



Starting Breakout Groups

Note: If you plan to use pre-assigned groups, you must add them before starting the meeting. You can do so by following instructions here.

1. Select “Breakout Rooms” from the menu bar.
 - If you are sharing your screen, you can hover your pointer over the green “you are sharing screen” rectangle to access the menu.
 - If you do not see “Breakout Rooms” in the menu, it can be found under “More”.

② Without screen share:

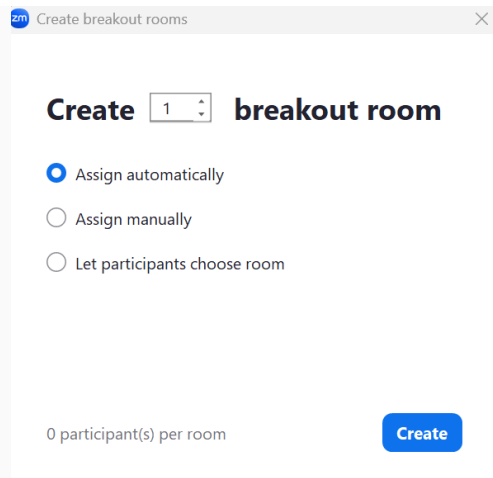


② With screen share:

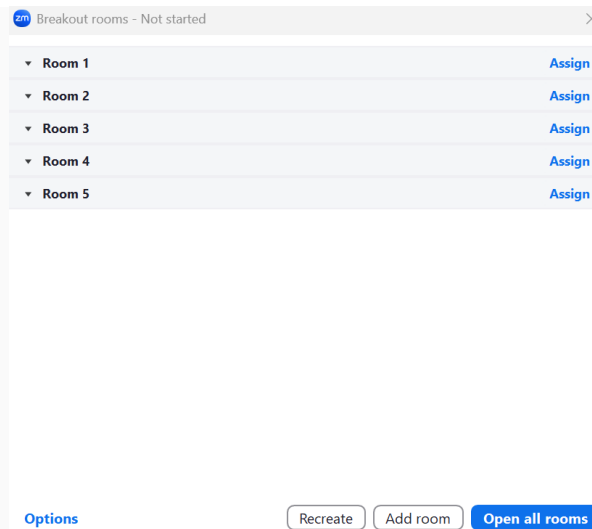


Next steps for randomly assigned, manually assigned, or self-assigned groups

- Indicate the number of breakout rooms.
- Choose “**Automatically**” for a random assignment or “**Manually**” to select attendees for each group.
- Click “Create”

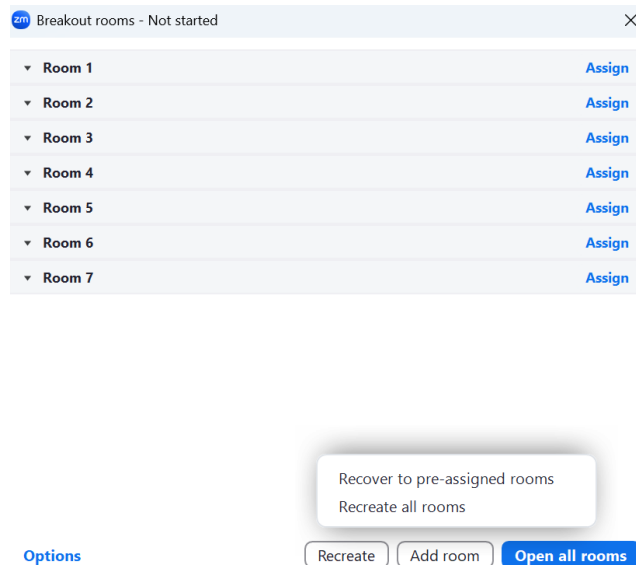


- If you have selected “**Manually**”
 - Click “**Assign**” to the right of each room and select the attendees for that room
 - Click “**Open All Rooms**”
- If you have selected “**Let participants choose room**”
 - Add the number of rooms you would like by clicking the “**add room**”
 - Once all rooms are added, click “**Open All Rooms**”
 - Once you have opened all rooms, participants will be able to see the available rooms and choose which to join



Next steps for pre-assigned groups

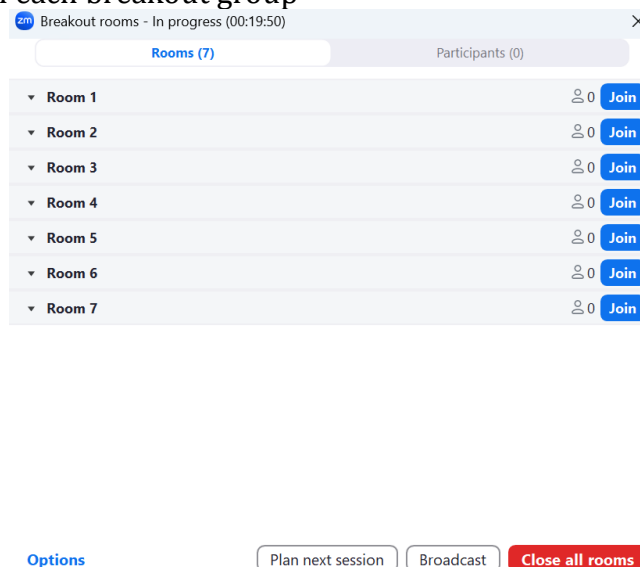
1. If many attendees are not listed in their groups, click “**Recreate**” in the bottom left corner of the pop-up window and select “**Recover to pre-assigned rooms**”



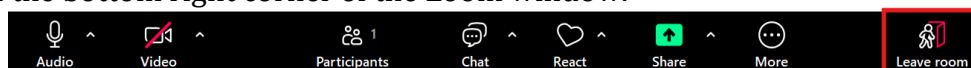
2. If attendees are still not listed in their groups, click “**Assign**” or the **blue number** to the right of each group and select the missing attendees for that group
3. Click “**Open All Rooms**”

Join breakout rooms as the host (Optional)

1. Click “**Join**” to the right of each breakout group



2. When you are ready to leave the breakout group, select “**Leave Room**”, then “**Leave Breakout Room**” in the bottom right corner of the Zoom window.



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