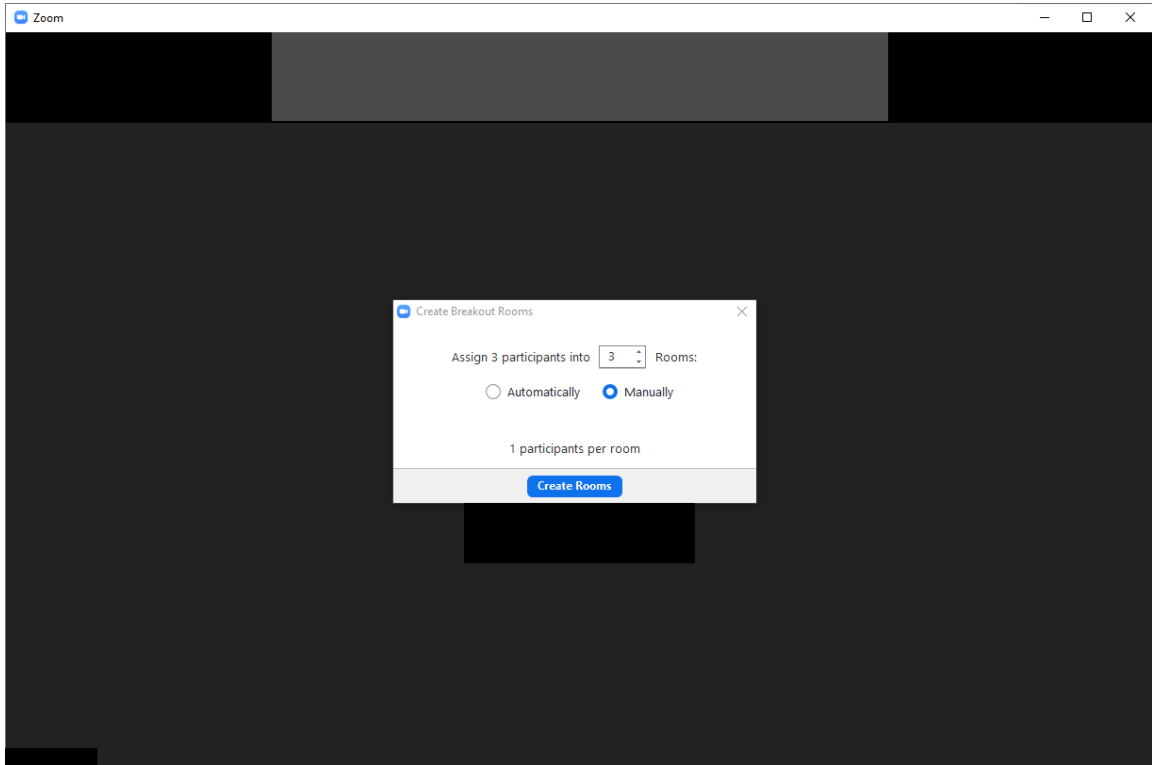
3. Click on "Breakout Rooms" in the bottom toolbar.



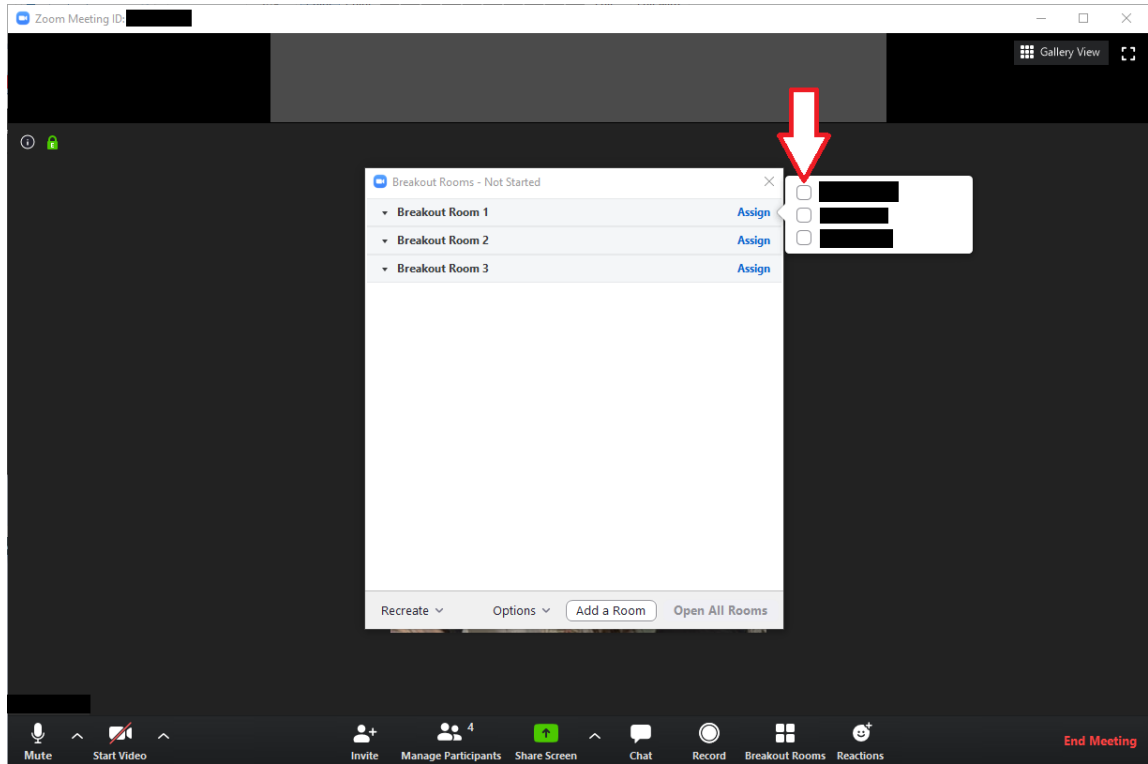
4. The "Create Breakout Rooms" dialog box will open. Here you can choose whether you want Zoom to distribute your participants into breakout rooms automatically or if you