

Using Zoom Breakout Rooms

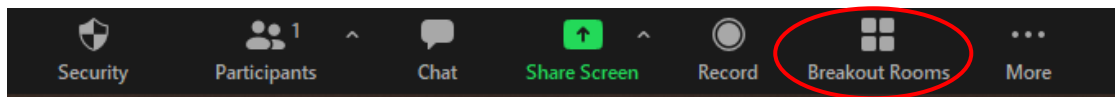
UM staff and students are required to sign in to Zoom with their UM IT Account BEFORE starting/joining Zoom lectures in the VLE or clicking Zoom meeting links.

Signing in to Zoom with your UM IT Account enables you to automatically bypass the waiting room of the lecture/meeting. You may not be allowed to join a Zoom lecture/meeting unless you are signed in to Zoom with your UM IT Account.

The guide also assumes that you are [using the latest version of the Zoom client](#).

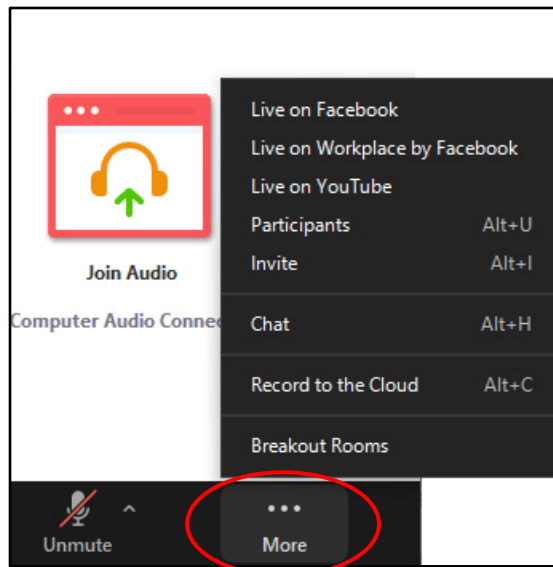
Zoom supports up to 50 breakout rooms and up to 200 participants per room. Breakout room participants have the full capabilities of audio, video and screen share in their rooms.

- To set up Zoom breakout rooms, click on **Breakout Rooms** on your Zoom navigation bar.

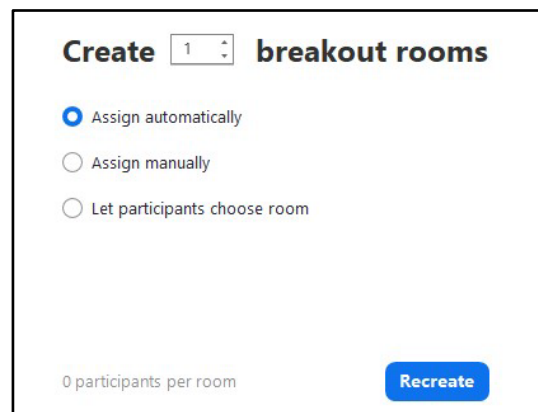


Note:

- If your Zoom screen is minimized, you will have to click on **More...** to access Breakout Rooms.



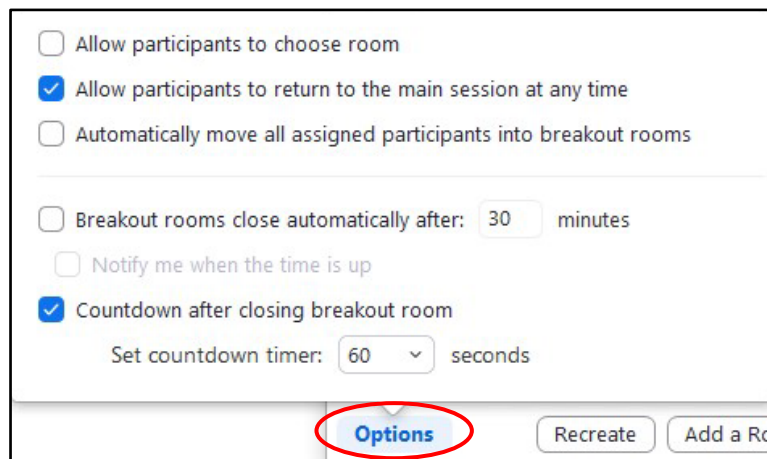
- Enter the number of rooms you would like to create and choose how you would like to assign participants to these rooms, that is, *automatically, manually or let participants choose room*.



