

# Zoom

## Creating Pre-Assigned Breakout Rooms

### Introduction

Zoom allows you to pre-assign breakout session group (before the meeting) or assign while the meeting is in progress. You can have up to 50 breakout rooms with 200 participants per room. This self-help document will walk you through how to create and conduct pre-assigned breakout sessions.

### Creating Pre-Assigned Breakout Session Groups

Only the host can assign participants to and open breakout rooms. Co-hosts do not have the authority to do this.

1. Open your preferred web browser and navigate to **zoom.towson.edu**.
2. Click **Sign In**.

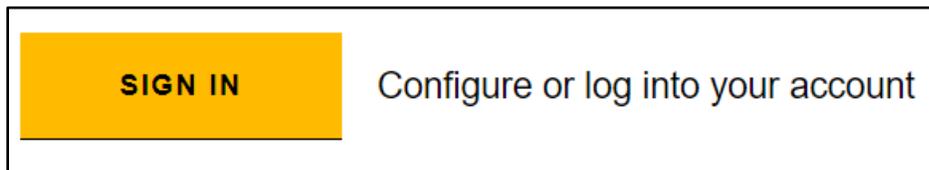


Figure 1

3. Enter your **NetID** and **Password** and click **Login**.
4. Click the **Meetings** tab.
5. Click **Schedule a New Meeting**.

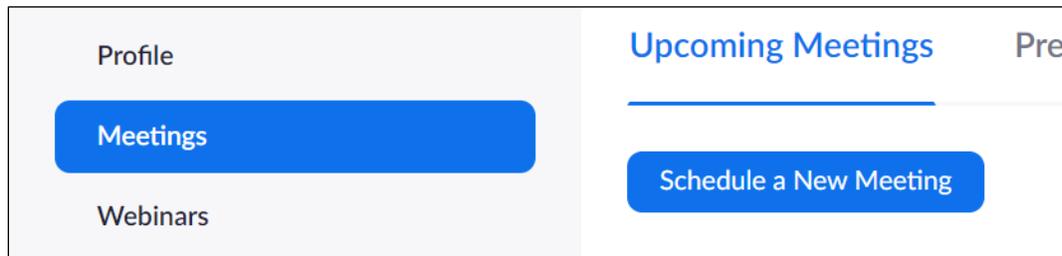


Figure 2

6. Scroll down and click the checkmark beside **Breakout Room pre-assign**.
7. Click **+ Create Rooms**.

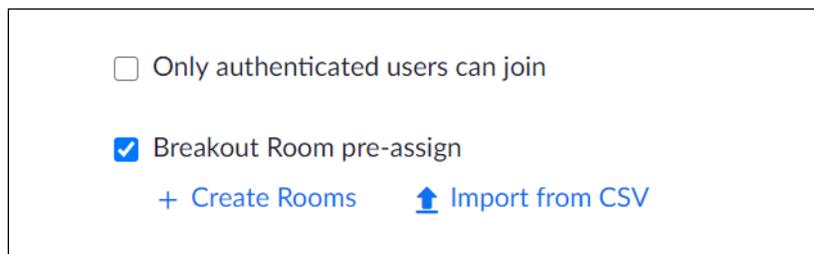


Figure 3

## Zoom: Creating Pre-Assigned Breakout Rooms

8. Beside **Rooms**, click the **+** icon to create a new room.

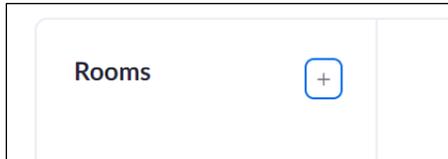


Figure 4

9. After adding a room, you can then add individual participants to each room by clicking on the **Add participants** box and entering their **email address** or their **name**.

**Note:** Typing in someone's name will search for them through the active directory of **current active Zoom users**. To search for a Towson University affiliated individual, you must enter the **last name** first (ex. Caravello, Cyndi K.). If inviting someone from outside of TU, enter their email address.

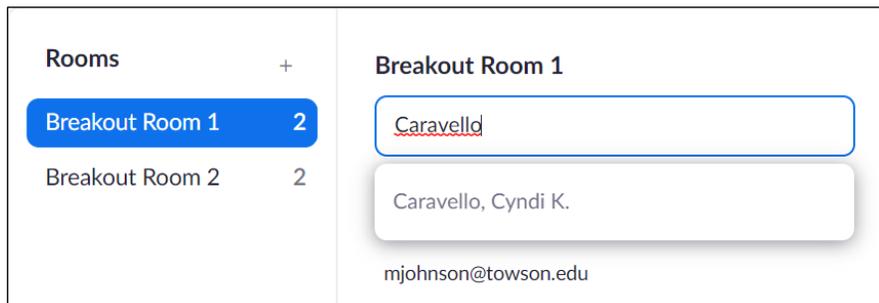


Figure 5

10. Once you have assigned all individuals to all breakout rooms, click **Save**.
11. Fill out the remainder of the Zoom meeting scheduler and click **Save**.
12. Beside **Add to**, click **Outlook Calendar (.ics)** to send out meeting invitations.

