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How To Create and Manage Breakout Rooms

Creating Breakout Rooms
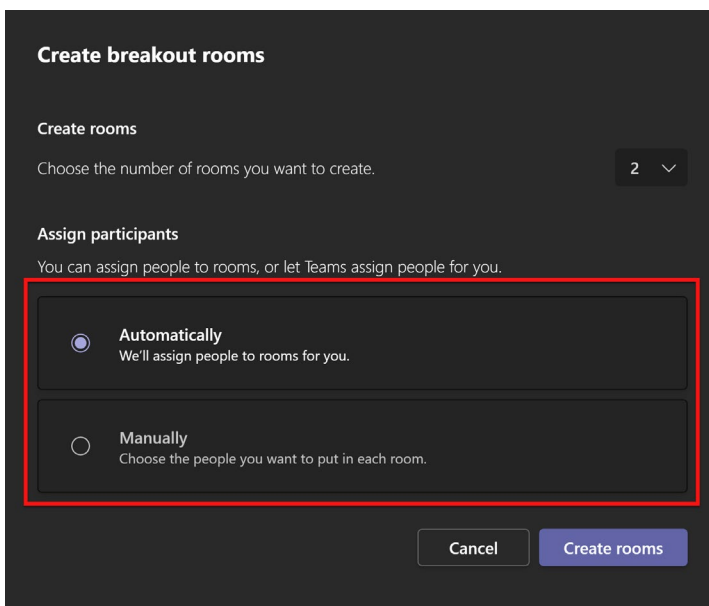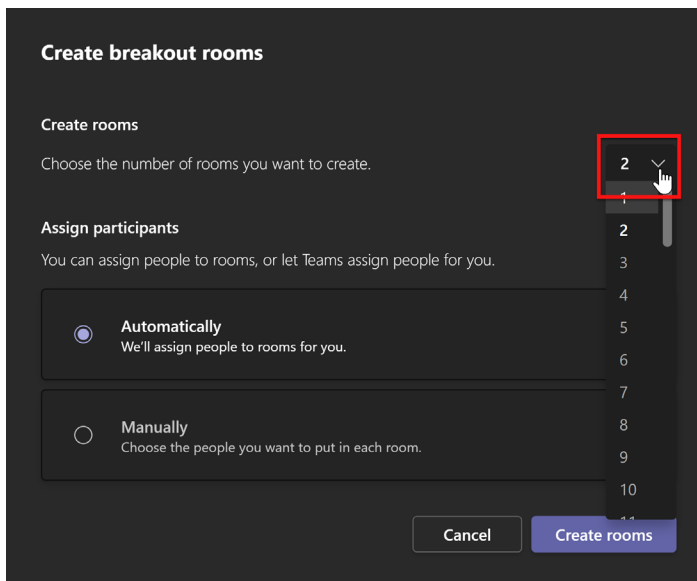
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How to Rename a Breakout Room

- Click the Breakout Rooms icon in the toolbar (if you don't already have it selected)

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Type the new name and click Rename