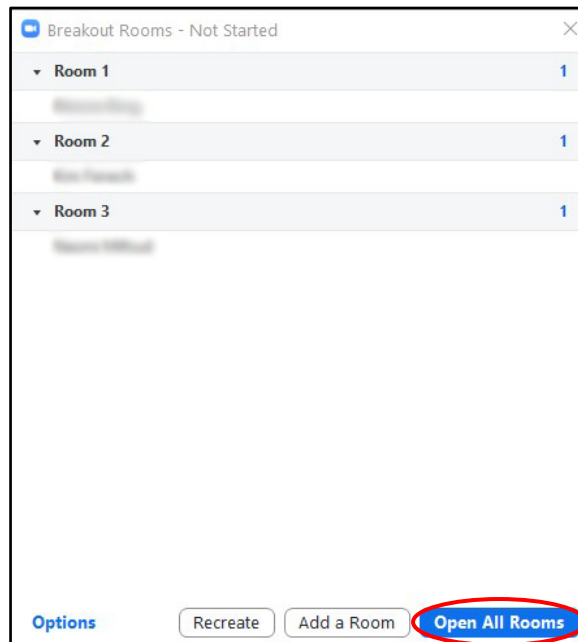
Note:

- You can [pre-assign users to breakout rooms before a meeting starts](#).
- If you choose **Assign automatically**, users will be assigned to the rooms at random.
- If you choose **Assign manually**, you will have to assign the users into the respective rooms as you require.
- If you choose **Let participants choose room**, participants will be able to move between breakout rooms.

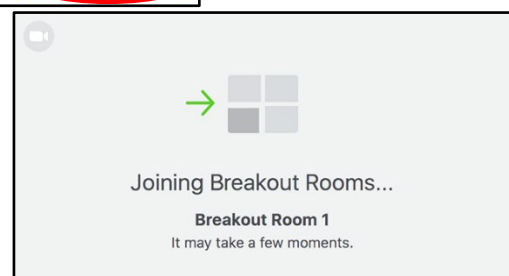
3. Before opening the rooms, click **Options** for the settings you would like to use for your rooms.



4. Once you are ready, click the **Open All Rooms** button to start the breakout session.

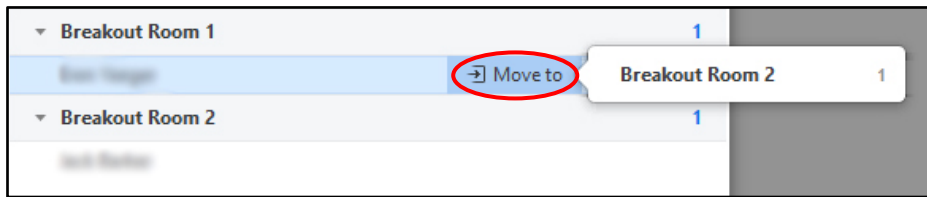


Subsequently, participants will receive a prompt to join the room they are assigned to.

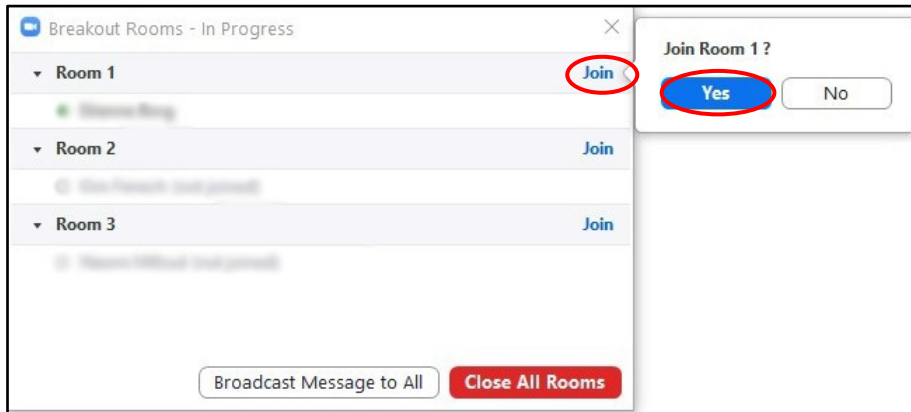


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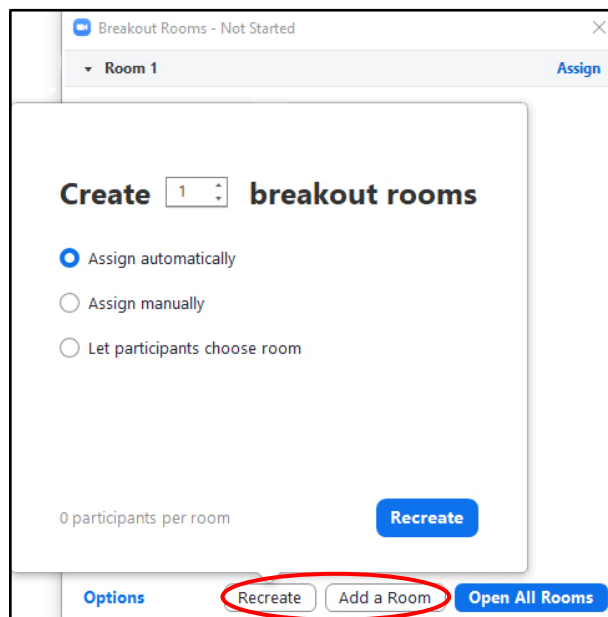
- You can move or swap participants between rooms.



- As a host you will remain in the main room. However, you can join a breakout room at any time.



- You can also choose to recreate all breakout rooms. However, doing so will replace all existing rooms. You may also add a new room.



- Once you close all rooms, participants will automatically return to the main room after 60 seconds.