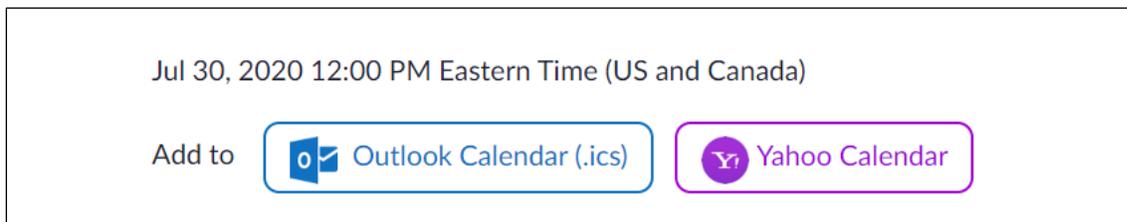


Figure 6

13. Open the **Outlook file** after downloading.
14. Click **Invite Attendees**.
15. After adding all required attendees, click **Send**.



Figure 7

## Conducting Breakout Sessions

1. After you (as the host) begin your meeting and all participants have joined, click the **Breakout Rooms** button at the bottom. If you can't see Breakout Rooms, click the more button (...) and it will be there.

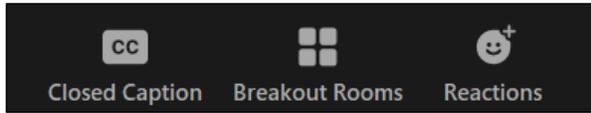


Figure 8

2. Your pre-assigned **Breakout Rooms** will appear with the assigned individuals beneath.

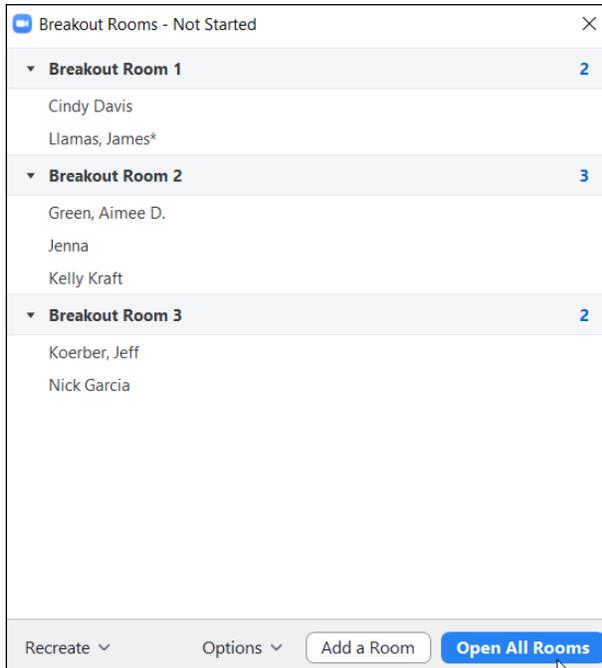


Figure 9

3. Click **Open All Rooms**.
4. If you have a participant who is not assigned to a room or if a participant has entered the meeting inadvertently as a guest, click **Assign To** beside their name and click on the group assignment.