want to assign them manually. You can also choose how many rooms you would like to create.



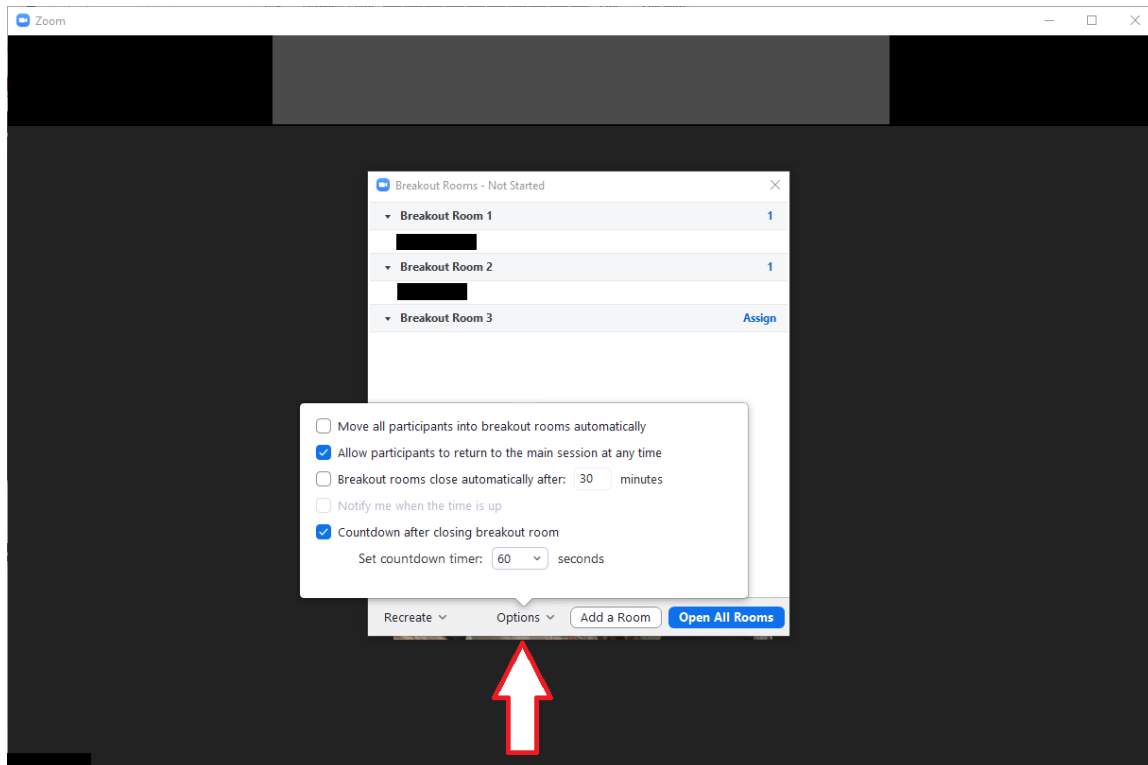
5. If you have chosen to let Zoom assign your participants to their breakout rooms, leave the “Automatically” radio box selected, then click “Create Rooms”. Skip to step 8.