Rename "Room 1"   ✕

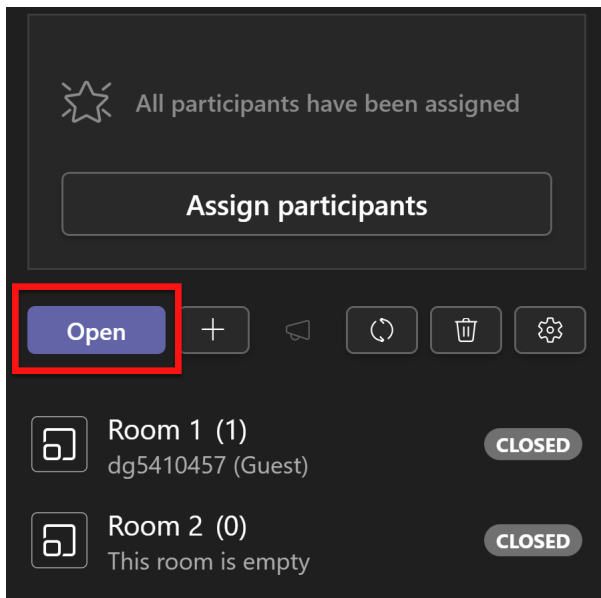Group 1| **❶**

Cancel   Rename room   **❷**
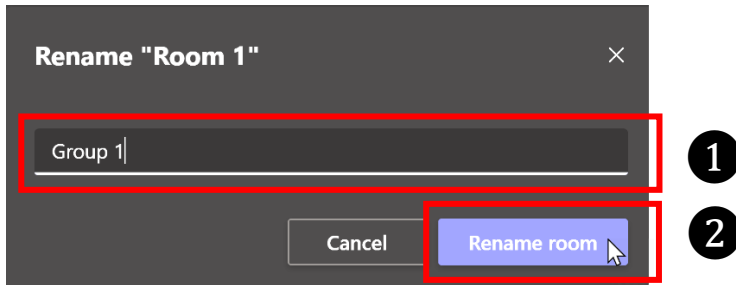
How to Start/Close Breakout Rooms

- Click the Breakout Rooms icon in the toolbar (if you don't already have it selected)

☆ All participants have been assigned

Assign participants

Open   +   ◁   ↻   🗑   ⚙

Room 1 (1)   CLOSED
dg5410457 (Guest)

Room 2 (0)   CLOSED
This room is empty

The start rooms button changes to Close Rooms.

- To Close All Rooms, Click the Close Rooms Button

Close   +   ◁   ↻   🗑   ⚙

Room 1 (1)   OPEN
dg5410457 (Guest)
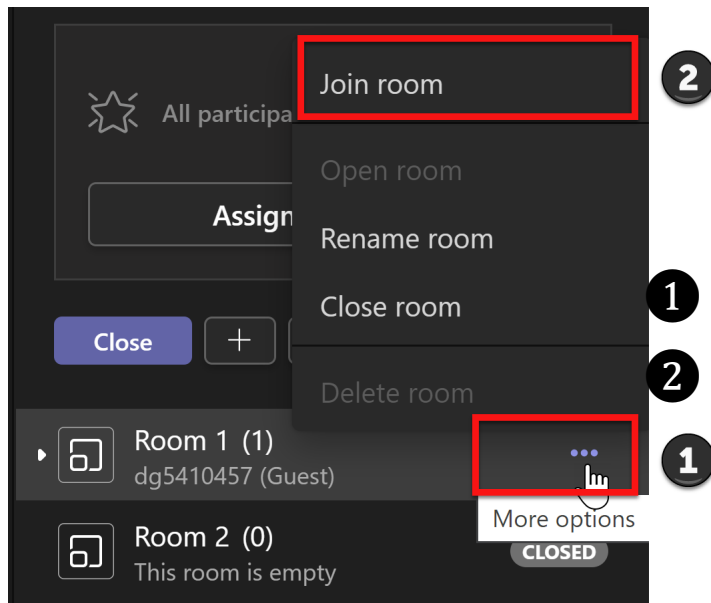
Room 2 (0)   CLOSED
This room is empty
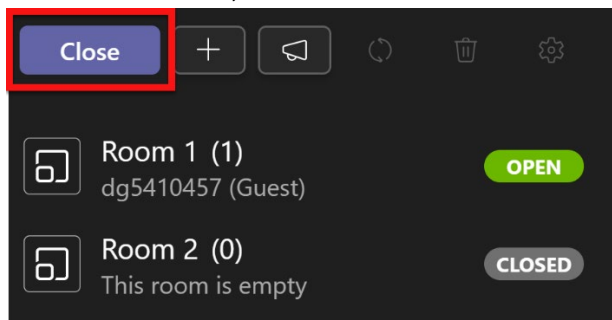
How to Join a Breakout Room

Once you've started a breakout session, you can join rooms and move from room to room

