




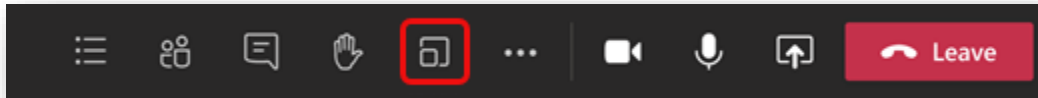
Use Breakout Rooms in Teams meetings

Create breakout rooms to bring meeting participants into small groups for lively conversation and brainstorming sessions in parallel with the main meeting.

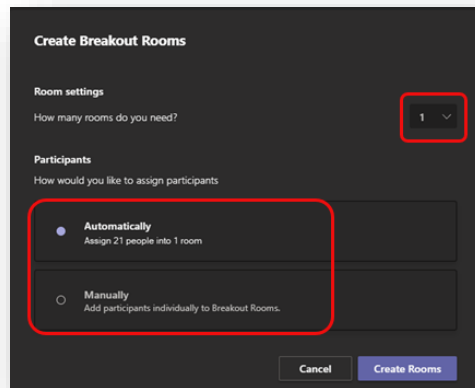
- At this time, only Meeting Organizers can control the rooms
- The meeting organizer assigns associates to a room(s), this can be either automatic (all to one room) or manual (multiple rooms/specific people per room)
- The Meeting Organizer 'ends' rooms, attendees can't do it on their own. This pulls everyone back into the main meeting
- Only the Meeting Organizer can see this functionality (even when in a breakout room they assigned)

Create breakout rooms

1. During a meeting, only the meeting organizer can create, assign, and end breakout rooms
2. In the meeting controls, select **Breakout rooms** 



3. Select the number of rooms you want (50 max), and whether you want Teams to assign people to 1 room (**Automatically**) or you want to choose the people for each room yourself (**Manually**).



Note: This is the only time you can choose to have people automatically assigned to breakout rooms. You won't be able to change this option later in the meeting.

4. Select **Create Rooms**.



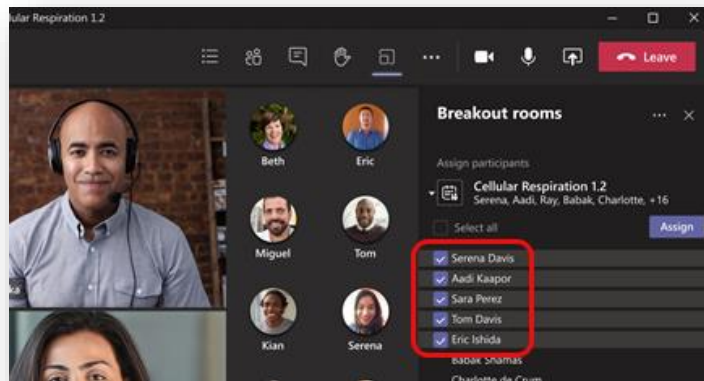
Use Breakout Rooms in Teams meetings

Assign people to breakout rooms manually

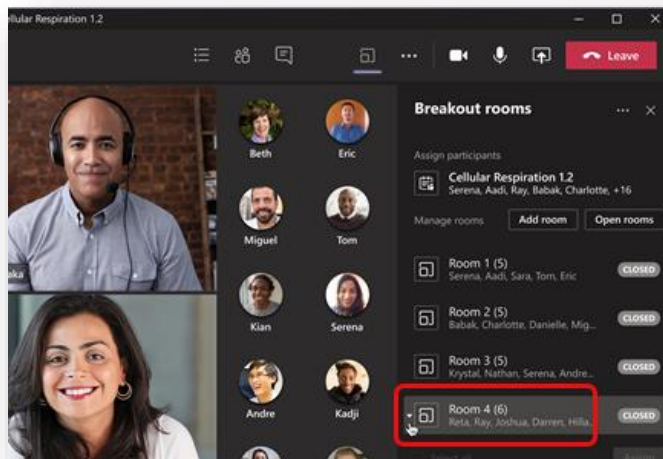
If you chose **Automatically** in the previous procedure, participants will be assigned to breakout rooms as soon as you open the rooms. If you chose **Manually**, follow these steps.

Note: Currently, participants who joined the meeting via PSTN or Teams devices can't be assigned to rooms. We suggest using the main meeting as a breakout room for these people.

1. Select **Assign participants**.
2. Choose the people who will share a breakout room by selecting the check boxes next to their names.



