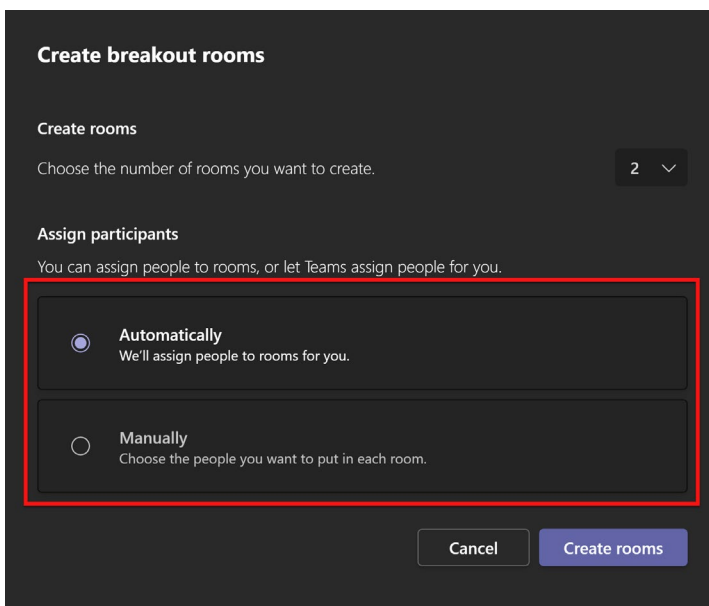
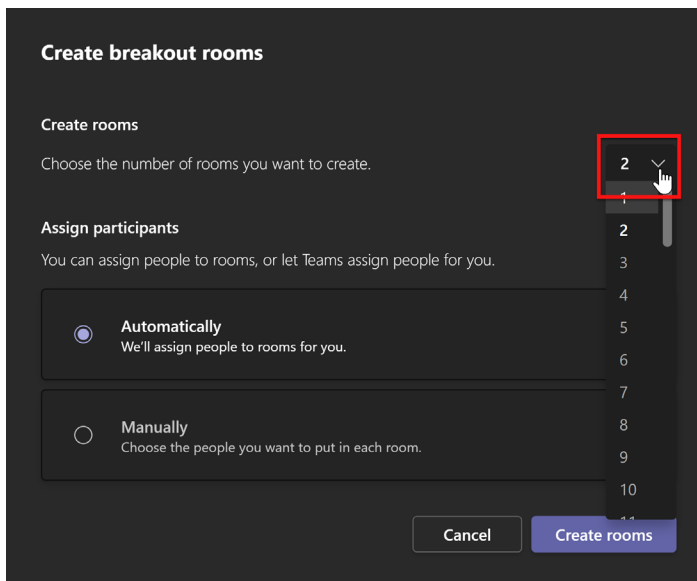


## How To Create and Manage Breakout Rooms

### Creating Breakout Rooms



**Create breakout rooms**

**Create rooms**

Choose the number of rooms you want to create. 2 ▾

**Assign participants**

You can assign people to rooms, or let Teams assign people for you.

☒ **Automatically**  
We'll assign people to rooms for you.

☐ **Manually**  
Choose the people you want to put in each room.