6. If you would like to assign your participants to the breakout rooms manually, make sure the “Manually” radio box is selected, then click “Create Rooms”.



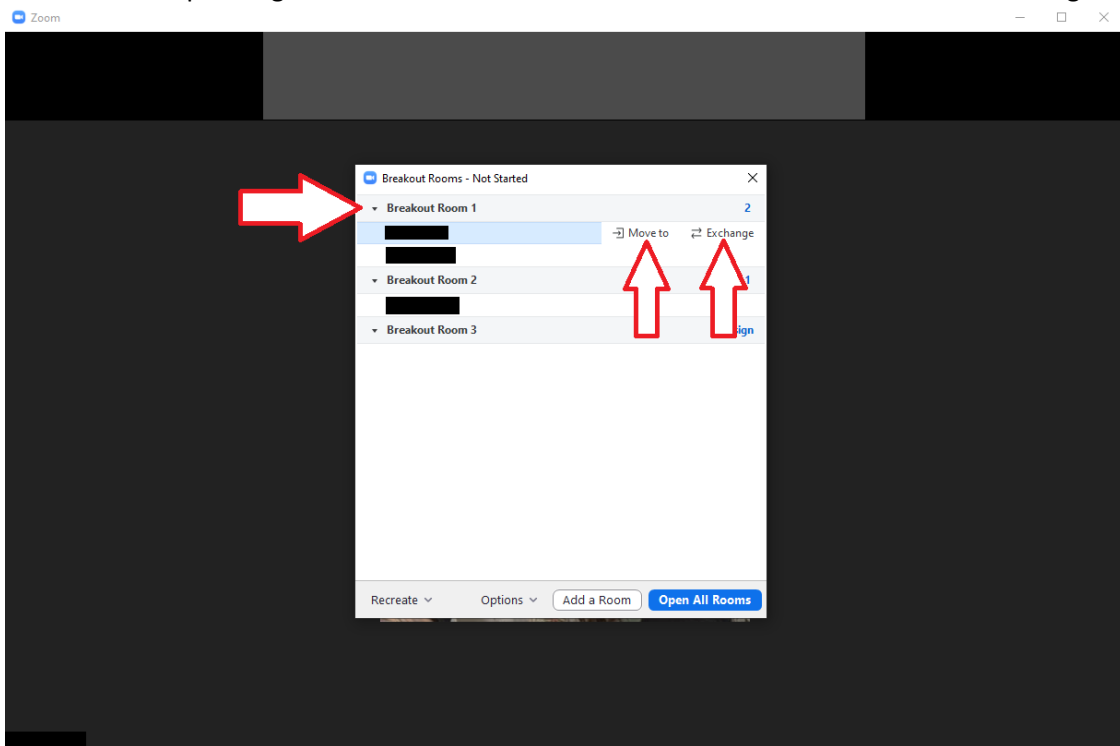
7. The rooms you are about to create will be listed. Beside each room is “Assign”. You may click on this to assign your participants to each room. When you do, your participants will be listed. Click the checkbox next to their name(s) to assign them to a room.