3. Select **Assign** and then select a room for those people.



4. Repeat steps 2 and 3 until everyone has been assigned to a room.

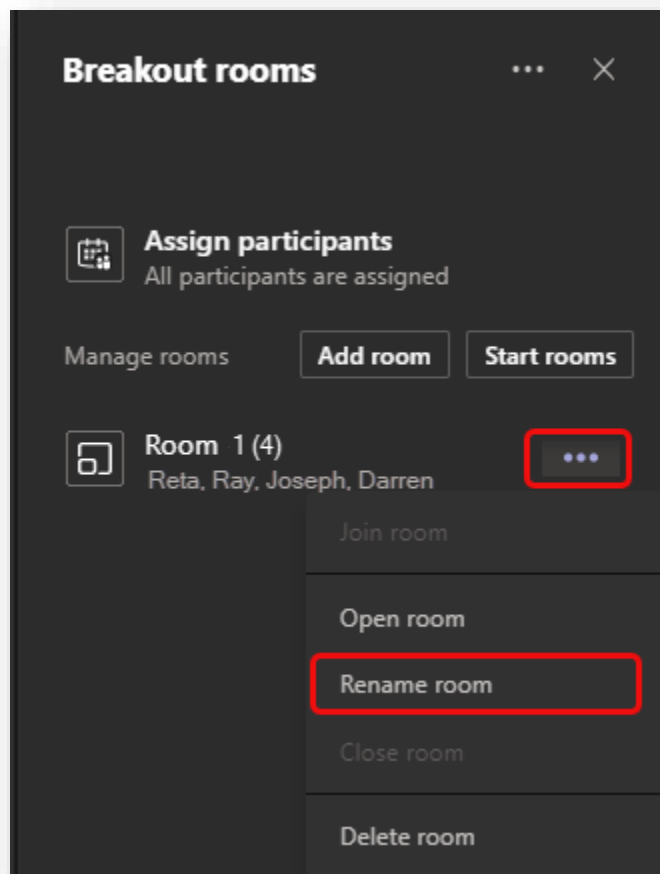


Use Breakout Rooms in Teams meetings

Rename the breakout rooms

If you want, rename each room to reflect the group of people it contains, what they'll be working on, or something else.

1. Point to the room, select **More options** **...**, and then **Rename room**.



2. Enter the new name and select **Rename room**.

Tip: During the meeting you can decide to delete all the existing breakout rooms and set them up differently; see [Recreate breakout rooms from scratch](#) for details.

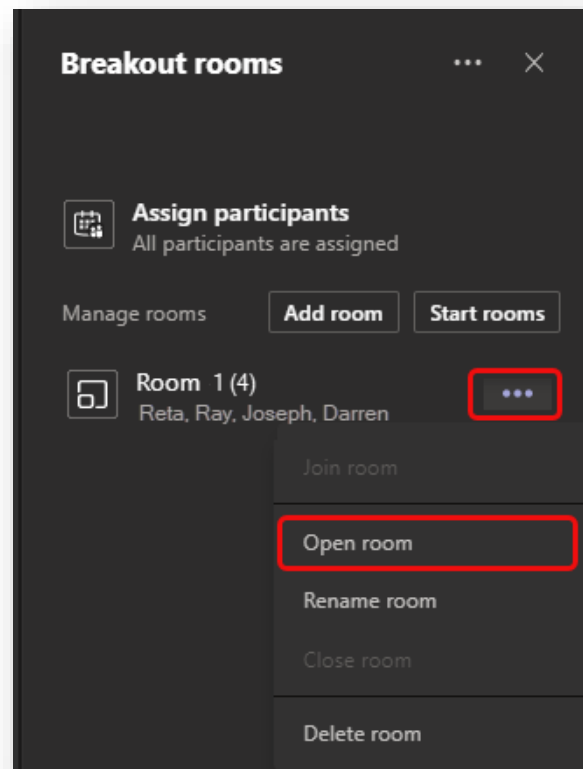


Use Breakout Rooms in Teams meetings

Start using the breakout rooms

By default, meeting participants are moved to their assigned rooms as soon as you open the room, but you can turn off this setting; see [Turn off automatic entry to breakout rooms](#).

- To open all the rooms at the same time, select **Start rooms**.
- To open a single room, select **More options** *** next to the room and then **Open room**.



You can open and close breakout rooms more than once during a meeting.



Use Breakout Rooms in Teams meetings

Interact with breakout room participants

As meeting organizer, you can join any of the breakout rooms, contribute to any of the room chats, and send announcements to everyone.

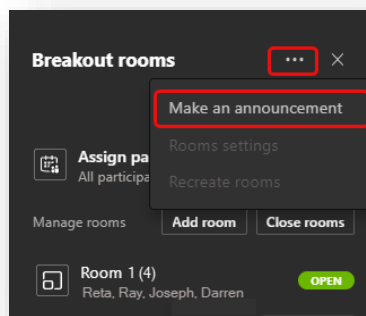
Join a breakout room

- Select **More options** **...** next to the room and then **Join room**.

