

Enable Breakout Rooms as an End-User

To enable the Breakout Room feature for your own use:

1. Sign in to the Zoom web portal.
2. Click **Account Management** > **Account Settings** (if you are an account administrator) or **Settings** (if you are an account member).
3. Navigate to the **Breakout Room** option on the **Meeting** tab and verify that the setting is enabled.

If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

Breakout room 
Allow host to split meeting participants into separate, smaller rooms

Allow host to assign participants to breakout rooms when scheduling

Note: If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.

4. (Optional) Click the checkbox to allow meeting hosts to [pre-assign participants to breakout rooms](#).

Managing Breakout Rooms

Overview

Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time.

- Up to 50 breakout rooms can be created
- Max 200 total participants across all breakout rooms (requires Large Meeting 200 add-on)
- Breakout room participants have full audio, video and screen share capabilities
- You can also share [Participating in Breakout Rooms](#) with your meeting participants for some information on using breakout rooms as a participant.

This article covers:

- Creating Breakout Rooms
- Assigning Participants to Rooms
- Preparing Breakout Rooms
- Managing Breakout Rooms - In Progress
- Ask for Help
- Broadcasting a Message to Breakout Rooms

Creating Breakout Rooms

Note: You can also [pre-assign participants to breakout rooms](#) when you schedule the meeting instead of managing them during the meeting.

1. Start an instant or scheduled meeting.
2. Click **Breakout Rooms**.



3. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
4. **Automatically:** Let Zoom split your participants up evenly into each of the rooms.
5. **Manually:** Choose which participants you would like in each room.
6. Click **Create Breakout Rooms**.

Assign 1 participants into Rooms:

