

Microsoft Teams: Using Breakout Rooms

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Using breakout rooms in Teams meetings

Follow the steps below to create breakout rooms to bring participants into small groups.

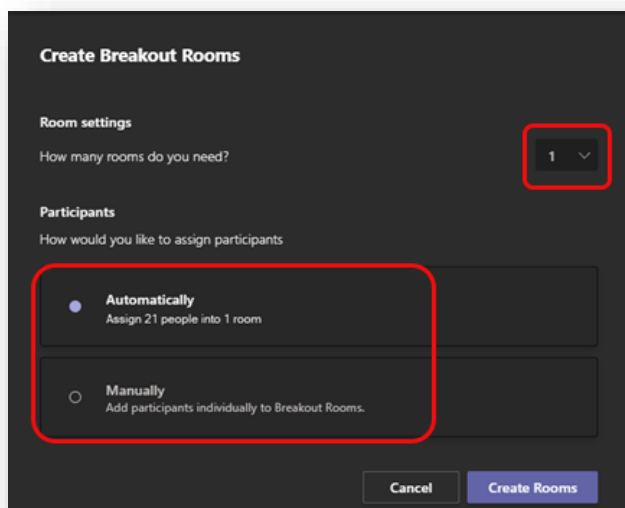
Note: Only meeting organisers on the desktop versions of Teams (Windows and Mac) can create and manage breakout rooms. Breakout Rooms can only be created in meetings if there are no more than 300 people in the meeting. Likewise, if you create breakout rooms before the meeting, you won't be able to invite more than 300 people.

Create breakout rooms

1. Start the meeting.
2. In the meeting controls, select **Breakout rooms** .



3. Select the number of rooms required (50 is the maximum), and select to assign people to rooms either **Automatically** or **Manually** to assign people to rooms yourself.



Note: This is the only time you can choose to have people automatically assigned to breakout rooms. You won't be able to change this option later in the meeting.

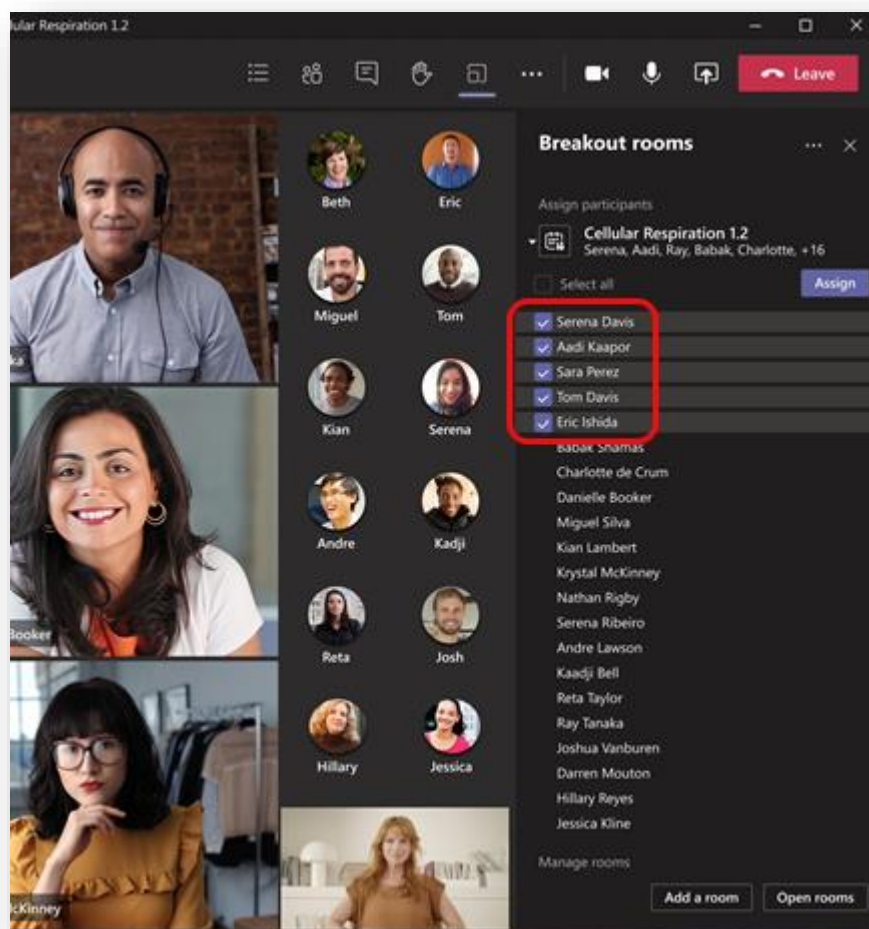
4. Select **Create Rooms**.

