
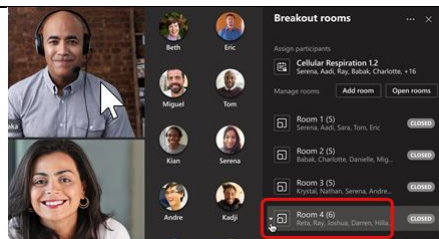
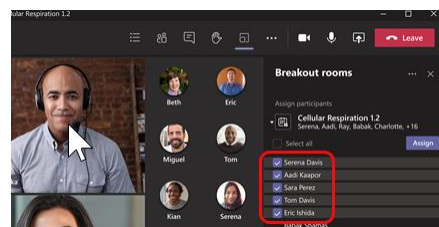
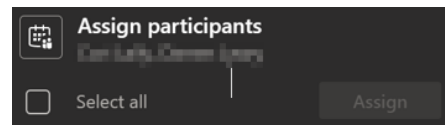
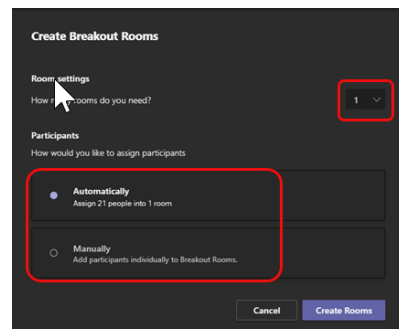


# Teams-Breakout Rooms

It is important to note that at this point, the only one who can control the breakout rooms in the meeting, is the one who created the meeting. Instructions are from: [Microsoft – Use breakout rooms in Teams meetings](#)

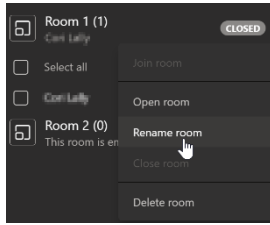
Setting Up Breakout Rooms	
1	Start your meeting in Teams.
2	In the meeting controls, select Breakout rooms: 
3	Select the number of rooms that you would like to have (50 max). You also choose if you would like Teams to assign people to rooms <b>Manually</b> or <b>Automatically</b> (read on for instructions for this)
4	Select <b>Create Rooms</b>
Assigning People to Rooms-Manually or Automatic	
If you assign people <b>Automatically</b> , Team will assign them rooms as soon as you open the rooms. These instructions are for if you assign them <b>Manually</b> .	
1	Select <b>Assign Participants</b>
2	Choose the people who will share a breakout room by selecting the check boxes next to their names.
3	Select Assign and then select a room for those people.
4	Repeat steps 2 and 3 until all you assign everyone to a room.



## Quick Tips:

### To rename a room:

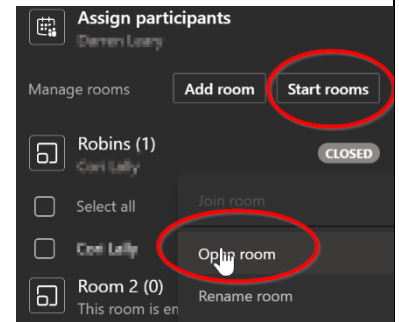
1. Select **More options (...)** and then **Rename room**.
2. Enter the new name and select **Rename room**.



### To start using rooms:

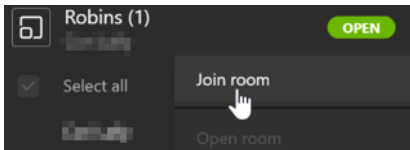
By default, participants are moved to the rooms as soon as you click **Start Rooms**.

You can open just one room by click on **More options (...)** and then **Open Room**.



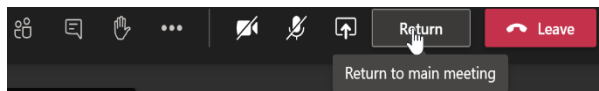
### Join a Breakout Room:

Select **More options (...)** next to the room and click **Join room**.



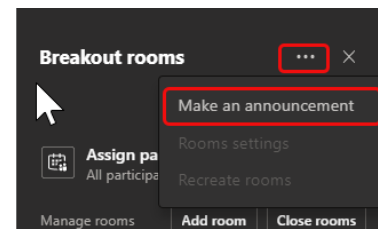
### To leave a room:

Select **Return** at the top



### Send an announcement to the rooms:

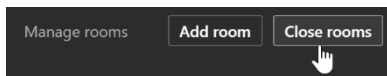
Select **More options (...)** at the top of the Breakout rooms and then select **Make an announcement**.



Enter your announcement and press **Send**.

### Close breakout rooms:

This return people to the main meeting.  
To Close all, select **Close Rooms**.

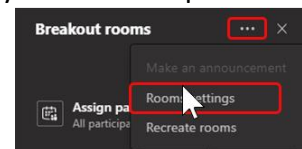


To close individual rooms-select **More Options (...)** next to the room and choose **Close Room**.

When everyone is back select **Resume** to start the meeting again (you may not need to do this).

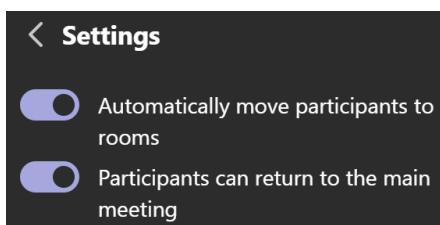
### Turn off "Automatic entry" to breakout rooms:

If you do not want Teams to put everyone into the rooms as soon as you select **Start rooms**:  
Select **More Options (...)** beside Breakout Rooms and choose **Room Settings**. Now move the switch to not "Automatically move Participants to rooms".



### To allow people to return to the main meeting whenever they like:

Select **More Options (...)** beside Breakout Rooms and choose **Room Settings**. Now move the switch to allow "Participants can return to the main meeting".



### To move a participant to another room:

1. Expand the list of participants under a breakout room
2. Point to someone's name and the select the check box beside it
3. Select **More Options (...)** and then the room you would like to move them to.

