


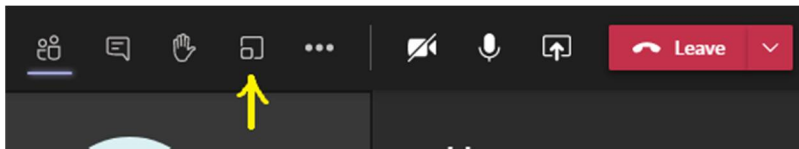
Microsoft Teams

– Breakout Rooms –

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Ms Teams added a new feature for Breakout Rooms where separate meetings and group work can take place without having to leave the main call and go to other private channels.

When you start your meeting, in the meeting control bar, click the  icon to start initiating your breakout rooms.

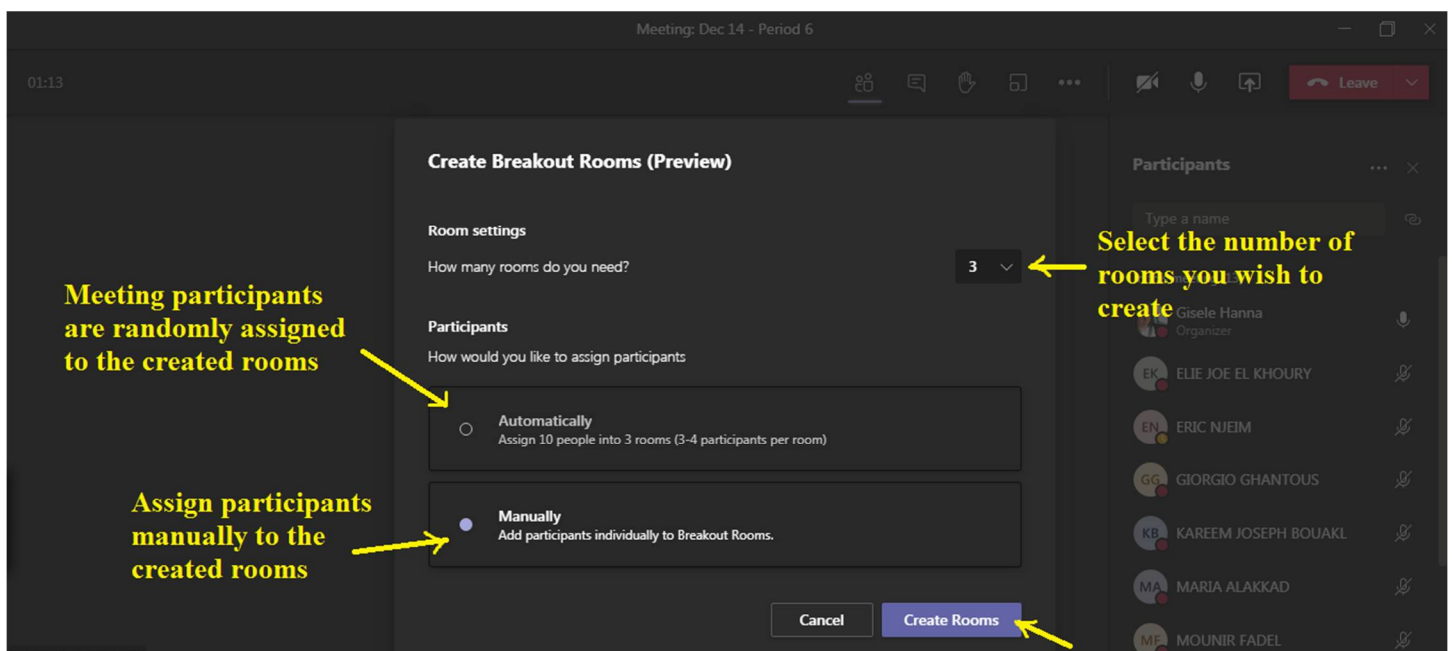


On the right Panel:

1. Select the number of rooms you wish to create
2. Select “Automatically” if you wish to randomly assign the meeting participants to the created rooms

Select “Manually” to manually assign the meeting participants in the created rooms

3. Click “Create Rooms”



When rooms are created:

1. Click “Assign Participants”
2. Select the participants you wish to group together
3. Click “Assign”
4. Select the room number you wish to assign them to
5. Repeat steps 2-4 until all participants are assigned to rooms

You may click “Add Room” to create additional rooms if needed.