Assign people to breakout rooms manually

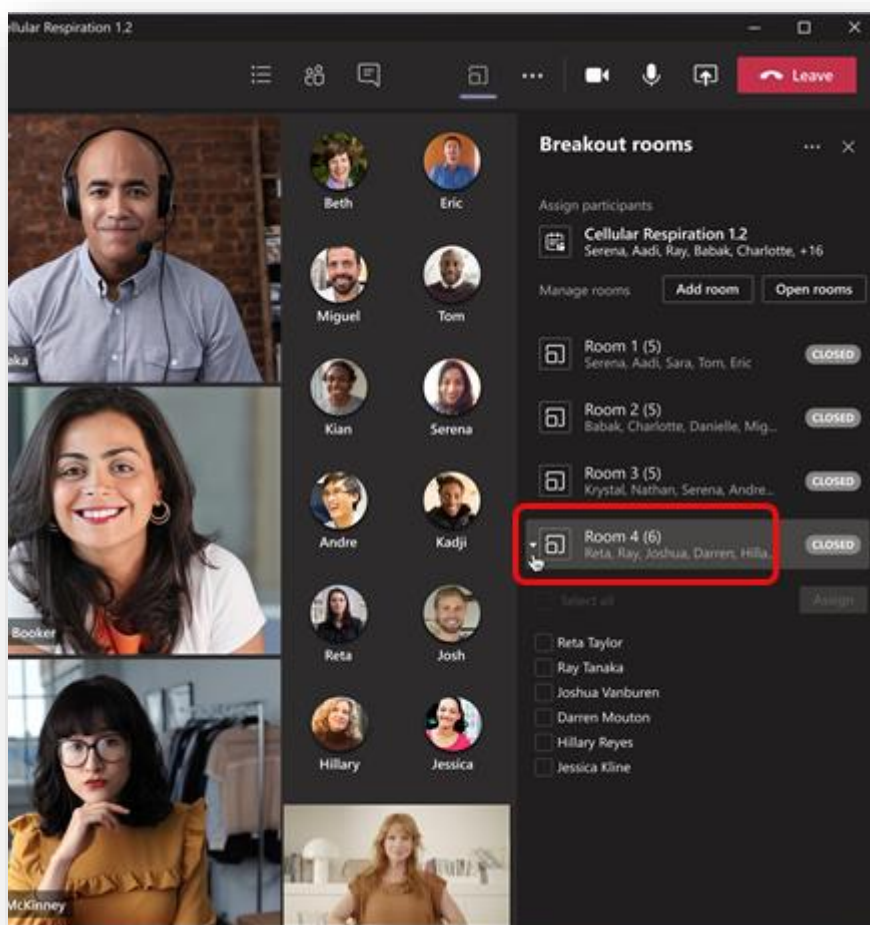
If you chose **Automatically** in the previous procedure, participants will be assigned to breakout rooms as soon as you open the rooms. If you chose **Manually**, follow these steps.

Note: Currently, participants who joined the meeting via mobile devices cannot be assigned to rooms. A workaround could be for them to use the main meeting as a breakout room.

