

Microsoft Teams: Breakout Rooms

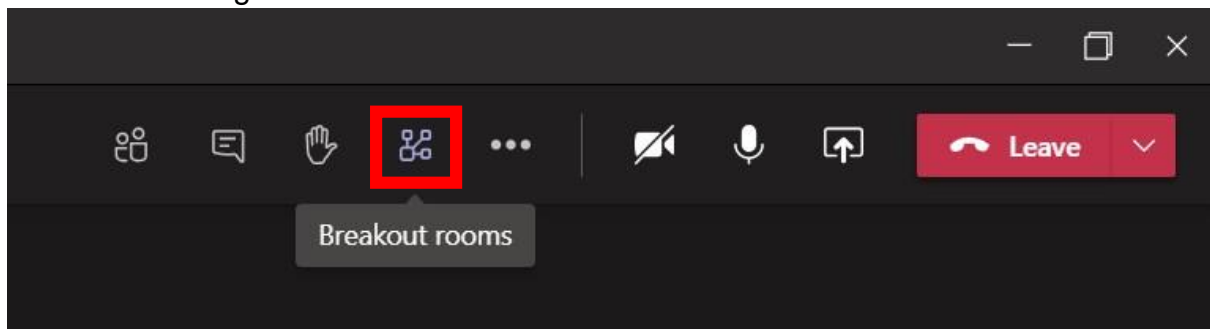
This guide explains the Breakout Rooms feature in Microsoft Teams.

Getting started

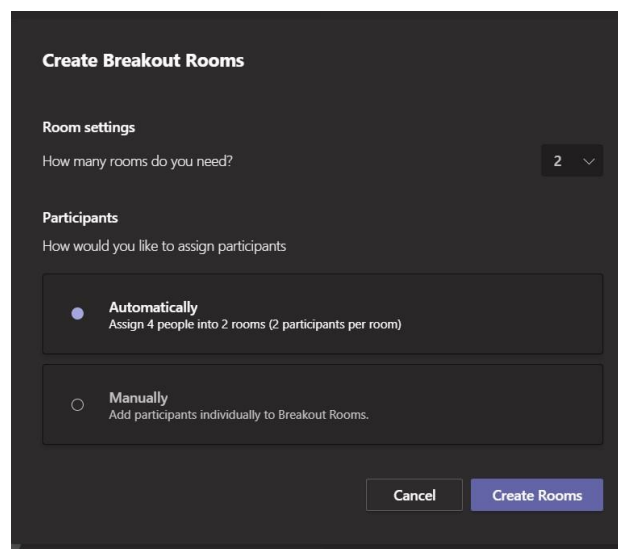
Invite your meeting participants to a meeting as you normally would. You can send out invitations in advance or invite participants during the meeting call.

Creating Breakout Rooms

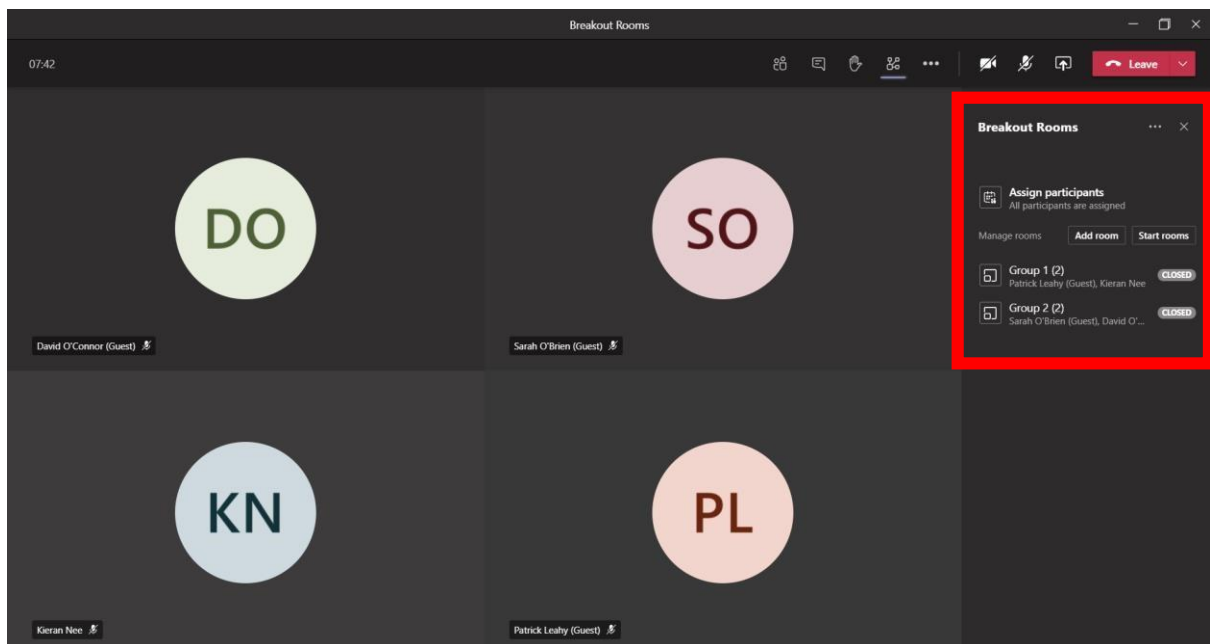
Start the Meeting and select **Breakout Rooms** from the call menu.