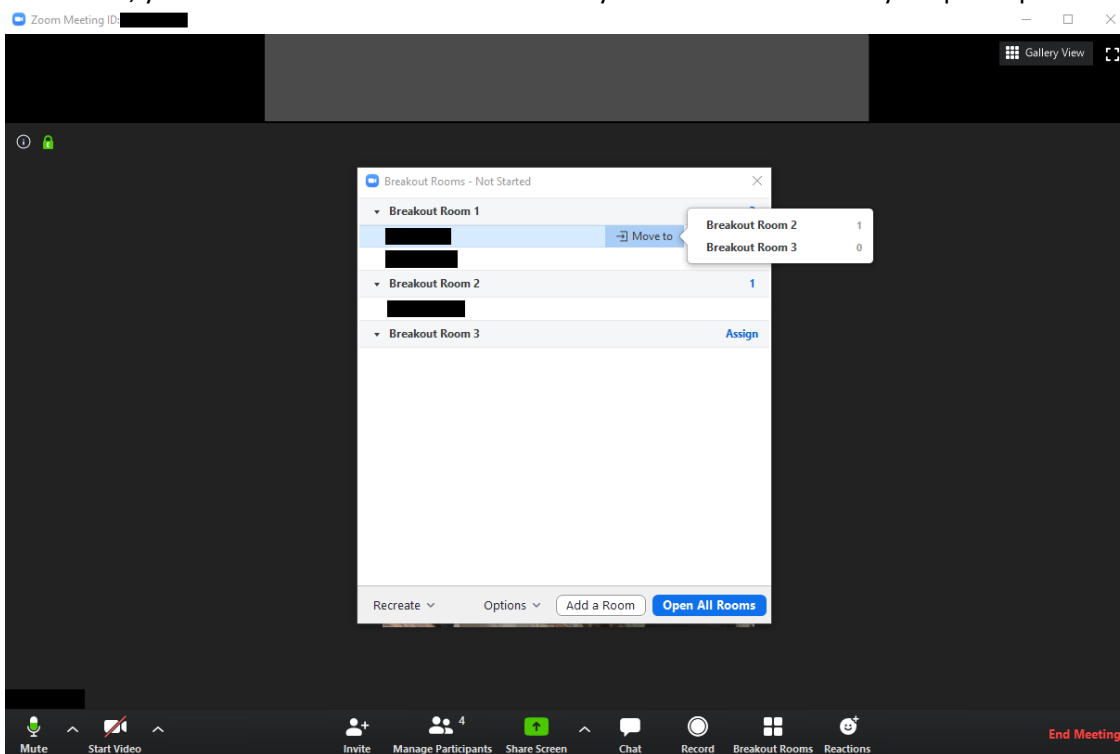
8. If you choose to change the parameters of your breakout rooms, click the “Options” menu at the bottom of this window.



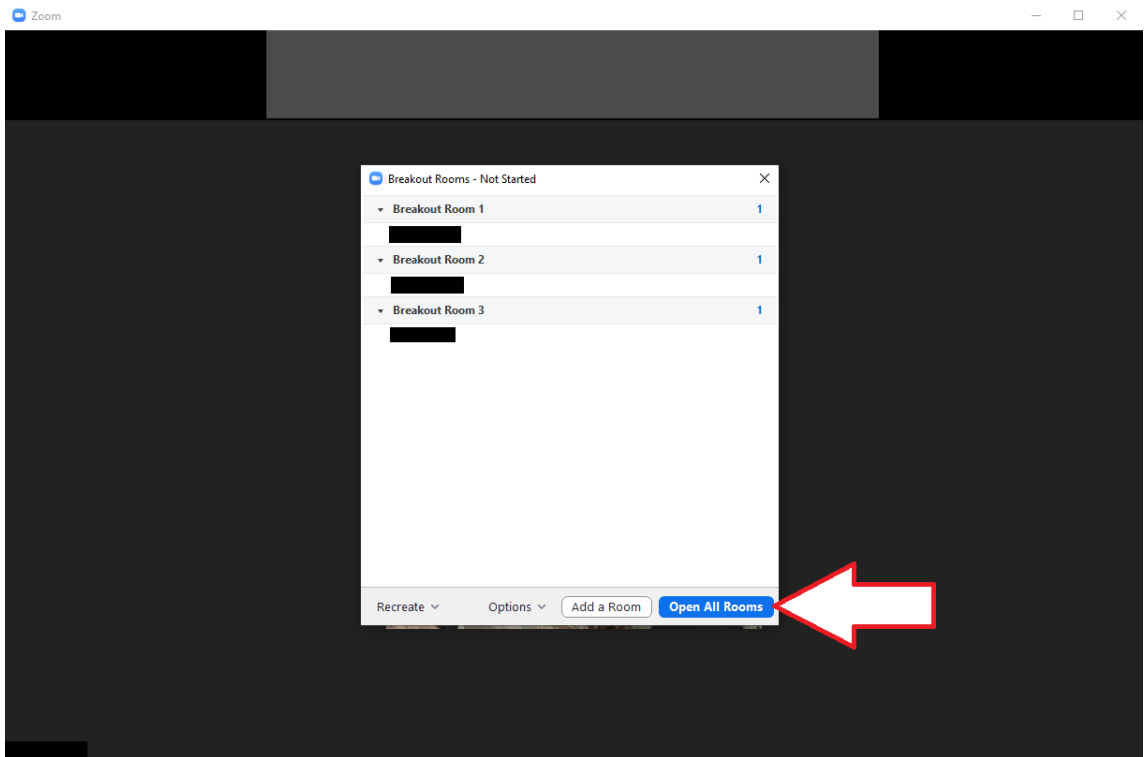
9. If you would like to either move or exchange your participants between breakout rooms, click the downward pointing arrow next to the breakout room. Click either “move” or “exchange”.