Automatically Manually

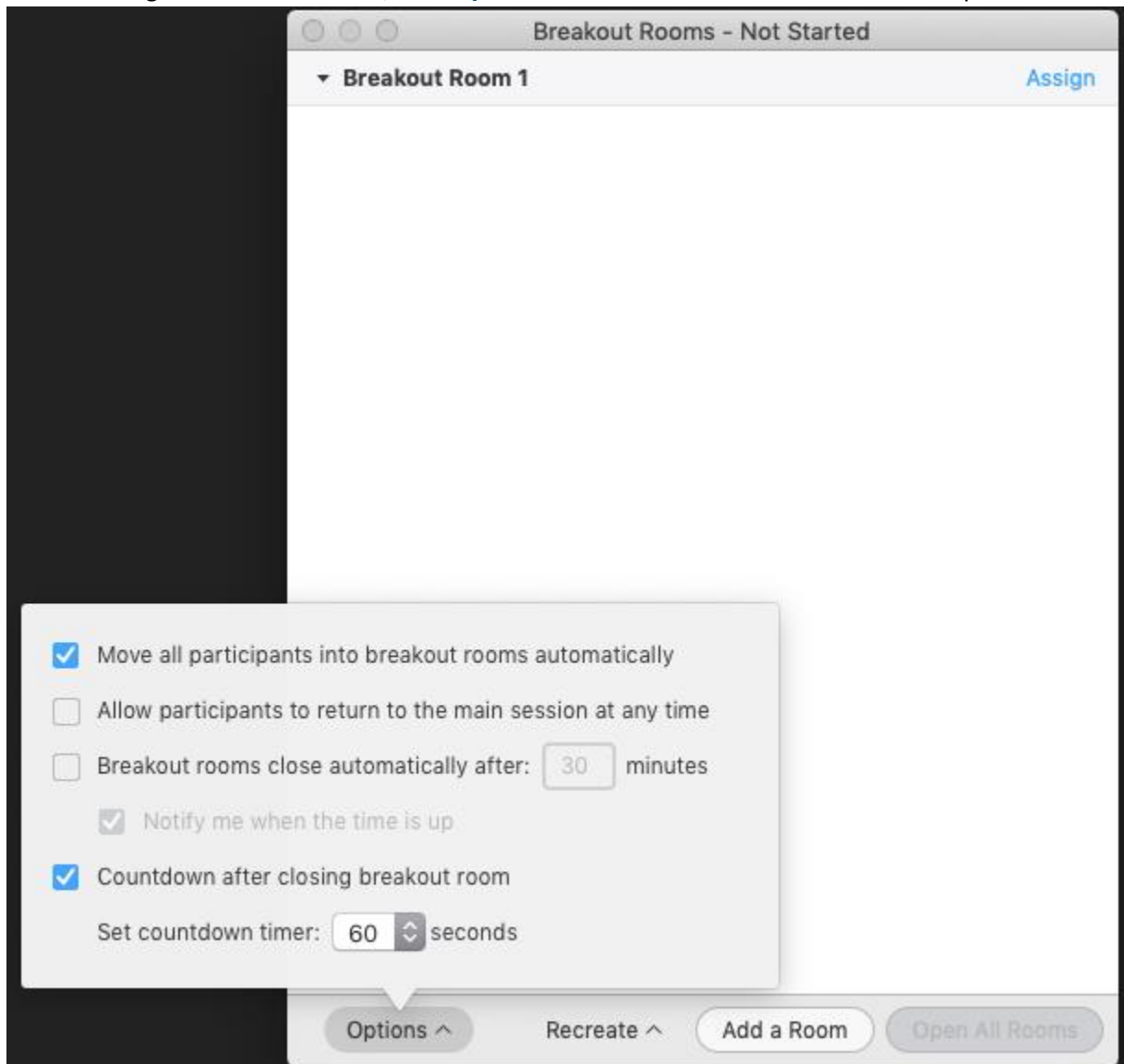
1 participants per room

Create Rooms

7. Your rooms will be created, but will not start automatically. You can manage the rooms prior to starting them by following the instructions below.

Options for Breakout Rooms

1. After creating the breakout rooms, click **Options** to view additional Breakout Rooms options.

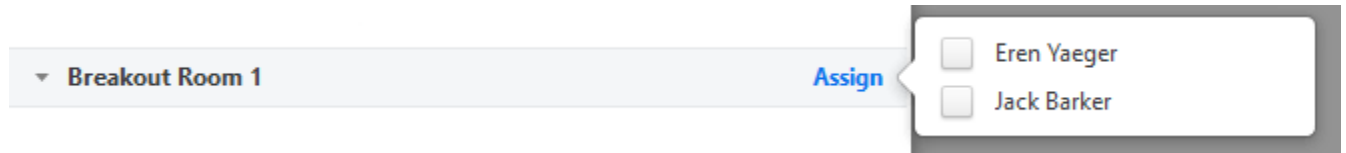


2. Check any options that you would like to use for your breakout rooms.
3. **Move all participants into breakout rooms automatically:** Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click **Join** to be added to the breakout room.
4. **Allow participants to return to the main session at any time:** If this option is checked, the participants can move back to the main session from their meeting controls. If this is disabled, they need to wait for the host to end the breakout rooms.
5. **Breakout rooms close automatically after x minutes:** If this option is checked, the breakout rooms will automatically end after the configured time.
6. **Notify me when the time is up:** If this option is checked, the host will be notified when the breakout room time is up.

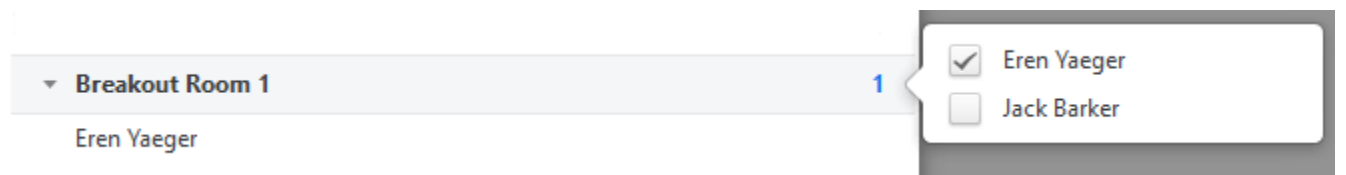
7. **Countdown after closing breakout rooms:** If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.
8. Follow the steps below to assign participants to rooms or click **Open All Rooms** to start the breakout rooms.

Assigning participants to rooms

To assign participants to your rooms, select **Assign** next to the room you wish to assign participants to and select participants you want to assign to that room. Repeat this for each room.