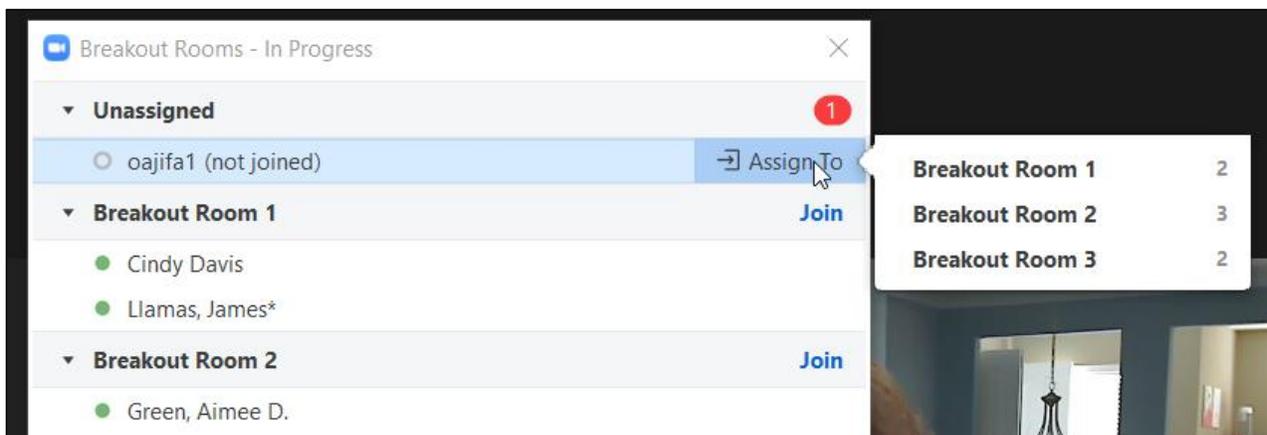


Figure 10

5. During the sessions, you may click **Join** beside each of the breakout rooms to enter that individual room.

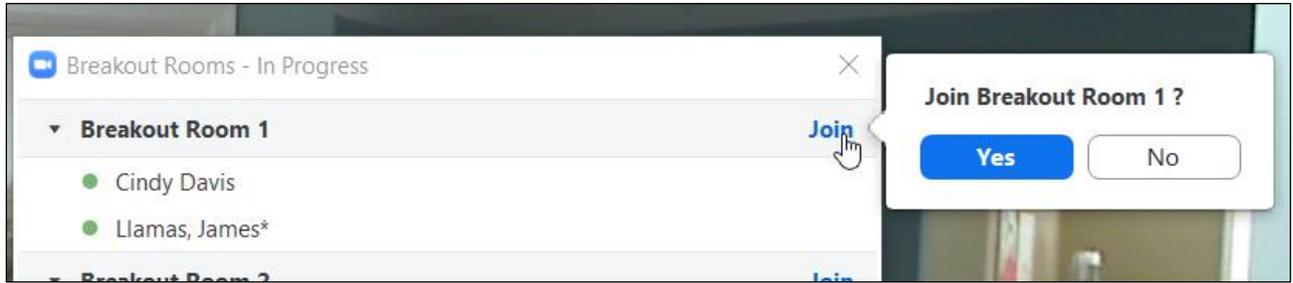


Figure 11

6. Outside of the session in the **Breakout Rooms – In Progress** window, you may click **Broadcast message to all** to send a message to all participants in the breakout rooms.

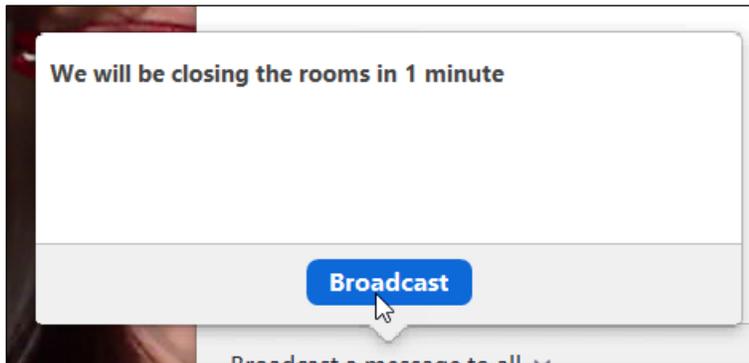


Figure 12

7. Click **Close All Rooms** to return all participants to the primary Zoom meeting.

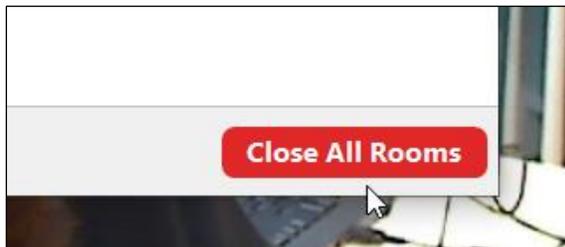


Figure 13

**Note:** Participants will have up to a minute to rejoin the meeting manually after you close the rooms before it will automatically redirect them back to the Zoom meeting.

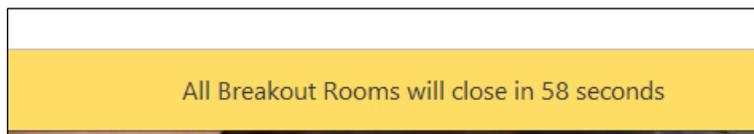


Figure 14

8. You may at anytime begin the sessions again by clicking the **Breakout Rooms** button and repeating the previous steps.

## Recovering to Pre-Assigned Breakout Rooms

After starting the breakout rooms, you can recover 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. Start the meeting with participants pre-assigned to breakout rooms.
2. If you have already opened the breakout rooms, click **Close All Rooms** to end all breakout rooms.
3. Click **Recreate** then **Recover to pre-assigned rooms**.