

## Microsoft Teams – Breakout Rooms

Breakout rooms allow meeting organizers to create sub-meetings within their Teams meeting for smaller groups of participants to collaborate and have discussions.

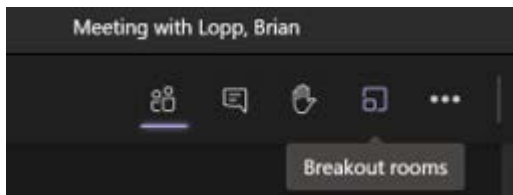
Meeting organizers can create breakout rooms before or during scheduled meetings.

\*Note – Only meeting organizers can create breakout rooms.

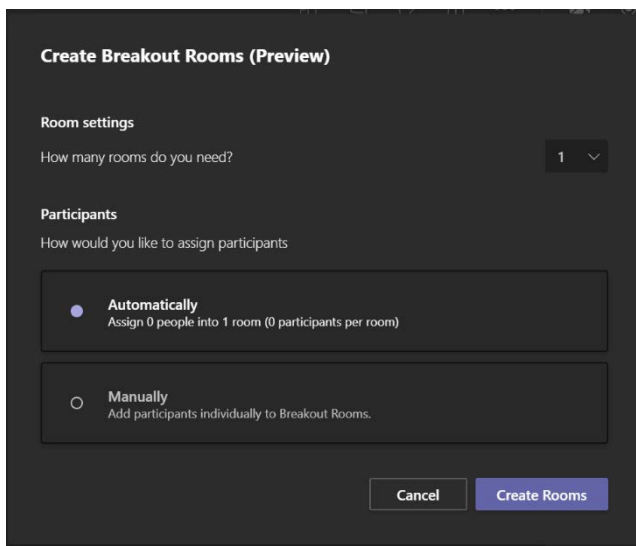
### Create breakout rooms

Use these steps to create a breakout room once a meeting begins:

1. Start Teams meeting
2. In the Teams desktop client, select the **breakout rooms** icon on the control bar.

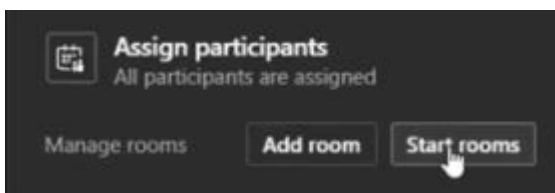


3. Use the dropdown menu to select the number of rooms you would like to create. You can create up to 50 breakout rooms in a single meeting.
4. Choose the breakout room option you prefer:
  - o **Automatically:** This option divides participants equally between the rooms.
  - o **Manually:** You can choose which room each participant is placed in.
5. Select **Create Rooms**. The breakout rooms pane will open.



## Start breakout rooms

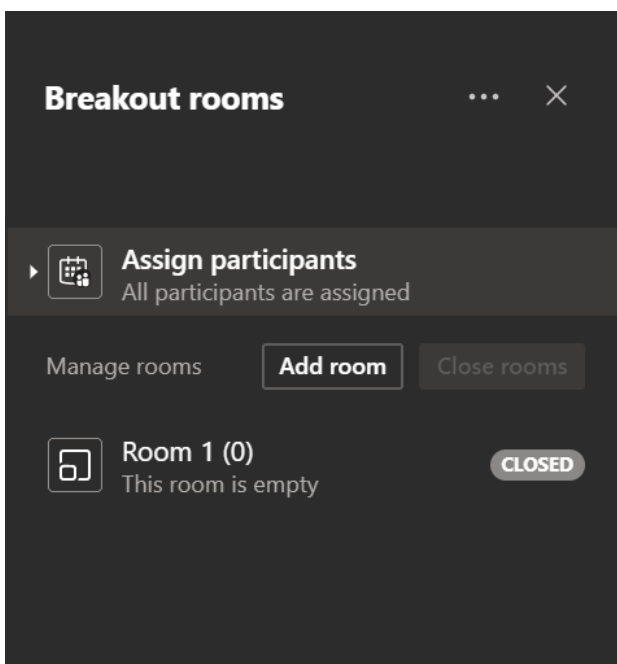
When you are ready to start your breakout sessions, select **Start rooms**.



Participants will automatically move to their assigned breakout room.

If a participant leaves their breakout room, the organizer can move the participant back to the breakout room by selecting the ellipses [...] next to the participant's name and then selecting **Ask to join**.