- Point to the Open button of the room you want to join. It will change to …

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. Click the … and select Join Room

*Nb – when you come back to the main room, you will need to click the Resume button.*


How to Move a Learner From One Room to Another Room

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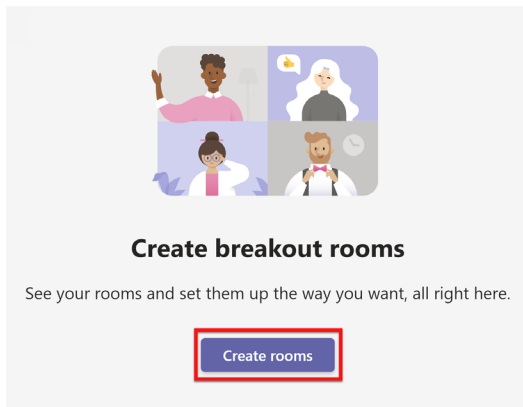Looking At Training Differently
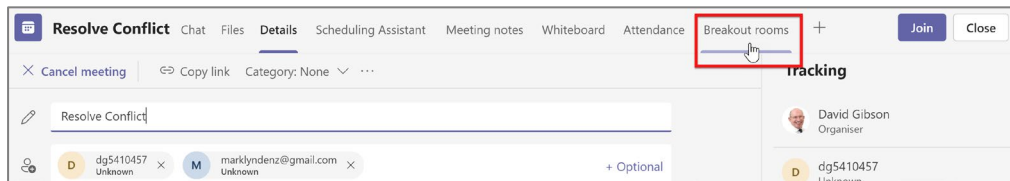www.eureka-tp.com
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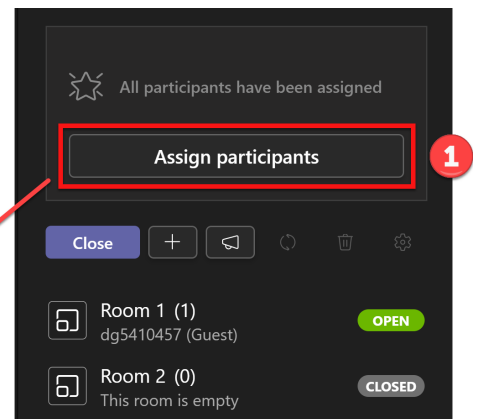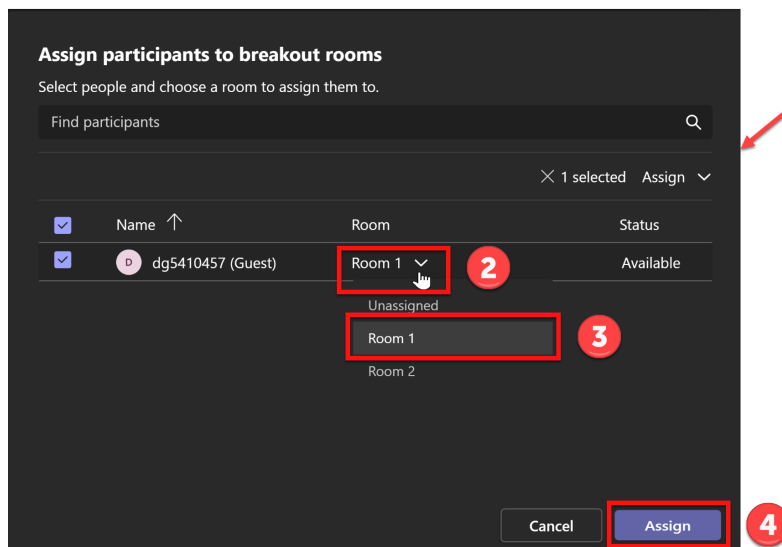
How To Pre-Assign Participants To Rooms BEFORE Your Meeting Starts