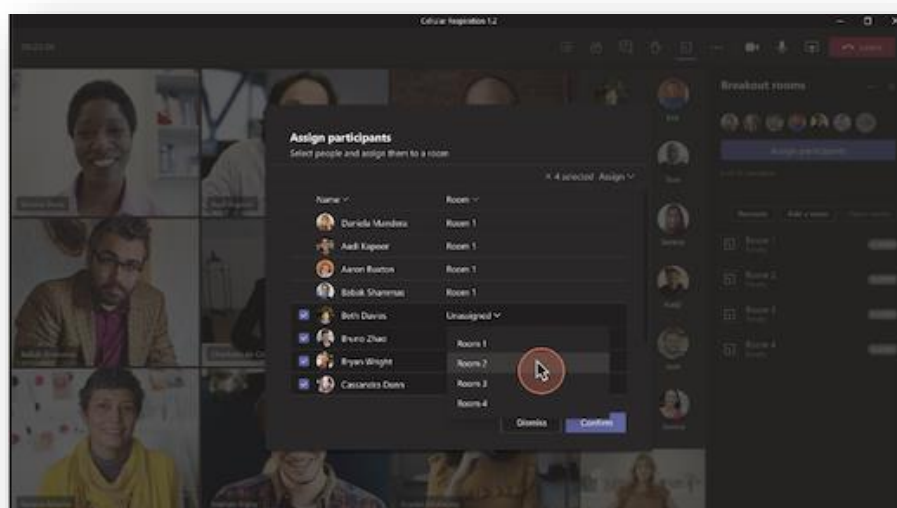
1. Select **Assign participants**.
2. Choose the people who will share a breakout room by selecting the check boxes next to their names.



3. Select **Assign** and then select a room for those people.



4. Repeat steps 2 and 3 until everyone has been assigned to a room.

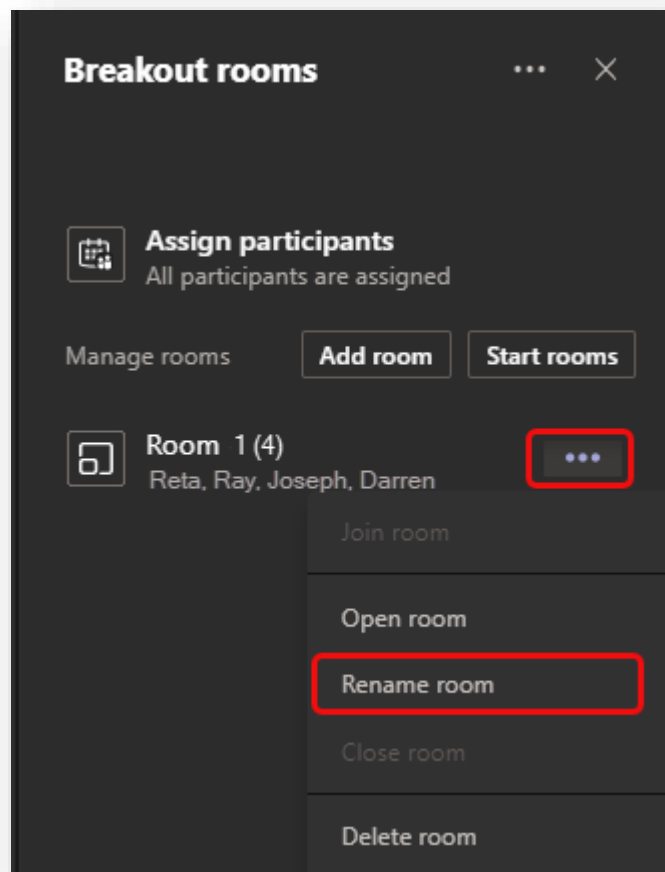


In the window above you can sort your participants and see which rooms they have been assigned to (by selecting the down arrow next to the **Name** or **Room** columns at the top of the window).

Rename the breakout rooms

To rename each room to reflect the group of people it contains, what they'll be working on, or something else:

1. Point to the room, select **More options** *******, and then **Rename room**.



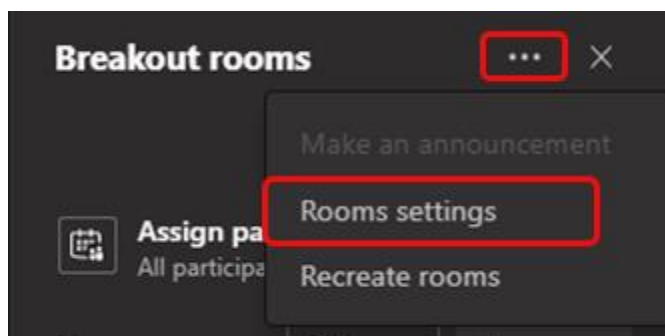
2. Enter the new name and select **Rename room**.