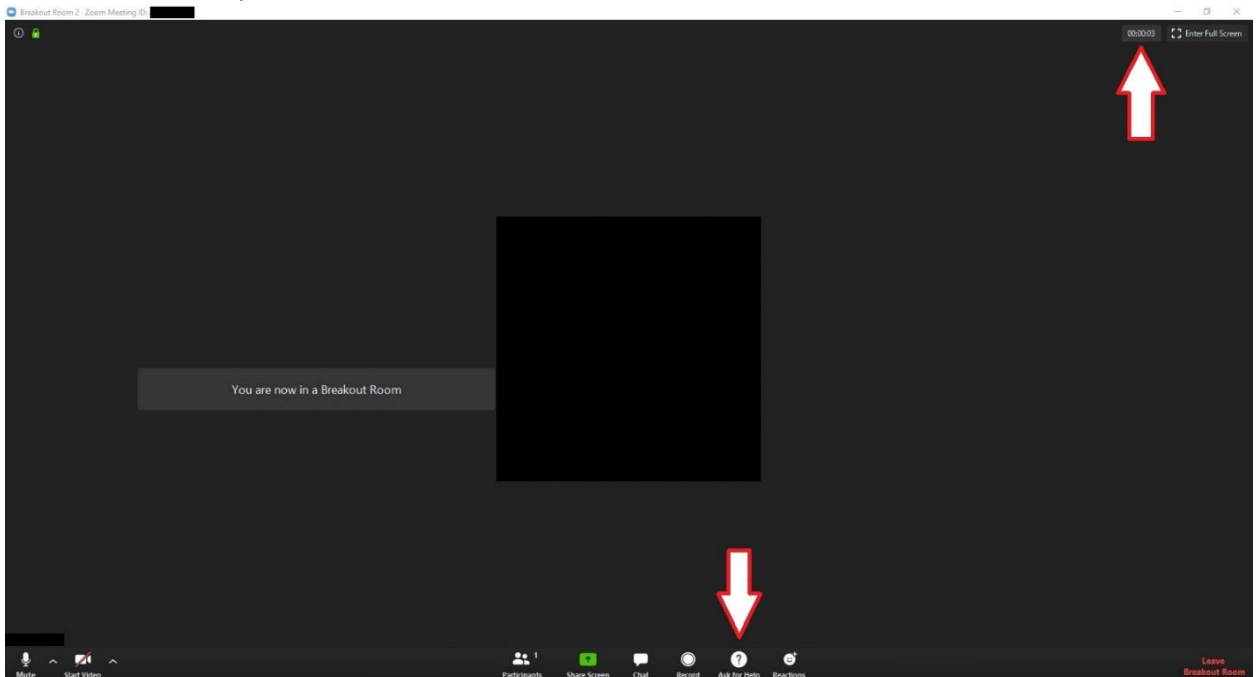
10. From here, you can choose which breakout room you would like to move your participant to.



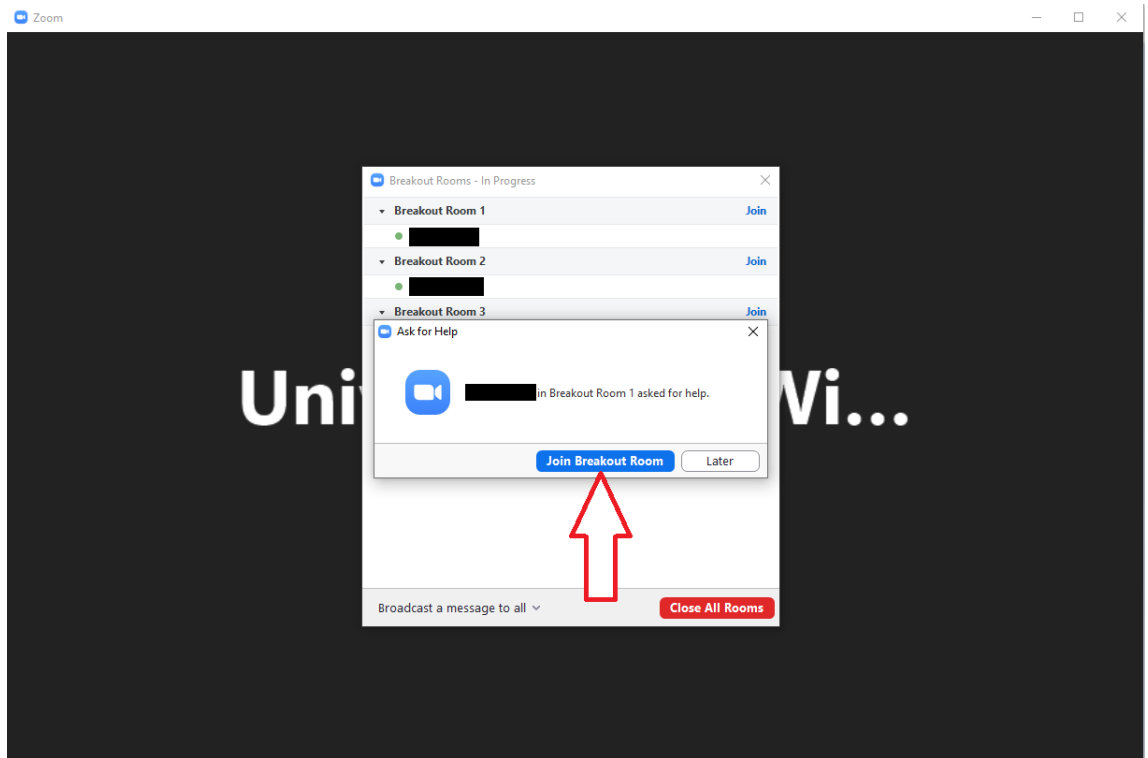
11. When you are satisfied with how your breakout rooms are set up, click “Open All Rooms”. Your participants will now be placed into their respective breakout rooms.