Create your meeting

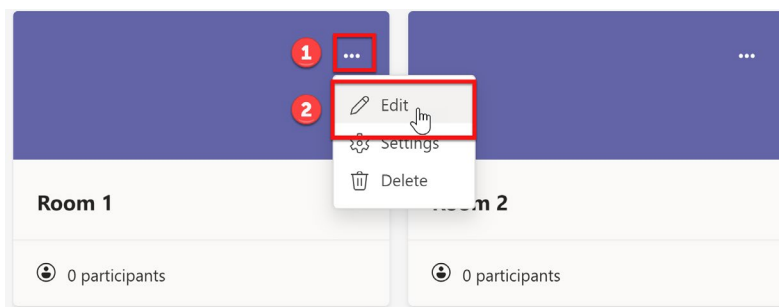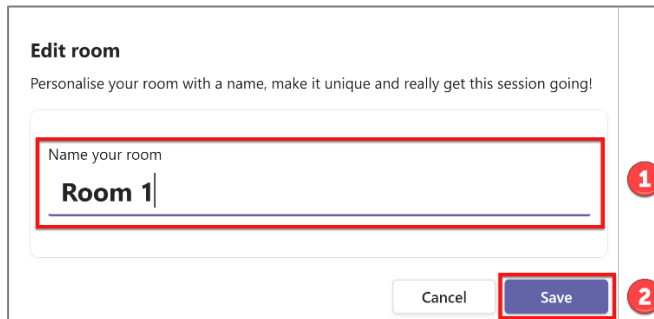- From within Teams, click the Calendar Icon on the left vertical toolbar

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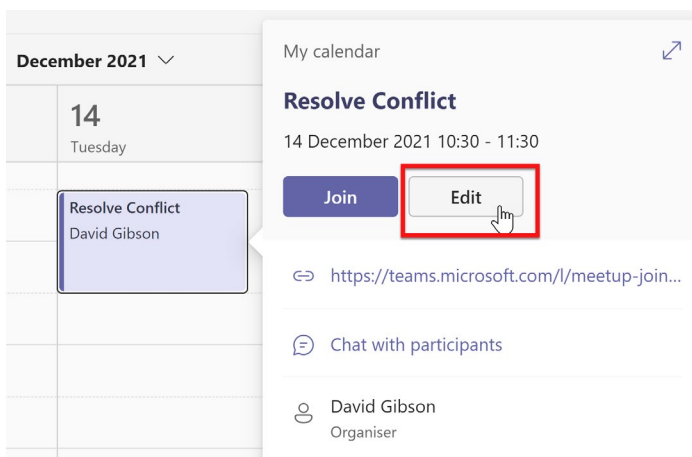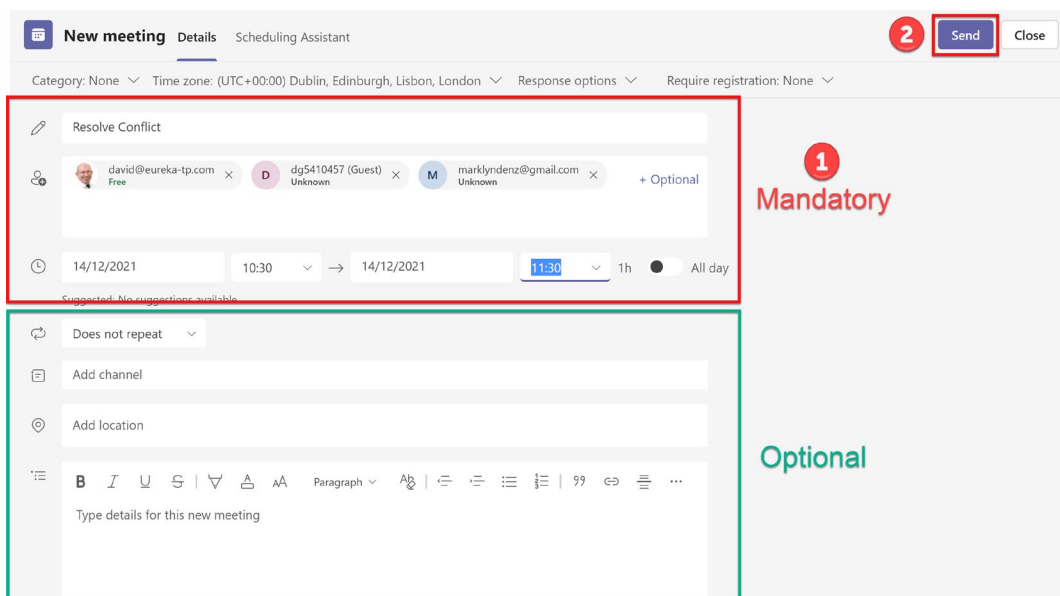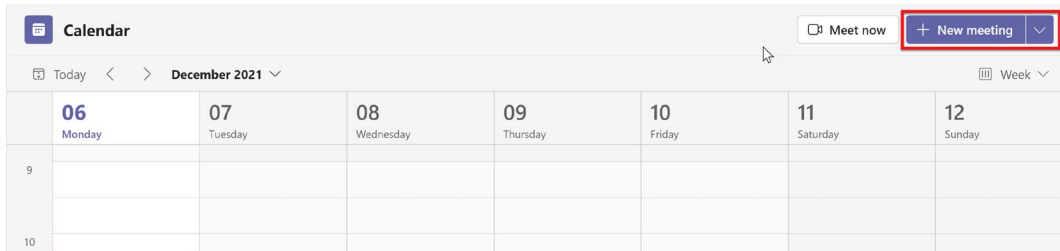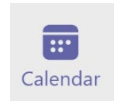
- Select the number of Breakout Rooms you want to create and click Add Rooms