Set a time limit for the breakout session

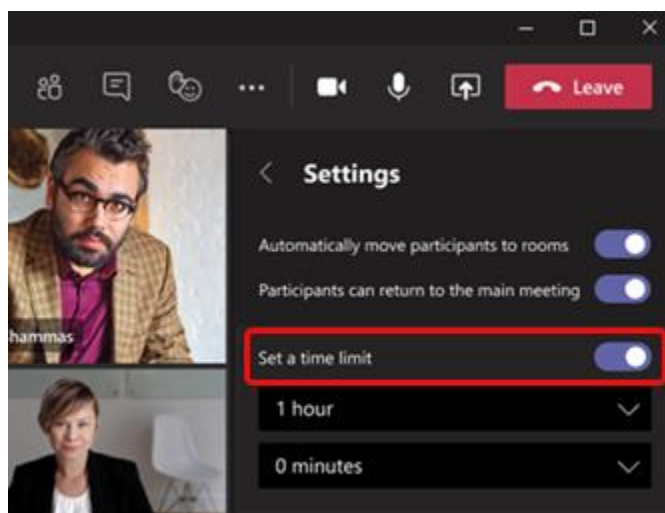
When you set a time limit, a timer is visible in each breakout room so that participants are aware of when the session will end. When time is up, the rooms close and participants return to the main meeting.

Note: If you turned off the **Automatically move people into opened rooms** setting, participants will have the option of returning to the main meeting or leaving the meeting when time is up.

1. Select **More options** *** at the top of the Breakout rooms pane and then select **Rooms settings**.



2. Select **Set a time limit**, and then select the down arrow and a session length.

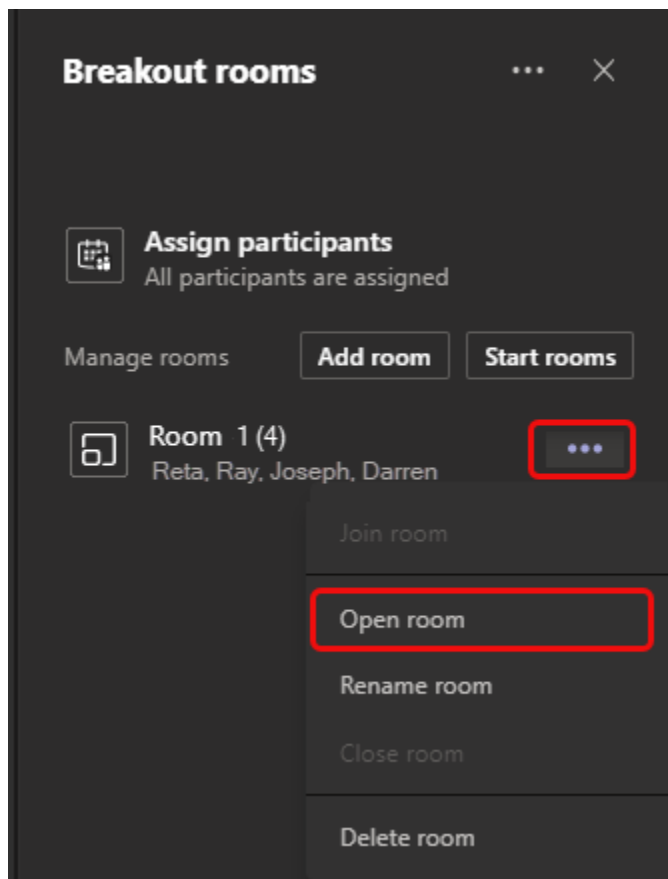


3. Select **Settings** to return to the main Breakout rooms pane.

Start using the breakout rooms

By default, meeting participants are moved to their assigned rooms as soon as you open the room, but you can turn off this setting.

- To open all the rooms at the same time, select **Start rooms**.
- To open a single room, select **More options** *** next to the room and then **Open room**.



You can open and close breakout rooms more than once during a meeting.

Interact with breakout room participants

As meeting organiser, you can join any of the breakout rooms, contribute to any of the room chats, and send announcements to everyone.