Cancel Create rooms

### How to Rename a Breakout Room

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



**Breakout rooms** ✕

Join room

Open room

**Rename room**

Close room

Delete room

Open +

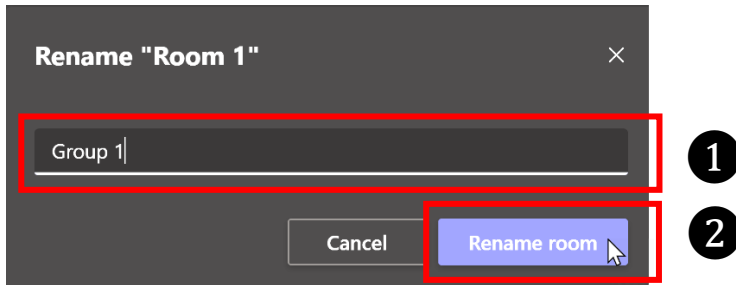
**Room 1 (0)**  
This room is empty

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

1

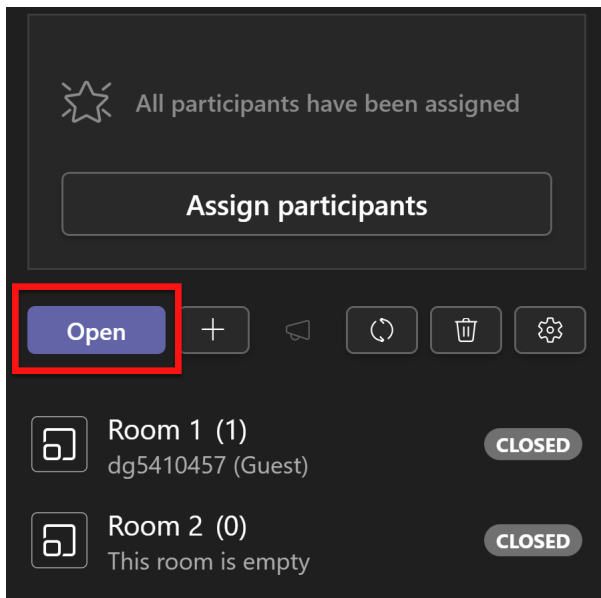
2

Type the new name and click Rename



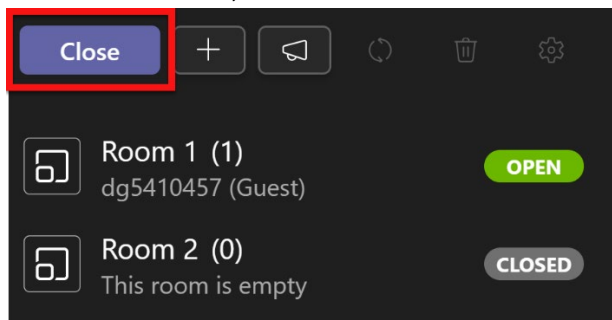
### How to Start/Close Breakout Rooms

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



The start rooms button changes to Close Rooms.

- To Close All Rooms, Click the Close Rooms Button

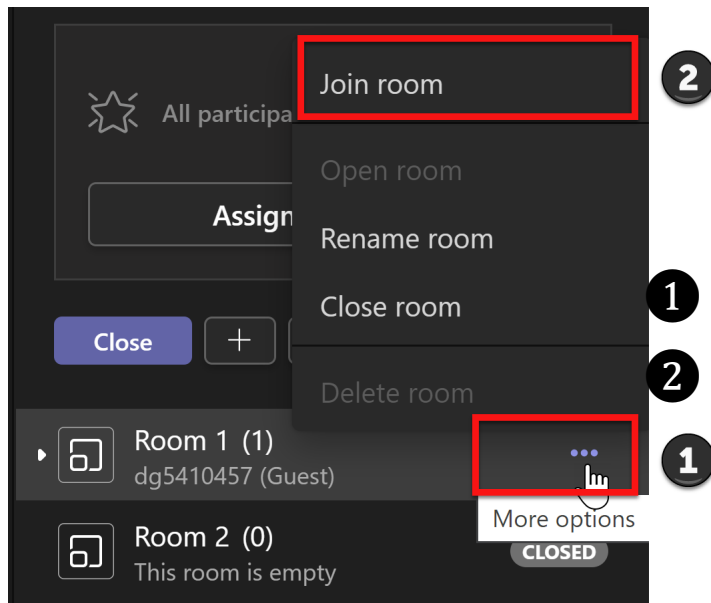


### How to Join a Breakout Room

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 ...