The screenshot shows a Zoom meeting titled "Meeting: Dec 14 - Period 6". The main window displays six breakout rooms arranged in a 3x2 grid, each with a colored circle and initials: MF (orange), VN (pink), RF (light green), EK (light green), MA (purple), and YC (light blue). Below the rooms are four small circular buttons labeled FN, TK, KB, and RR. On the right side, the "Breakout rooms" panel is open. It features a section titled "Assign participants" with a list of participants and checkboxes. A yellow arrow labeled "1" points to the "Assign participants" icon. A yellow arrow labeled "2" points to the "Select all" checkbox. A yellow arrow labeled "3" points to the "Assign" button. A yellow arrow labeled "4" points to the "Room 3 (2)" option in the dropdown menu. Below the participant list, there are buttons for "Add room" and "Start rooms". A yellow arrow points from the text "You may always add additional rooms if needed" to the "Add room" button. At the bottom of the panel, there is a list of rooms: "Room 1 (3)" with participants ROY EL HAJJ, MARIA ALAKKAD, ...; "Room 2 (0)" which is empty; and "Room 3 (2)" with participants VALERIE NAUFAL, YEHYA CHARIF. Each room has a "CLOSED" button next to it.

Meeting: Dec 14 - Period 6

Breakout rooms

Assign participants
MOUNIR FADEL, ELIE JOE EL KHOURY, ...

☒ Select all

☐ MOUNIR FADEL Room 1 (3)

☒ ELIE JOE EL KHOURY Room 2 (0)

☐ REBAL ABU FADEL Room 3 (2)

☒ ERIC NJEIM

☒ GIORGIO GHANTOUS

☒ Rea Rizkallah

☒ KAREEM JOSEPH BOUAKL

☐ TAREK KHANAFAER

Manage rooms **Add room** Start rooms

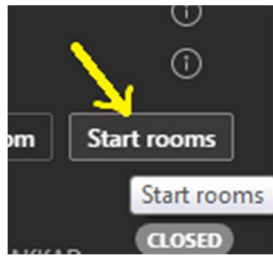
Room 1 (3)
ROY EL HAJJ, MARIA ALAKKAD, ... **CLOSED**

Room 2 (0)
This room is empty **CLOSED**

Room 3 (2)
VALERIE NAUFAL, YEHYA CHARIF **CLOSED**

You may always add additional rooms if needed

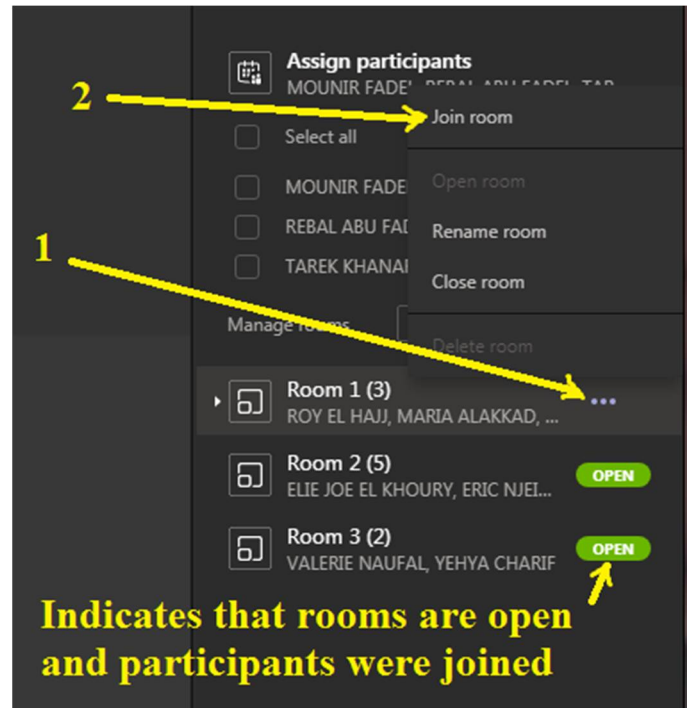
When all participants are assigned to their rooms, click “Start Rooms” and participants will be automatically taken to their breakout rooms to meet separately.