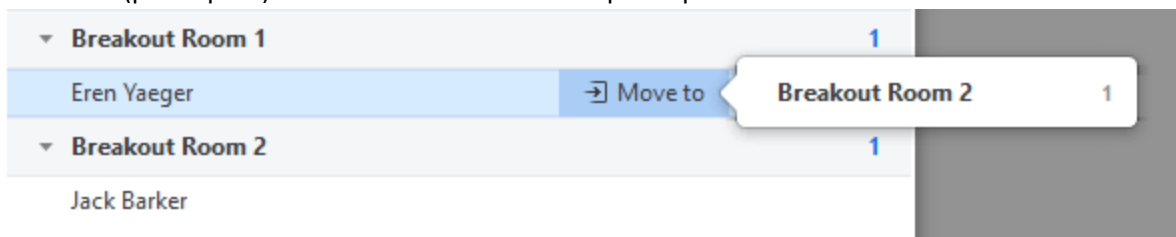
Once a participant has been assigned (manually or automatically), the number of participants will show in place of the **Assign** button.



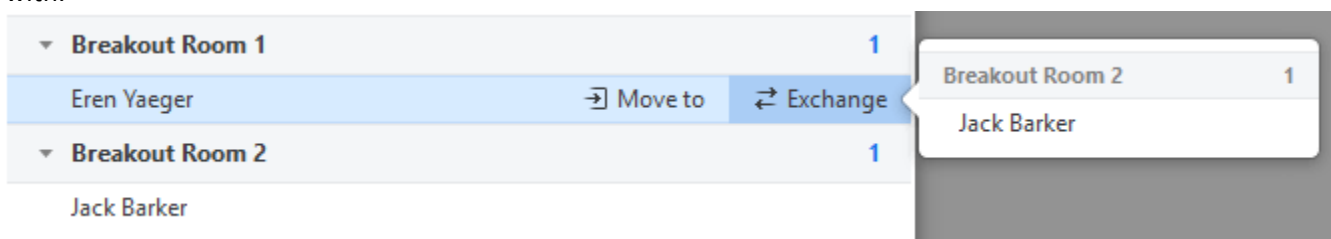
Preparing Breakout Rooms

After manually or automatically assigning participants to rooms, you can rearrange the participants. Participants who are not assigned to breakout sessions will remain in the main meeting when the rooms are started.

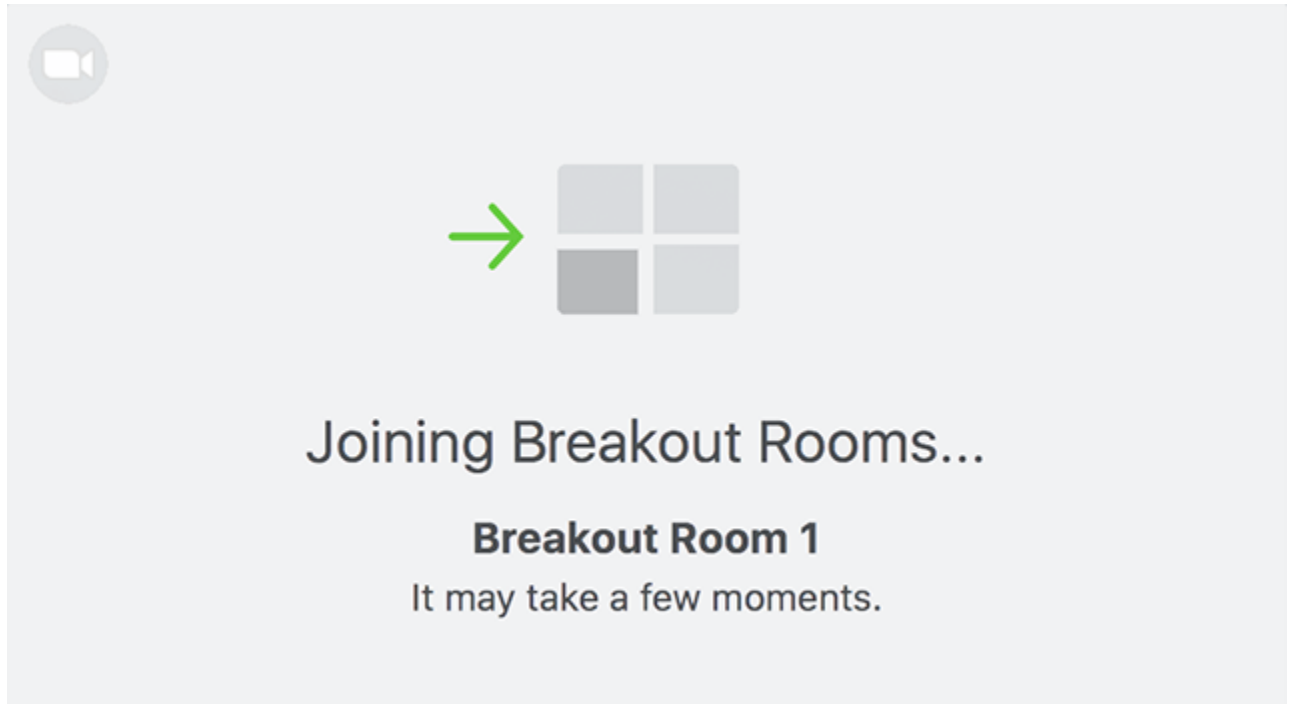
- **Move to** (participant): Select a room to move the participant to.