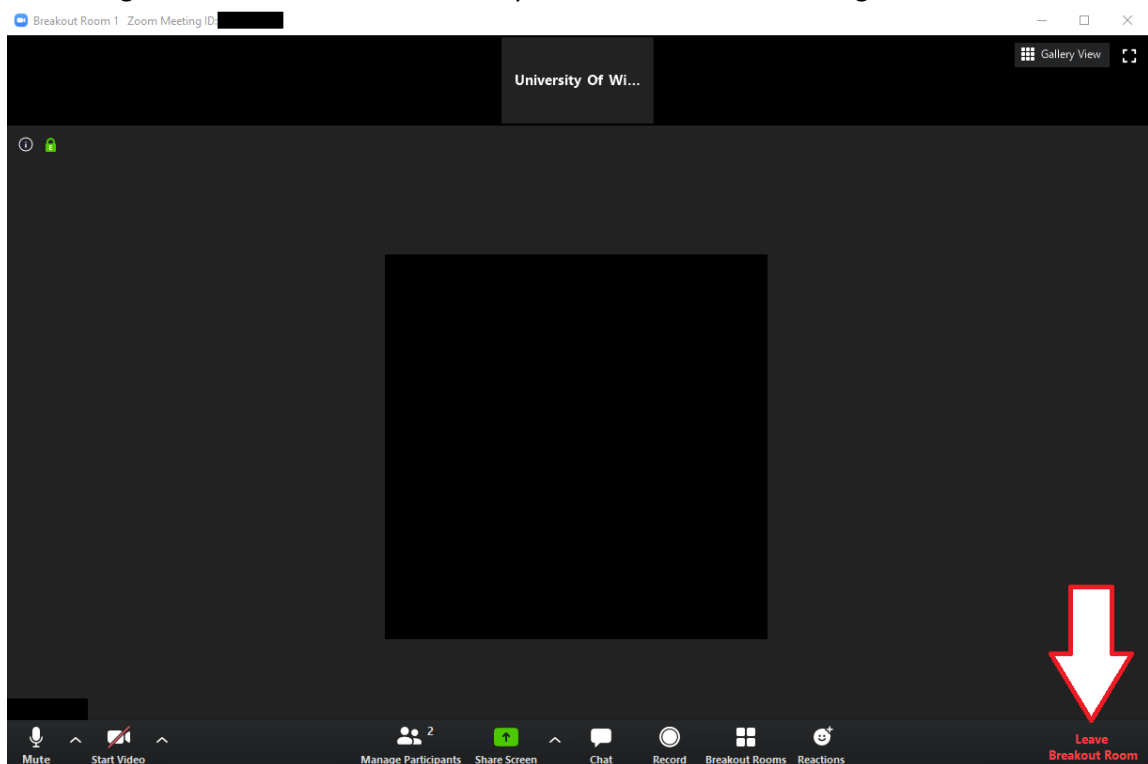
12. Your participants will have a few extra features in their breakout rooms that are different than a standard Zoom meeting room. Notice the timer at the top right corner and a new option in the toolbar “Ask for help”.



