


# Breakout Rooms


Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host or co-host can choose to split the participants of the meeting into these separate sessions automatically or manually. The host or co-host can switch between sessions at any time. By default, only the host or co-host can assign participants to breakout rooms. Users joined into the Zoom meeting can participate in breakout rooms but cannot manage them.

## How to create breakout rooms


If there is a need for a *newcomers* meeting.

- When the leader says, “it is time to start a newcomers Breakout room”.
- Click **Breakout Rooms** .
- Select **Manually**: Choose which participants you would like in the room.
- Click **Create Breakout Rooms**

Once a *newcomer room has been started*, or there is *no newcomers* room.

- When the leader says, “it is time to go to the Breakout rooms.”.
- Click **Breakout Rooms** .
- Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:  
**Automatically**: Let Zoom split your participants up evenly into each of the rooms.  
**Manually**: Choose which participants you would like in each room.
- Click **Create Breakout Rooms**

## Options for breakout rooms


- After creating the breakout rooms, click **Options** (on Windows) or the gear icon  (on macOS) to view additional breakout rooms options.
- **Notify me when the time is up:** If this option is checked, the host and co-hosts will be notified when the breakout room time is up.
- **Set Countdown timer:** If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.

## How to manage breakout rooms in progress

Once the breakout rooms have been started, the assigned participants will be asked to join the Breakout Session. The host, or co-host that launched the breakouts and the original host, will stay in the main meeting until joining a session manually. If a participant has not joined the session yet, it will be noted by (not joined) next to their name. You can click these options in the breakout rooms window:

- **Join:** Join the breakout room.
- **Leave:** Leave the room and return to the main meeting (only shows when in a breakout room).
- **Close All Rooms:** Stops all rooms after a 60 second countdown, which is shown to the host, co-hosts, and participants, and returns all participants back to the main meeting.

## How to share screen to breakout rooms

- Open the program that you wish to share
- Click **Share Screen**  in the meeting controls.
- Choose what you would like to share, including an entire screen, a specific open program, or others.
- Click **Share**.
- When finished sharing screen, click on “Stop Sharing”.