How to Rename Breakout Rooms
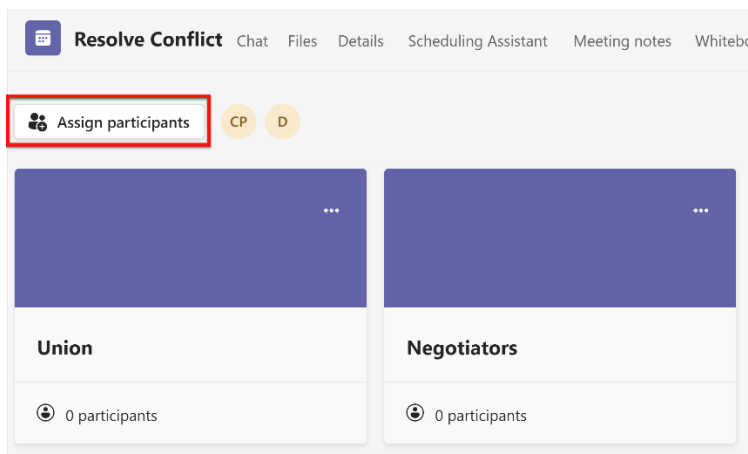
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How to Assign Participants to Breakout Rooms

Nb – You can only start to add participants once participants start to accept your meeting invitation (send earlier in this process).
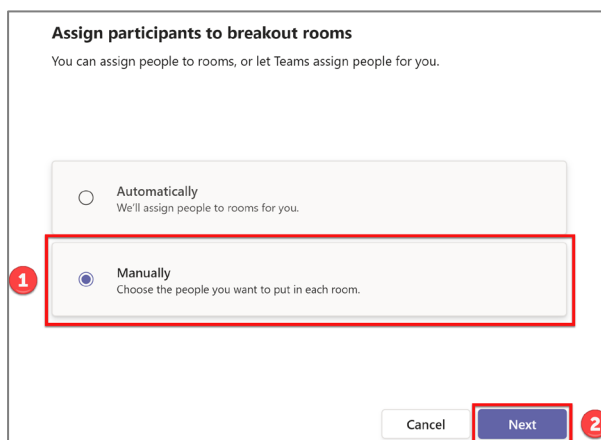
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- Click Close

Nb – your assignments are made and when you enter the meeting your breakout rooms and assignments will have been automatically set-up.