

Zoom Breakout Room usage

- the person who creates the meeting (aka “host”) can set up the breakout room feature at the same time
 - other features available to the host: co-host(s) designation, enable waiting room, mute attendees upon entrance, etc
- attendees can be pre-assigned into a breakout room which will help keep meetings on track from a timing perspective
 - for participants who join the meeting without an RSVP, the host can add them to the breakout room real time
 - if a registered attendee joins the meeting late and the breakout is already in session, the host will be notified they joined and will then have to assign them to their breakout room.
 - it is recommended that attendees use their computer for both camera and audio functions, however if using phone for audio, the participant code should be entered for optimal meeting functionality
 - if someone is identified only with their cell number, the host can use the “rename” option in the participant section to add in their name
 - only the host can see the breakout rooms; co-hosts can’t
 - once the breakout room(s) have opened, the host can enable the feature to restrict attendees moving between breakout and general session
 - host or co-host has two options to mute attendees:
 - mute with ability for attendees to unmute themselves
 - mute with no ability for attendees to unmute themselves
 - in this scenario, attendees would use the “raise hand” feature in chat to speak and the host would then unmute them
 - host or co-host can do the above as well when they are in a breakout room without impacting other breakouts
 - host is able to send broadcast messages to all attendees while in breakout rooms with important messages such as how much time is left in the session
 - when the breakout session(s) have ended, the host has the ability to move everyone back to the general session via a “close all rooms” feature.
 - co-hosts are able to move back and forth between breakout rooms and the general session