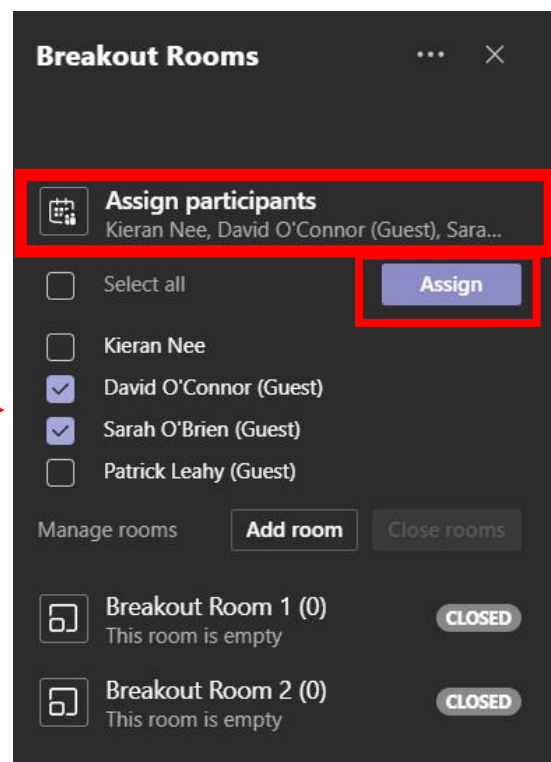
Create Breakout Rooms by selecting the number of rooms you need and assigning participants to the rooms **Automatically** or **Manually**.



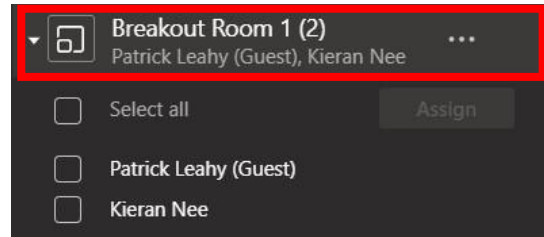
If you selected **Automatically**, your breakout rooms (with the assigned participants) will be visible in the Breakout Rooms panel.



If you selected **Manual**, click on **Assign Participants**, select the participants and press **Assign**. You will be able to choose the breakout room you want to assign the participants to.

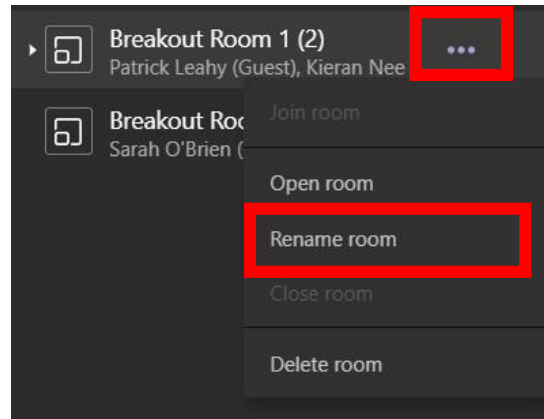


Click on a room listing to **expand it** and see a list of participants.



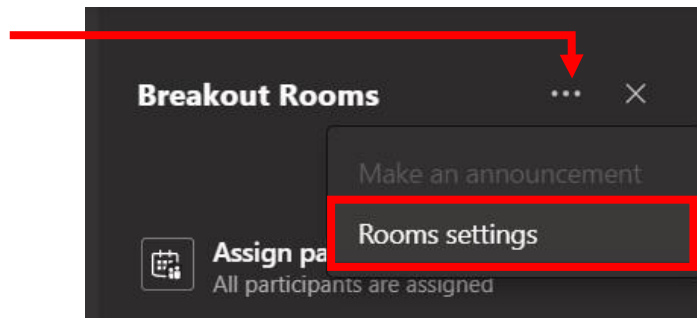
Use the **three dot menu icon** to change the room settings.