- **Exchange** (participant): Select a participant in another room to swap the selected participant with.



- **Delete Room:** Delete the selected room.
- **Recreate:** Deletes existing breakout rooms and creates new ones.
- **Add a Room:** Add another breakout room.
- **Open All Rooms:** Start the rooms. All participants will be moved to their respective rooms after confirming the prompt to join the breakout room. The host will be left in the main meeting until manually joining one of the rooms. The participants (and the host when manually joining a room) will see the following message shown when joining the breakout room.



Managing Breakout Rooms in progress

Once the Breakout Rooms have been started, the participants will be asked to join the Breakout Session. The 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.

▼ Breakout Room 1 [Join](#)

- Eren Yaeger

▼ Breakout Room 2 [Join](#)

- Jack Barker

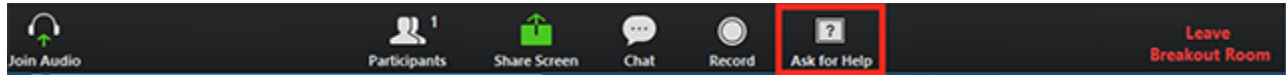
Broadcast a message to all ^

[Close All Rooms](#)

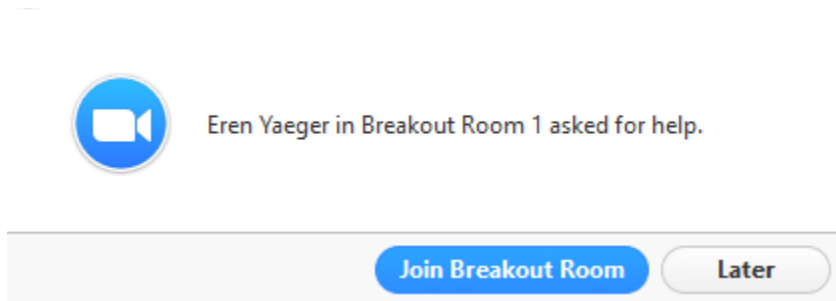
- **Join:** Join the breakout room.
- **Leave:** Leave the room and return to the main meeting (only shows when in a breakout room).
- **Close All Rooms:** Stops all rooms after a 60 second countdown, shown to the host and participants, and returns all participants back to the main meeting.

Ask for help

Participants in breakout rooms can request that the meeting host join their meeting by clicking [Ask for Help](#).



The host will be prompted to join the room where the request originated from. Click [Join Breakout Room](#) to join the room.



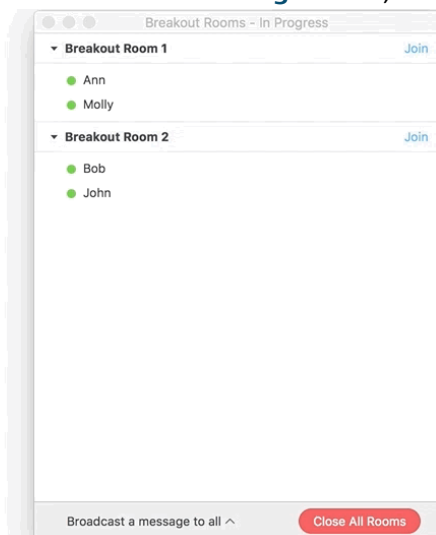
Broadcasting a message to all Breakout Rooms

The host can broadcast a message to all breakout rooms to share information with all participants.

- Click [Breakout Rooms](#) in the meeting controls.



- Click [Broadcast a message to all](#), enter your message and click [Broadcast](#).



- The message will now appear for all participants in Breakout Rooms.

From Molly Parker to everyone: We will be returning to the main room in 5 minutes.