When breakout rooms are opened and started, a green indicator labelled “Open” will appear next to each room to indicate a meeting in progress.

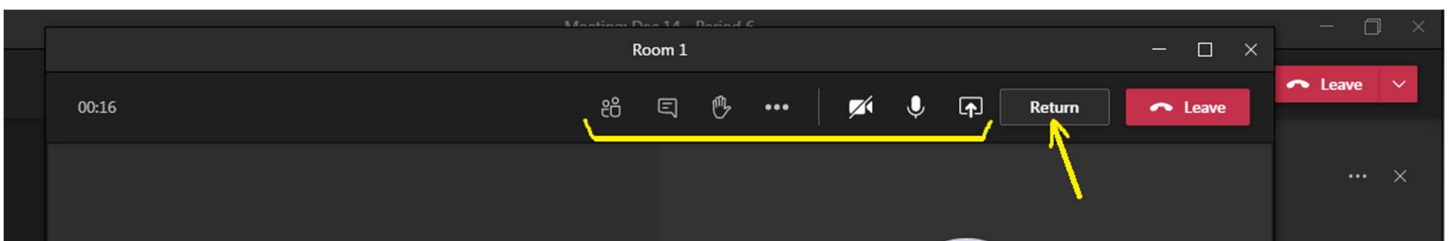
To join the rooms and the separate meetings in progress:

1. Place your cursor on the room and click the ellipsis “...” for more options
2. Click “Join room”



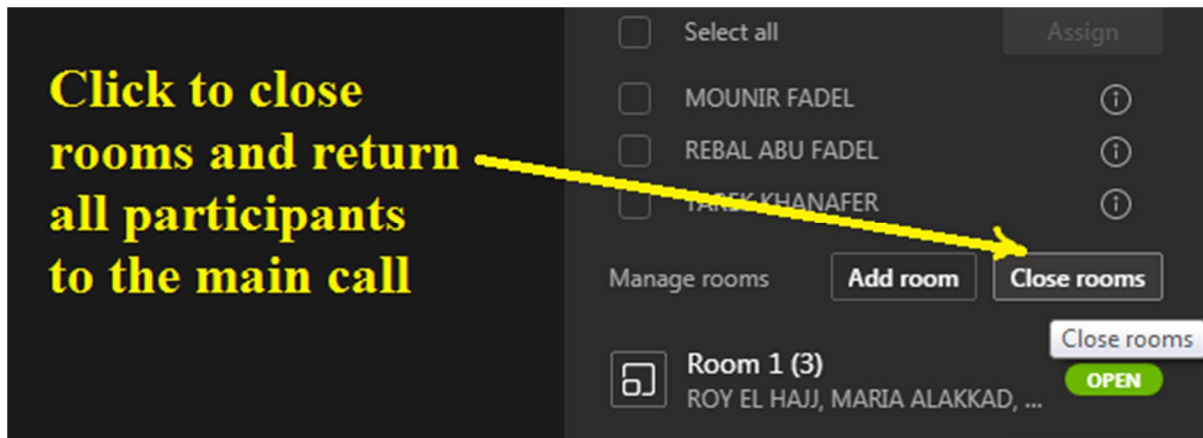
Inside each Breakout Room:


- you have the option to click “Return” to return to the main call and join another room
“Return” will put you On Hold in that specific room
- All meeting options are available including the room meeting chats



To close the Breakout Rooms, return to the main call and click “Close Rooms”.

This will automatically end separate meetings and return all participants to the main call.



At any time, you may click on the Breakout Room icon  and **recreate the same rooms** or add additional new rooms.