At this point, the **Rename Room** menu item may help you to organise your breakout rooms effectively.



For example, you can name it for the specific task the students in that room will work on.

Open the **Breakout Rooms three dot menu** and open **Rooms Settings**.



Selecting **Automatically move people into opened rooms** will ensure that participants who are invited to the call after breakout rooms have been set up will be automatically assigned to a room.

Potential Issue – MAC User

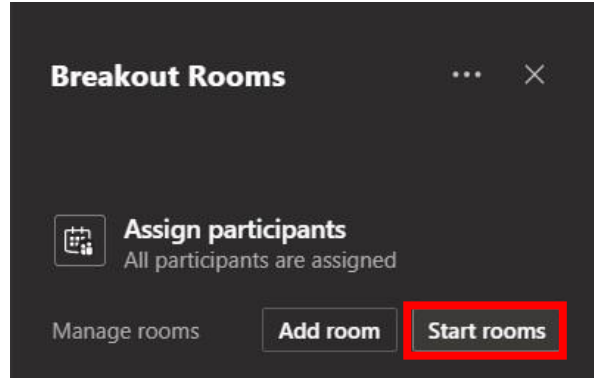
There is an issue with breakout rooms in Teams on the Mac. You will not be able to automatically assign Mac users to a room. They will have to request to join. Be sure to establish at the beginning of your session if you have any Mac users on the call. (Microsoft are aware of this issue. We hope it will be rectified shortly)

Starting/opening rooms

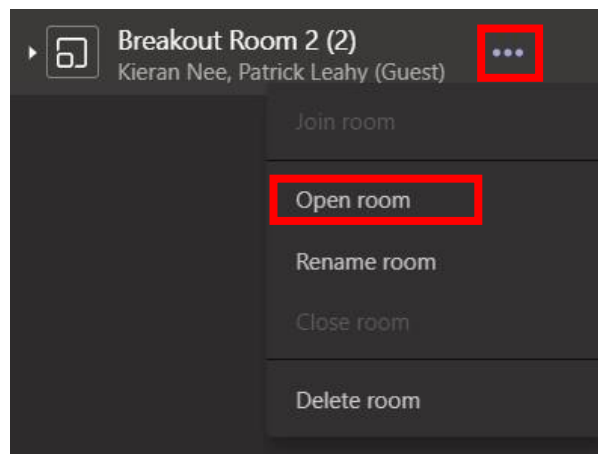
Breakout rooms need to be started (or opened) before participants can start communicating with them.

To open all the breakout rooms at once, press **Start Rooms**.

This will send all the participants into their respective breakout room and open each room.



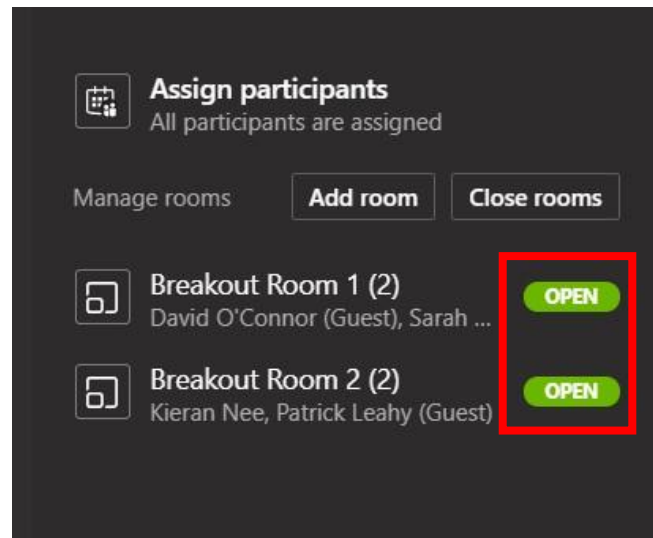
To open rooms **one by one**, open the menu for that room listing and press **Open Room**.