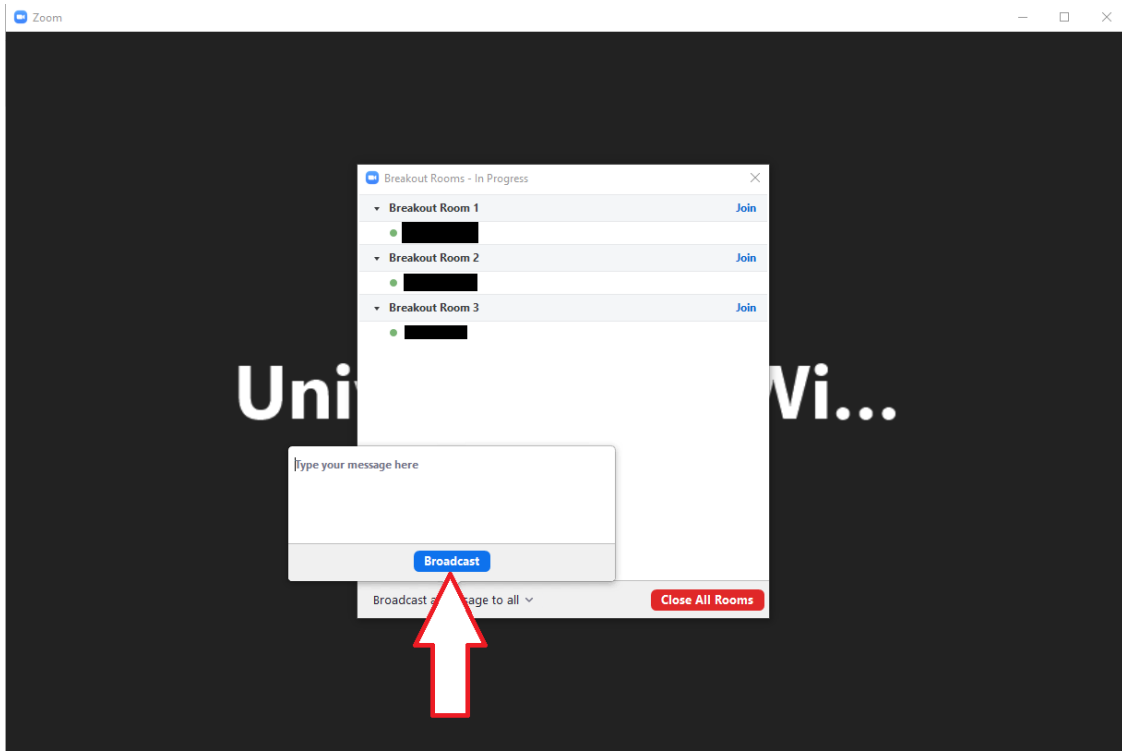
13. If a participant clicks on “Ask for help”, as the host, you will receive a notification that will allow you to join the breakout room the participant is in. Do this by clicking “Join Breakout Room”. You may also choose “Later” to join the breakout room at a later time.



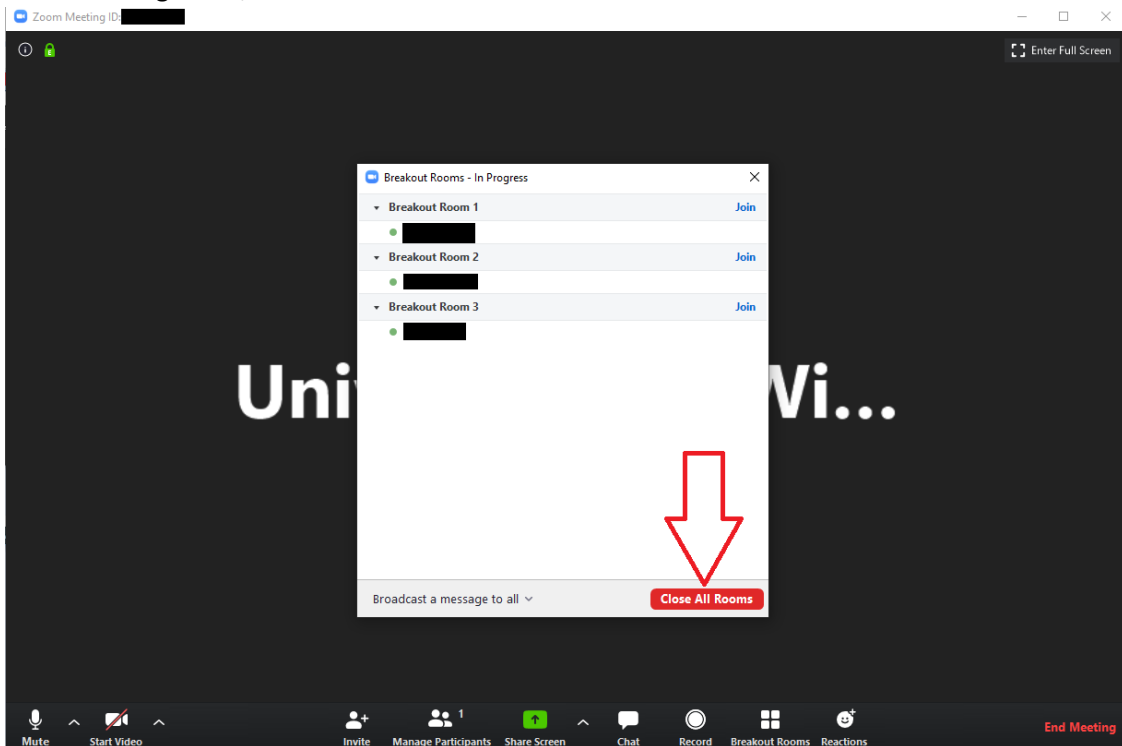
14. Once you are finished providing help to this breakout room, click “Leave Breakout Room” in the bottom right of the window. This will take you back to the main meeting room.