Pre-assigning participants to breakout rooms

Overview

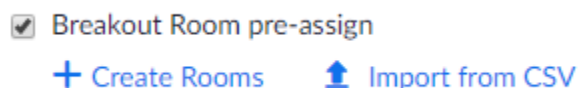
As a meeting host, you can split your meeting participants into breakout rooms when scheduling the meeting. This can be useful if you already know how you want to split up your participants.

Limitations

- You can only pre-assign participants that have a Zoom account (internal or external Zoom users).
- When pre-assign participants directly in the web portal, you can only pre-assign internal Zoom users that are in the same account.
- To pre-assign participants that are external Zoom users, [import a CSV file](#).
- If you have [registration](#) enabled and external participants register for the meeting, you need to [assign them to breakout rooms during the meeting](#).

Pre-assigning participants to breakout rooms using the web portal

1. Sign in to the Zoom web portal.
2. Click [Meetings](#) and [schedule a meeting](#).
Note: Make sure to enable [join before host](#).
3. In the **Meeting Options** section, select **Breakout Room pre-assign** and click **Create Rooms**.



- Click the plus icon beside **Rooms** to add breakout rooms.

Breakout Room Assignment 2 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

The screenshot shows a 'Breakout Room Assignment' window. On the left, under 'Rooms', there is a plus sign and two items: 'Group A' with '0' participants and 'Group B' with '0' participants. 'Group A' is highlighted in blue. On the right, under 'Group A', there is a text input field with the placeholder 'Add participants'. Below the input field, it says 'No participants yet'.

Export as CSV

Cancel

Save

- Hover over the default breakout room name and click the pencil icon to rename it.

Breakout Room 1

- In the **Add participants** text box, search for participants' name or email address to add them to the breakout room.

Note: You can add internal Zoom users that are in the same account. To pre-assign participants that are external Zoom users, [import a CSV file](#).

Breakout Room Assignment 2 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

The screenshot shows the 'Breakout Room Assignment' window. The 'Rooms' panel on the left is the same as in the previous screenshot. In the 'Group A' panel, the 'Add participants' text box now contains the search term 'carlyj'. A dropdown menu is open below the text box, showing a search result: 'Carly Shannon'. Below the dropdown, it says 'No participants yet'.

Import from CSV

Cancel

Save

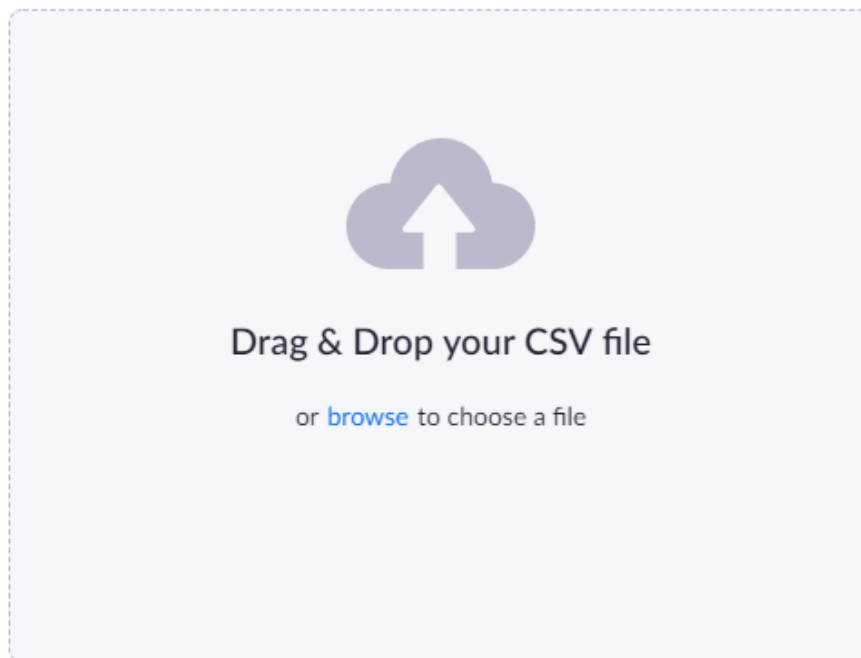
- (Optional) Use these options to edit your breakout rooms and participants:
- Click and drag a participant's email address to change the order.
- Hover over a participant's name to see options to move them to another room or remove them from the current room.
- To delete a breakout room, hover the room name in the left panel and click the trash bin icon.
- Click **Save**.

Pre-assigning participants to breakout rooms using a CSV file

1. Sign in to the Zoom web portal.
2. Click **Meetings** and [schedule a meeting](#).
3. In the **Meeting Options** section, select **Breakout Room pre-assign** and click **Import from CSV**.
4. Click **download** to [download a sample CSV file](#) you can fill out.