Join a breakout room

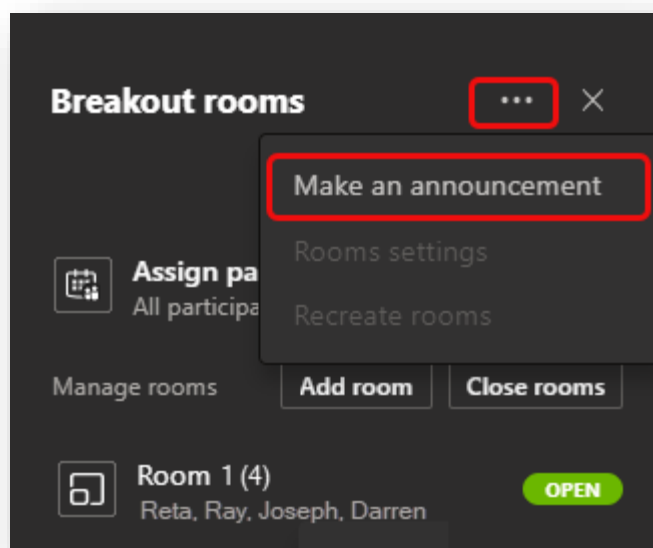
- Select **More options** *** next to the room and then **Join room**.

To leave a room, select **Return**.

Send an announcement to all breakout rooms

You may want to send announcements to give time updates, for example, or share discussion prompts.

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

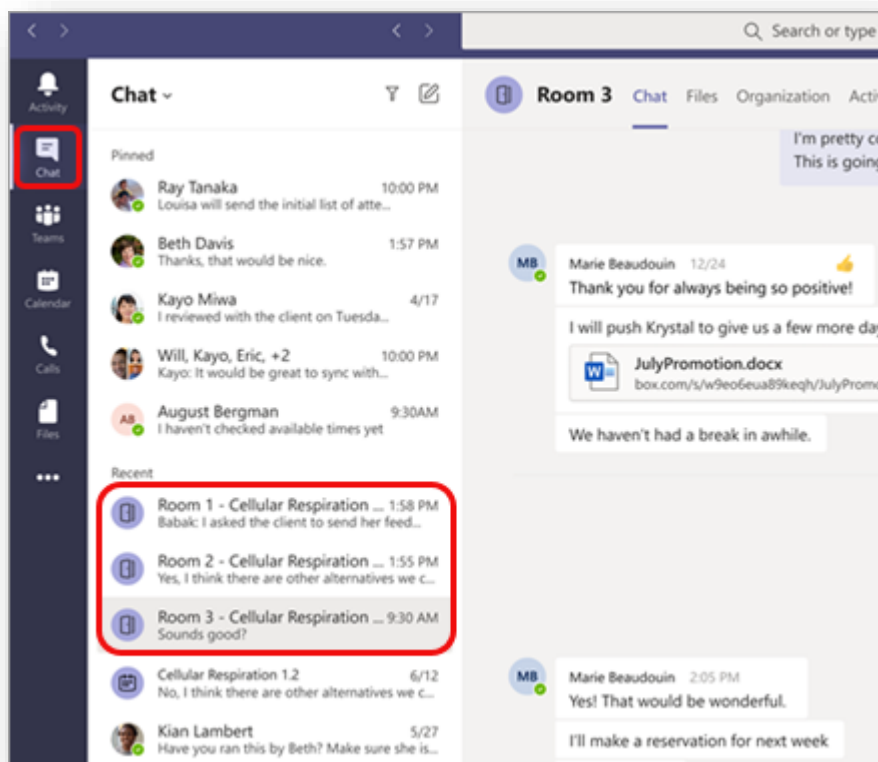


2. Enter your announcement and select **Send**.

Participants will receive a notification in their meeting chat to check for your announcement.

Chat in breakout rooms

Each breakout room has its own chat, and all of the chats are available in your main Teams **Chat** list.



Here you can chat with the members of any breakout room.

Once you've joined a breakout room, you can also select **Chat**  in the room to chat with the people there.

Note: When the breakout room closes, the room chat ends and cannot be continued. However, you'll still be able to view the chat history and any shared files.

Close breakout rooms

When you close the breakout rooms, the participants return to the main meeting.

