

# Summary of Breakout Rooms in Zoom

- Only the Host can set up Breakout Rooms and assign Participants to them (assignment can be done randomly or by the Host)
  - Participant cannot put themselves into a breakout room unless they have been assigned to a room by the Host
- A co-host can manage raised hands, mute/unmute all etc in a Breakout room
- Any participant can share their screen in a Breakout room (if settings permit)
- Once assigned to a Breakout Room, a participant can switch between the Main Room and that Breakout Room (if settings permit) but cannot go to another Breakout Room
  - To go to another room, the Host would have to “reassign” them
- Participants can call for Help of the Host from within a Breakout Room (but not from within the Main Room)
- Host will be notified of anyone not assigned to a Breakout Room (latecomers)
  - Appears as a number by the breakout room button similar to an incoming chat appears by the chat button
- Chats can only be used to communicate within a room (permissions set by Host)
- Assigning to desired room
  - Ask those wanting to go to Room 1, to raise their hand. Assign them to Room 1 lowering hands as you go. Then ask those wanting to go to Room 2, raise their hand. Assign to Room 2 lowering hands as you go. And so on.
- Changing Breakout Rooms during the meeting
  - From your Breakout Room, press the Help button to call the Host. Once the Host joins the Breakout Room the can send you a chat. Tell them which Breakout Room you want to go to. (Cannot call the Host for help from the Main Room)
- When hands are raised (in Main or Breakout room) do all participants see the same order? No –they will see themselves first, then Host, then alpha order of other names

## Other Comments

- Participants can be pre-assigned to rooms when the meeting is being set up by using their email (useful if the same members want to be in the same rooms every time)
  - Can these participants be scheduled as co-hosts in advance? No, host has to designate them as co-host during the meeting as usual.
- Does renaming the breakout rooms get saved? No – would have to rename for each meeting