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:
   - **Automatically**: This option divides participants equally between the rooms.
   - **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**.

![Start rooms button](image)

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**.

![Assign participants](image)

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.