If a participant joins the main meeting late, after breakout rooms have opened, the organizer can add the participant to a breakout room by selecting **Assign participants**.



If the participant misses the notification to join the room, the organizer can move the participant back to the breakout room by selecting the ellipses [...] next to the participant's name and then selecting **Ask to join**.

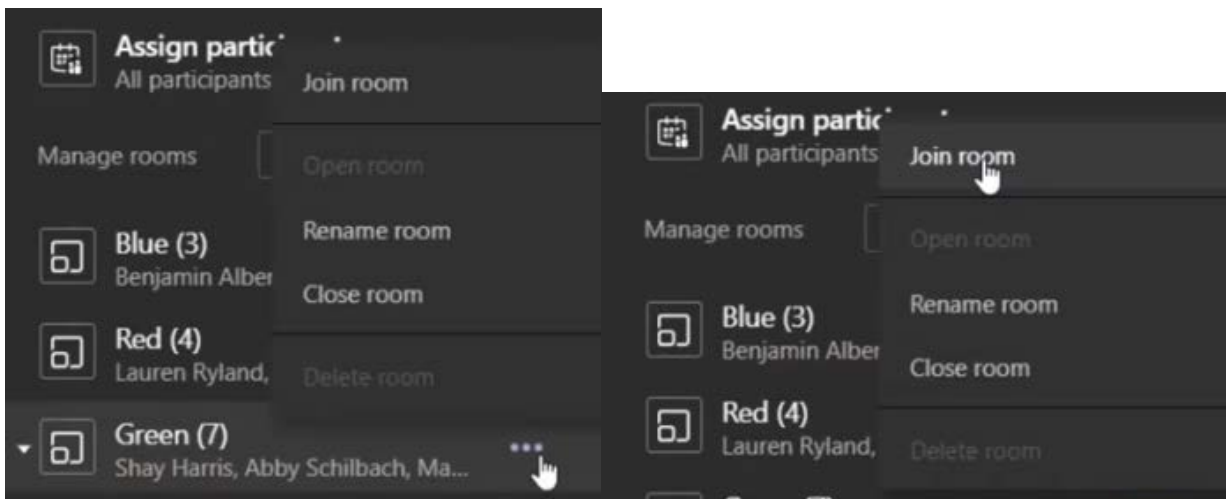
## Send announcements

The meeting organizer can send announcements to all participants while breakout rooms are open. Select the ellipses [...] in the breakout rooms header.

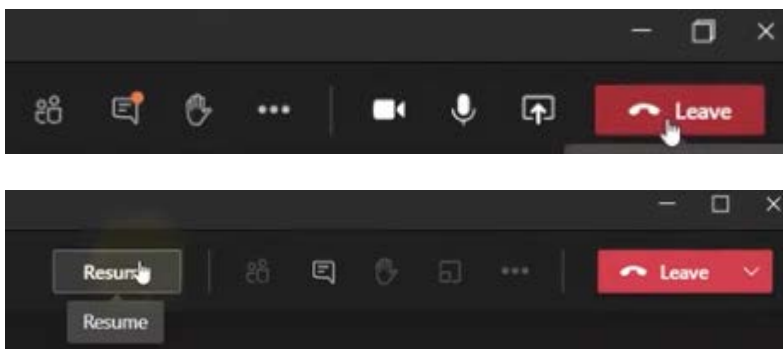
For example, remind participants to @mention the meeting organizer when they need help, or give them a five-minute countdown before pulling them back into the main room. Participants receive the announcement in their breakout rooms' chat.

## Organizer can join a breakout room

An organizer can easily jump into each of the breakout rooms by simply selecting the ellipses [...] next to the desired breakout room and then selecting "Join room." It's that easy.

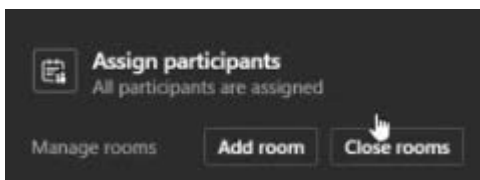


When the organizer is ready to leave a breakout room and return to the main room, they simply select the red **Leave** button in the top right corner and then **Resume**.



## Close rooms and pull participants back to the main meeting

Select **Close rooms** to pull all the participants back to the main room.



Alternatively, select the ellipses [...] for a specific breakout room, then select **Close room**. Once a breakout room is closed, chat for that session is closed. Participants can't continue to chat there.