Note: If you turned off the **Automatically move people into opened rooms** setting, participants will have the option of returning to the main meeting or leaving the meeting when the rooms are closed.

To close rooms individually

- Select **More options** *** next to the room, and then **Close room**.

To close all the rooms at the same time

- Select **Close rooms**.

You'll know rooms have successfully closed when their status changes to Closed.

When everyone is back from their breakout rooms and you're ready to meet as a larger group again, select **Resume**.

Notes:

- Breakout rooms remain open until the organiser manually closes them, unless the organiser sets a timer.
- If the rooms are reopened later in the meeting, participants keep the same room assignments they had before.

Room assignments in recurring meetings

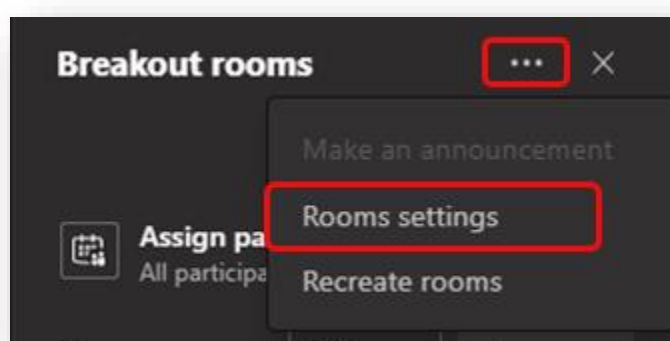
Unless the organiser manually unassigns people from their breakout rooms, the same rooms and room assignments will be available for the next meeting.

Additional options

Turn off automatic entry to breakout rooms

By default, participants are automatically moved into breakout rooms when they're opened. When you turn off this option, participants receive a message asking them to join a breakout room. They select **Join room** (**Join** on a mobile device) before being moved.

1. Select **More options** *** at the top of the Breakout rooms pane and then select **Rooms settings**.



2. Switch the toggle next to **Automatically move people into opened rooms** to off.

Allow participants to return to main meeting

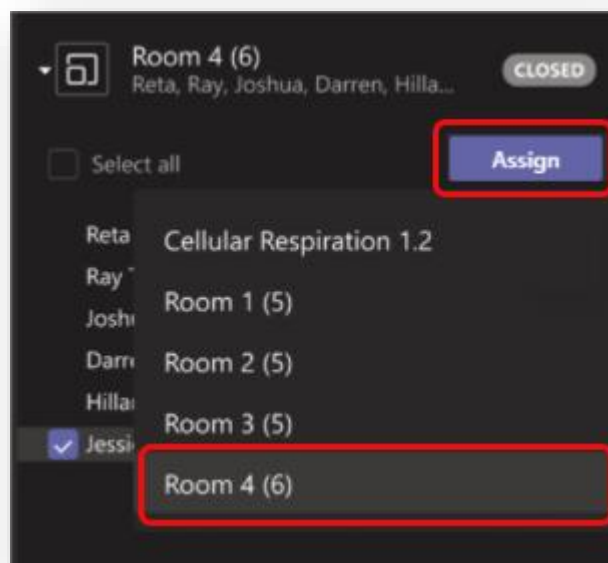
By default, this setting is off. Turning it on gives participants the option to leave their breakout rooms and return to the original meeting to rejoin the larger discussion.

1. Select **More options** *** at the top of the Breakout rooms pane and then select **Rooms settings**.
2. Switch the toggle next to **Participants can return to the main meeting** to on.

Move someone to a different breakout room

Participants can be moved when breakout rooms are open as well as when they're closed.

1. Expand the list of participants under a breakout room.
2. Select the check box next to the person's name.
3. Select **Assign** and then the breakout room you want to move that person to.



Add an additional breakout room

- Select **Add room** in the Breakout rooms pane.

Delete a breakout room

- Point to the room, select **More options** ^{***}, and then **Delete room**.

Recreate breakout rooms from scratch

During a meeting, you can return to the beginning of the breakout rooms process to reconfigure the rooms and assignments.

1. Select **More options** ^{***} at the top of the Breakout rooms pane and then select **Recreate rooms**.
2. Follow the instructions above to create new breakout rooms and assign people to them.