Import Rooms and Participants from CSV file

CSV format requirements: Breakout room name, email. Click to [download](#) the template.



Tips: You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Cancel

5. Open the CSV file with spreadsheet software like Microsoft Excel.
Note: You can specify internal or external Zoom users.
6. Fill in the **Pre-assign Room Name** column with the breakout room name, and the **Email Address** column with the assigned participant's email address.
7. Save the file.
8. Drag and drop the file in the web portal.
Zoom will verify that the email address has a Zoom account.

Editing breakout rooms assignment

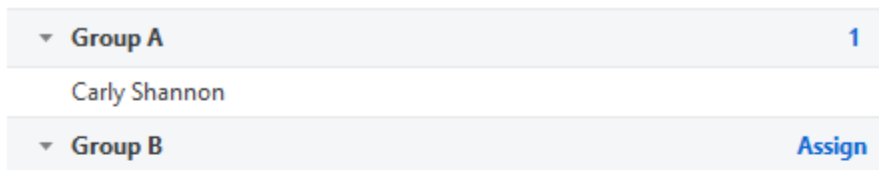
If you have already pre-assigned participants to breakout rooms, you can edit the assignments before you start the meeting.

Note: You can also [manage breakout rooms](#) during the meeting.

1. Sign in to the Zoom web portal.
2. Click **Meetings** and click the meeting you want to edit.
3. In the **Breakout Room** section, click **View detail**.
4. Edit the breakout rooms as needed. See the [previous section](#) for more details.
5. Click **Save**.

Starting a meeting with pre-assigned breakout rooms

1. Start the meeting with participants pre-assigned to breakout rooms.
2. Click **Breakout Rooms** in the meeting controls to access the breakout rooms you created.



3. If a participant joins before you (the host), they will be automatically assigned to the breakout room you specified when scheduling the meeting.
4. If a participant joins after you (the host), they will not be automatically assigned to the breakout room you specified when scheduling the meeting. [Revert to pre-assigned breakout rooms](#) to assign participants to their pre-assigned breakout rooms.
5. Click **Open All Rooms** to start the breakout rooms.

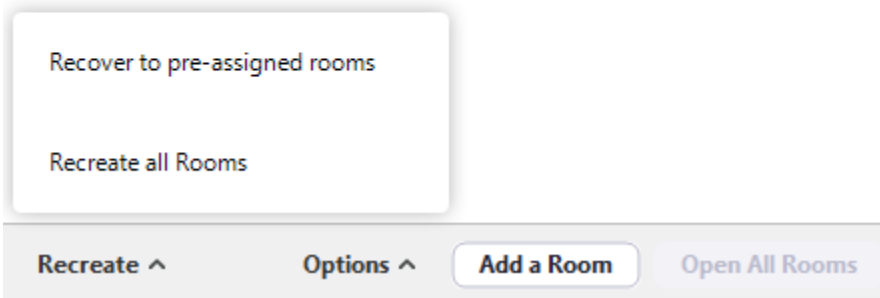
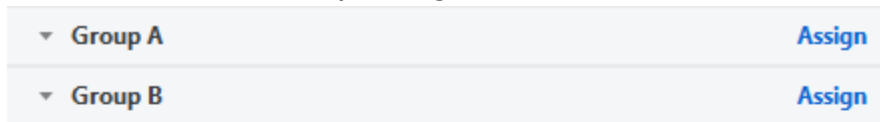
Note:

- a. If a participant joins after you started the breakout rooms, they won't be pre-assigned to the breakout room you specified when scheduling the meeting.
- b. If a participant is in their pre-assigned breakout room and they leave the meeting and rejoin, they won't rejoin their pre-assigned breakout room.
- c. You can manually assign participants using the [in-meeting breakout room controls](#), or [revert to pre-assigned breakout rooms](#).

Reverting to pre-assigned breakout rooms

After starting the breakout rooms, you can revert to the breakout rooms assignment you previously specified. This can be useful if you changed your breakout rooms during the meeting, or pre-assigned participants have joined the meeting after you joined the meeting or started breakout rooms.

1. Click **Close All Rooms** to end all breakout rooms.
2. Click **Recreate > Recover to pre-assigned rooms**.



Participants will be re-organized into the breakout rooms you specified when scheduling the meeting.