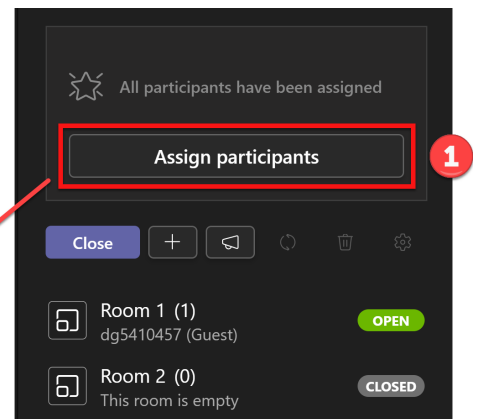
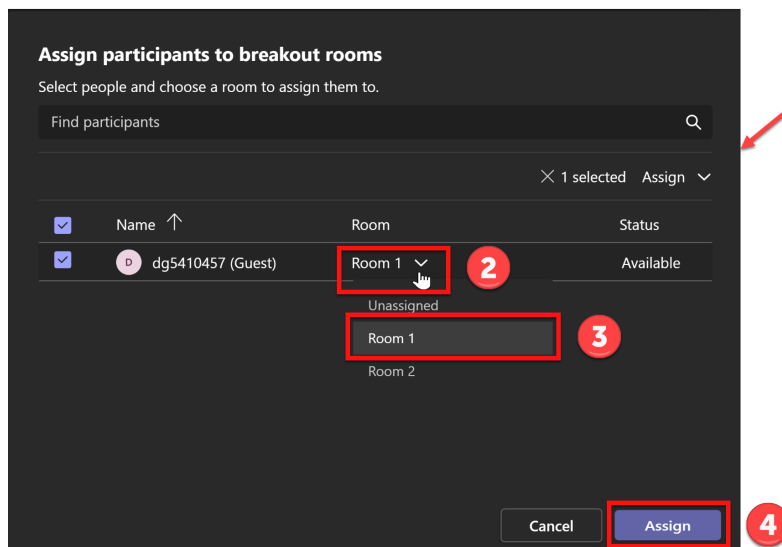
- Click the ... and select Join Room



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



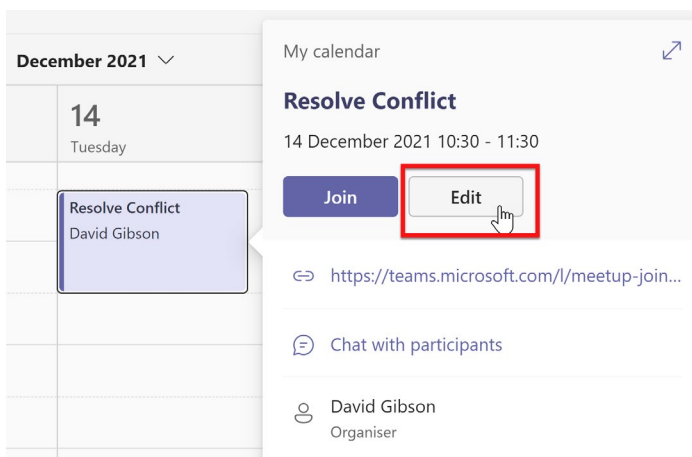
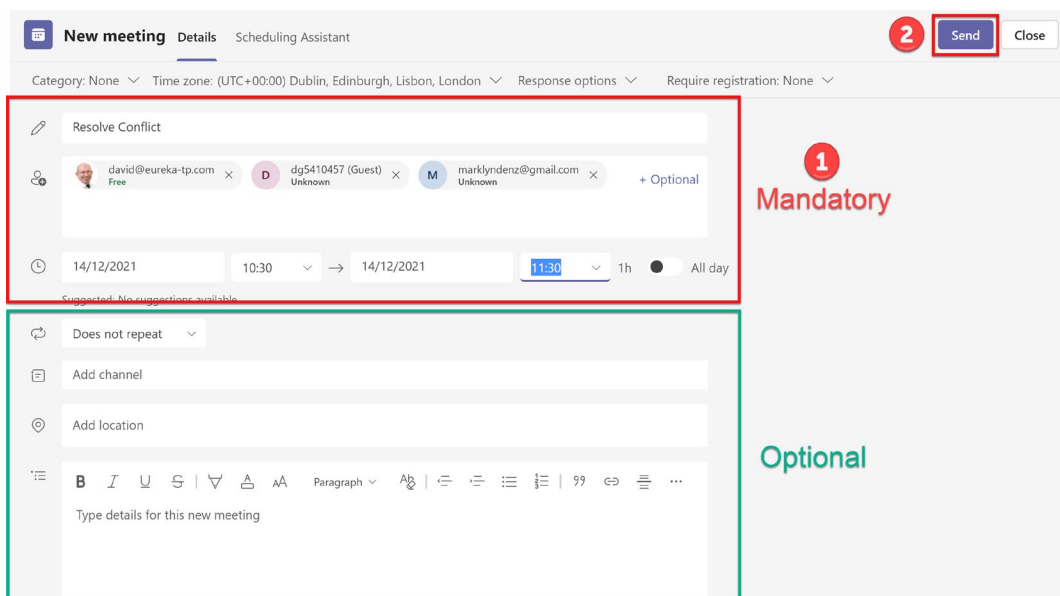
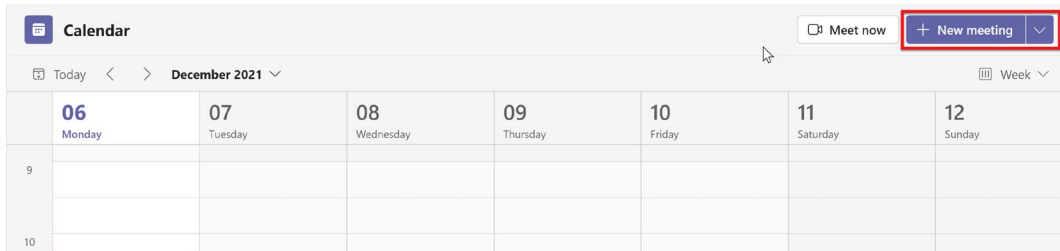
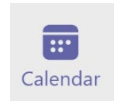
### How to Move a Learner From One Room to Another Room

