

Breakout Rooms

Breakout Rooms allow the organiser to create sub-meetings within a Teams meeting for smaller groups of participants. Here, they can collaborate and have separate discussions away from the main meeting.

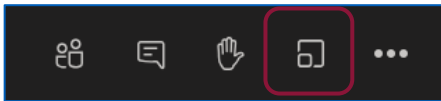
Quick Reference Guide

Create Breakout rooms within a Teams meeting.

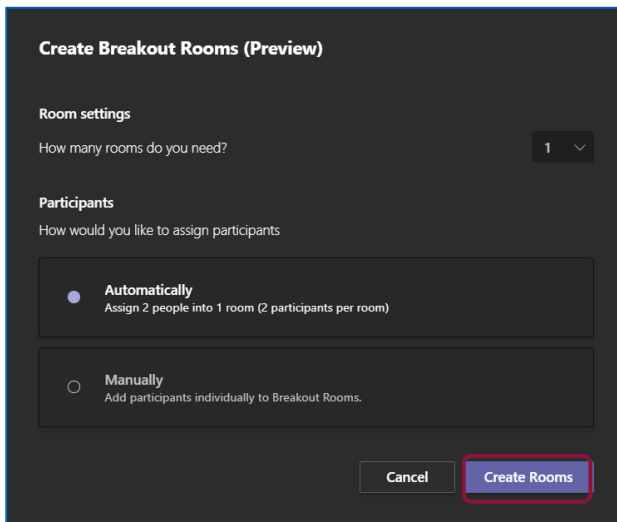


Breakout rooms can only be set up once the meeting has started by the meeting organiser.

- During a **Teams** meeting, select the **Breakout rooms** icon from the meeting toolbar.



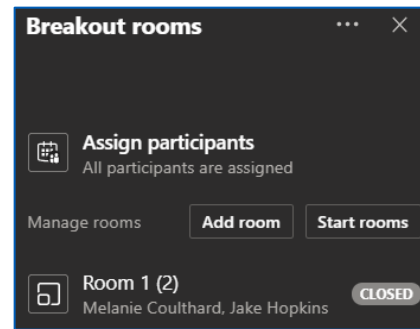
The **Create Breakout Rooms** box will appear, allowing the option to select the number of rooms and how participants are assigned.



- **Automatically** – Assigns people randomly and evenly across the rooms.
- **Manually** – Allows the host to organise the rooms.
- Select **Automatically** or **Manually** then click **Create Rooms**.

Once created, the rooms should all say **Closed**; they are not available to join yet and won't be until **Opened** by the meeting organiser.

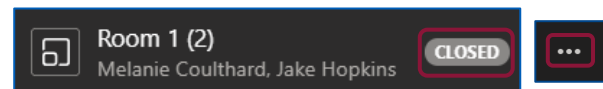
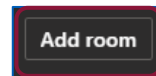
The room(s) will appear for the organiser on the right hand side of the Breakout rooms.



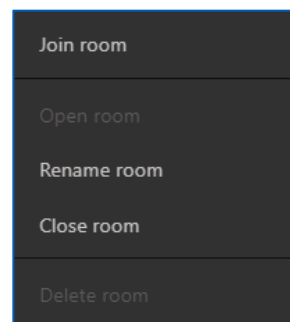
Add and Edit rooms

If more rooms are required, they can be added.

- Select **Add room**.



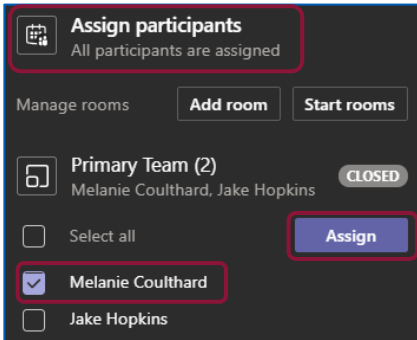
- Hover over the **Closed/Open** for the Menu button to appear.



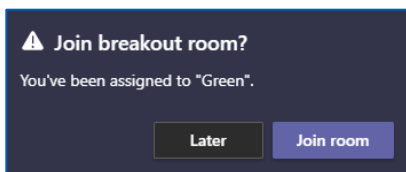
- **Open room** will open that particular room only.
- **Rename room** is useful to differentiate between rooms.
- **Join and Close room** options are available when room is opened/started.
- **Delete room** removes the room.

Assign participants

- Select participants from [Assign participants](#) or the room they are currently assigned to, once selected click [Assign](#) to move them.



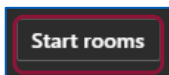
Once participants are assigned to an open room they will receive the notification below.



If a participant joins late or has not yet been assigned to a room, they will appear in the [Assign Participants](#) section as above. It is recommended to assign participants before the room is opened/started.

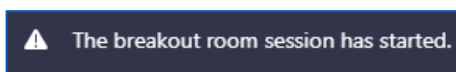
Start rooms

- Select [Start rooms](#).



This will start all rooms, but rooms can be started manually or one by one. The meeting organiser has the option to join any room.

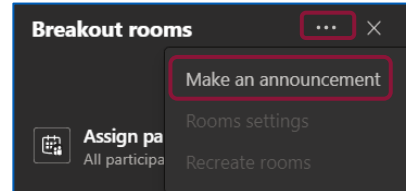
Once rooms have been opened/started, all participants will receive a notification.



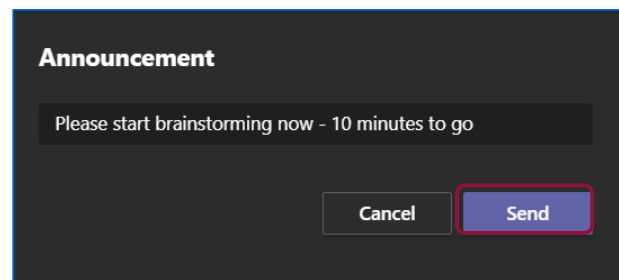
Announcement to rooms

The organiser of the meetings can send an announcement to all rooms.

- Select → [Make an announcement](#).



- [Enter the message](#) → [Send](#)

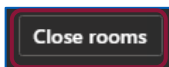


The announcement message will appear in the meeting chat in all rooms.

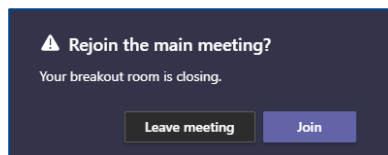


Each room has a separate meeting chat and participants can share and edit files in their room chats. The meeting organiser has access to view and participate in all room chats.

Close Rooms



- Select [Close rooms](#) to move all participants back into the main meeting window.



Participants have the option to [Leave meeting](#) or [Join](#) back into the main meeting.

To book training or speak to a trainer, please get in touch via: training@imerseyside.nhs.uk