Send an announcement to all breakout rooms

You may want to send announcements to give time updates, for example, or share discussion prompts.

1. Select **More options** **...** at the top of the Breakout rooms pane and then select **Make an announcement**.

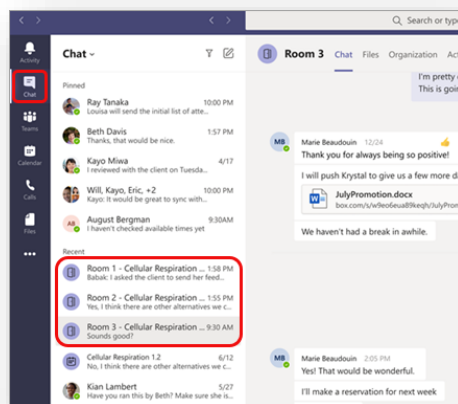


2. Enter your announcement and select **Send**.

Participants will receive a notification in their meeting chat to check for your announcement.

Chat in breakout rooms

Each breakout room has its own chat, and all of the chats are available in your main Teams **Chat** list.



Here you can chat with the members of any breakout room.

Once you've joined a breakout room, you can also select **Chat** in the room to chat with the people there.

Note: When the breakout room closes, the room chat ends and cannot be continued. However, you'll still be able to view the chat history and any shared files.



Use Breakout Rooms in Teams meetings

Close breakout rooms

When you close the breakout rooms, the participants return to the main meeting.

To close rooms individually

- Select **More options** **⋮** next to the room, and then **Close room**.

To close all the rooms at the same time

- Select **Close rooms**.

You'll know rooms have successfully closed when their status changes to Closed.

When everyone is back from their breakout rooms and you're ready to meet as a larger group again, select **Resume**.

Note: Breakout rooms remain open until the organizer manually closes them, so they can be reused later in the meeting.



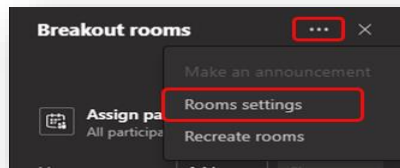
Use Breakout Rooms in Teams meetings

Additional options

Turn off automatic entry to breakout rooms

By default, participants are automatically moved into breakout rooms when they're opened. When you turn off this option, participants receive a message asking them to join a breakout room. They select **Join room** (**Join** on a mobile device) before being moved.

1. Select **More options** **...** at the top of the Breakout rooms pane and then select **Rooms settings**.



2. Switch the toggle next to **Automatically move people into opened rooms** to off.

Allow participants to return to main meeting

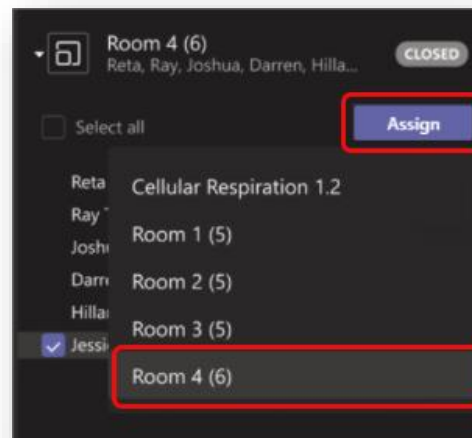
By default, this setting is off. Turning it on gives participants the option to leave their breakout rooms and return to the original meeting to rejoin the larger discussion.

1. Select **More options** **...** at the top of the Breakout rooms pane and then select **Rooms settings**.
2. Switch the toggle next to **Participants can return to the main meeting** to on.

Move someone to a different breakout room

Note: Currently, participants can be moved only when breakout rooms are closed.

1. Expand the list of participants under a breakout room.
2. Point to someone's name and select the check box that appears.
3. Select **More options** **...** and then the breakout room you want to move that person to.





Use Breakout Rooms in Teams meetings

Add an additional breakout room

- Select **Add room** in the Breakout rooms pane.

Delete a breakout room

- Point to the room, select **More options** ******* , and then **Delete room**.

Recreate breakout rooms from scratch

During a meeting, you can return to the beginning of the breakout rooms process to reconfigure the rooms and assignments.

1. Select **More options** ******* at the top of the Breakout rooms pane and then select **Recreate rooms**.
2. Follow the instructions above to create new breakout rooms and assign people to them.

For more information, please refer to the Microsoft's training resource page: [HERE](#)

To view all Teams education, please refer to the Microsoft Resources PAWS page: [HERE](#)