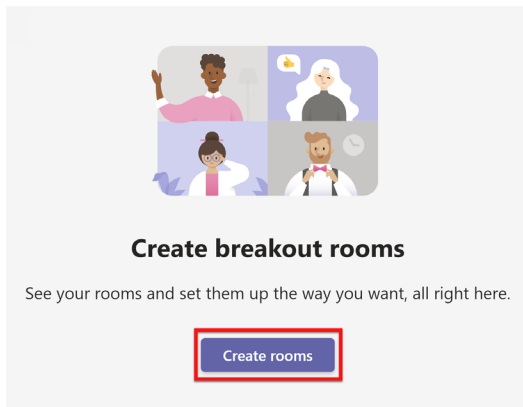
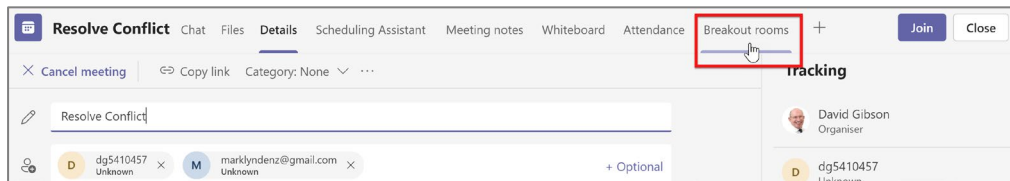