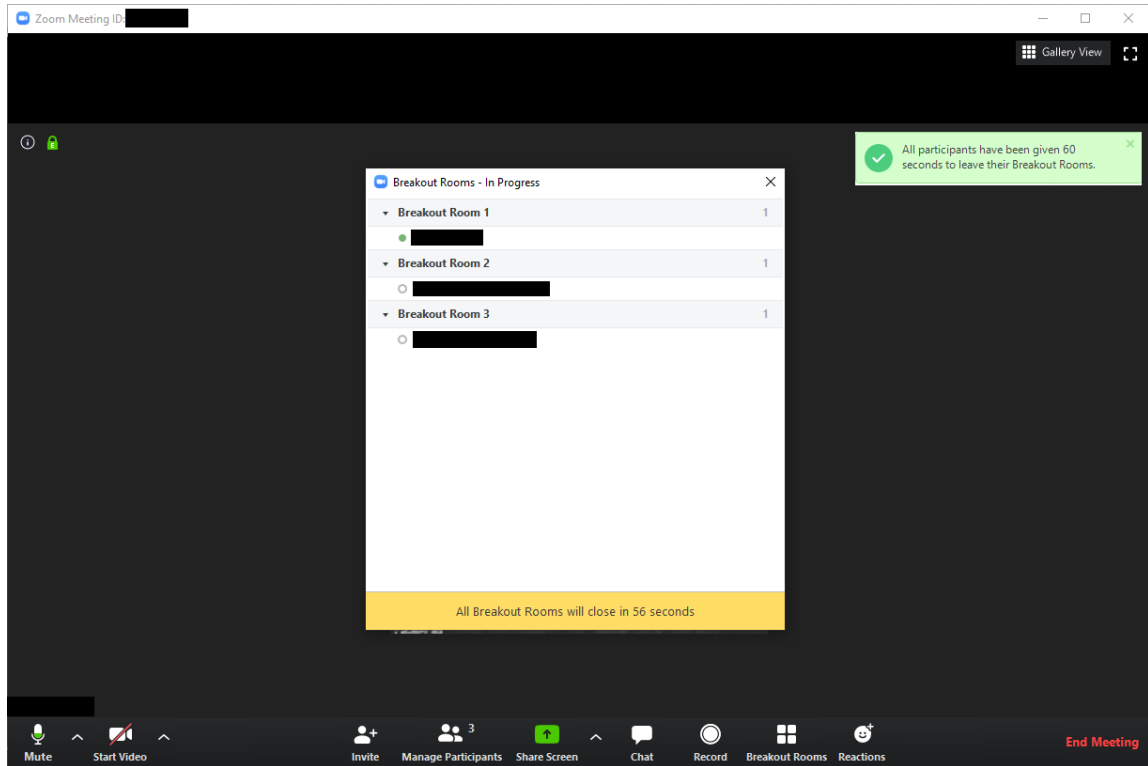
15. When you are in the main meeting room, you can broadcast a message to all breakout rooms. To do this, click on “Broadcast a message to all”. This will open a dialogue box where you can enter your message. Click “Broadcast” to send it to all breakout rooms.



16. When you want to close out all of your breakout rooms and have all participants return to the main meeting room, click “Close All Rooms”.



17. This will start a timer that will be broadcast to all participants. The default time is one minute. However, if you have changed this in the options menu earlier, it will be as long as you have set it to be.



18. Your participants will now be returned back into the main meeting room.