## How To Pre-Assign Participants To Rooms BEFORE Your Meeting Starts

### Create your meeting

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

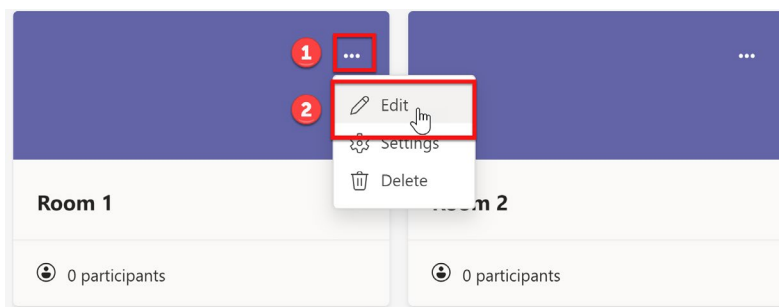


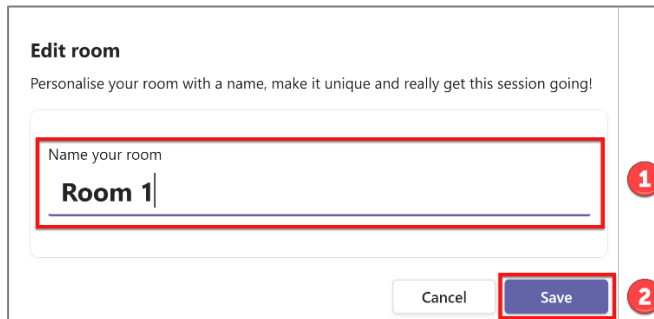


- Select the number of Breakout Rooms you want to create and click Add Rooms



### How to Rename Breakout Rooms





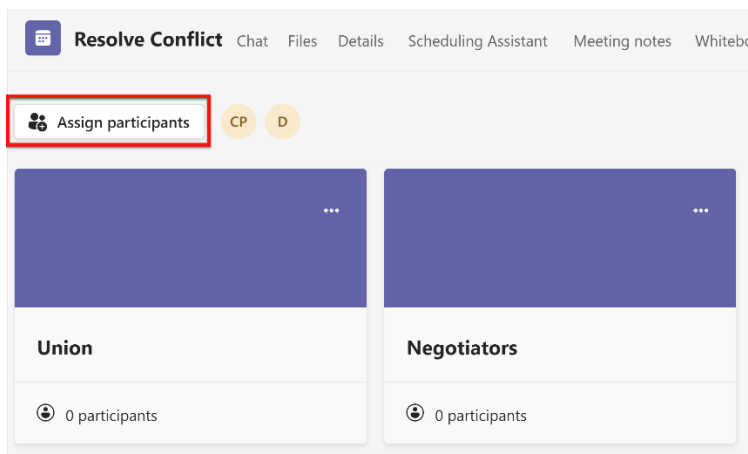
**Edit room**  
Personalise your room with a name, make it unique and really get this session going!

Name your room  
**Room 1**

Cancel Save

### 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).*

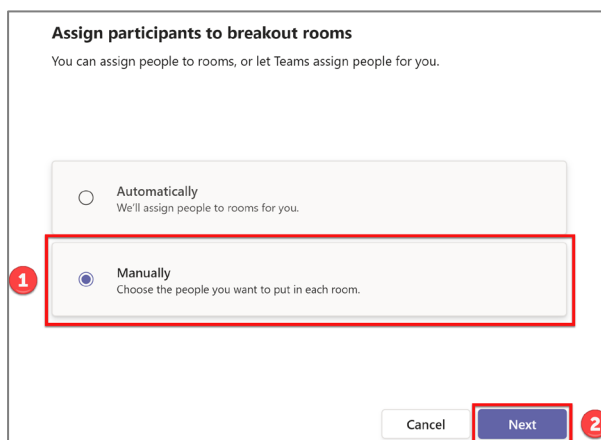


**Resolve Conflict** Chat Files Details Scheduling Assistant Meeting notes Whiteboard

**Assign participants** CP D

**Union**  
0 participants

**Negotiators**  
0 participants



**Assign participants to breakout rooms**  
You can assign people to rooms, or let Teams assign people for you.

☐ Automatically  
We'll assign people to rooms for you.

**1** ☒ **Manually**  
Choose the people you want to put in each room.



Cancel **2** Next

**Assign participants to breakout rooms**

Select people and choose a room to assign them to.

Find participants

× 1 selected Assign ▾

<input type="checkbox"/>	Name ↑	Room
<input checked="" type="checkbox"/>	 Christophe Peger	Unassigned ▾
<input type="checkbox"/>	 dg5410457	

Unassigned

Union

Negotiators

Cancel Assign

**1** **2** **3**

- Click Close

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