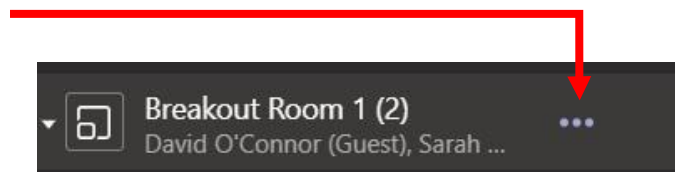
Joining Rooms

Once the breakout rooms you have created are open, you can join them.

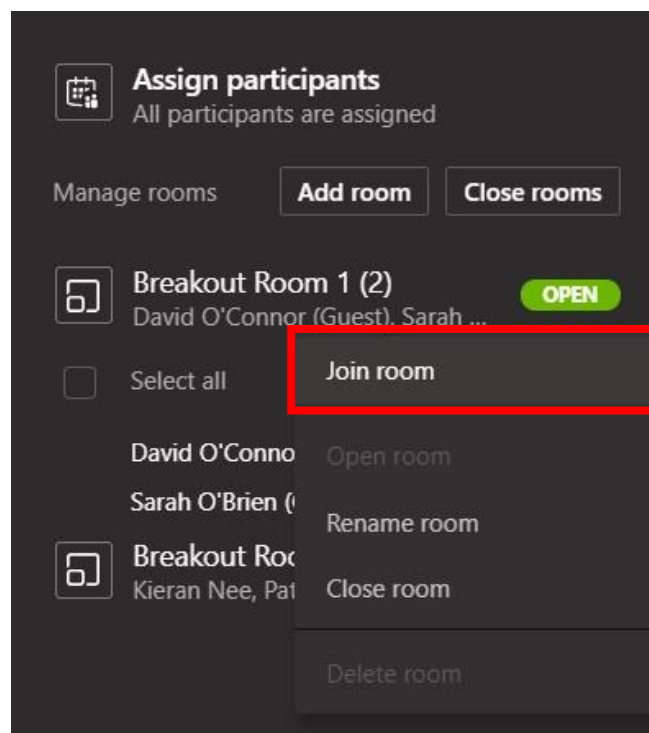
The **Open** sign indicates the room is open and accepting participants.



Hover over a room listing to reveal the room menu.



Open the menu and click **Join Room** to join the breakout room.

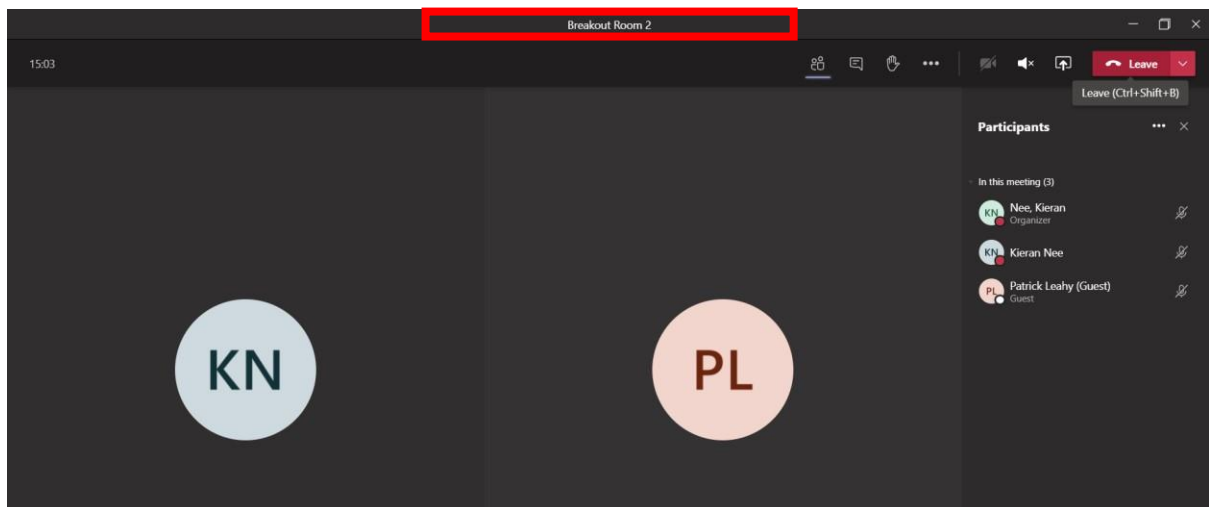


In a breakout room

A breakout room has the same functionality as a normal Teams call, including video, audio and screen sharing. The name of the breakout room is displayed at the top of the call window.

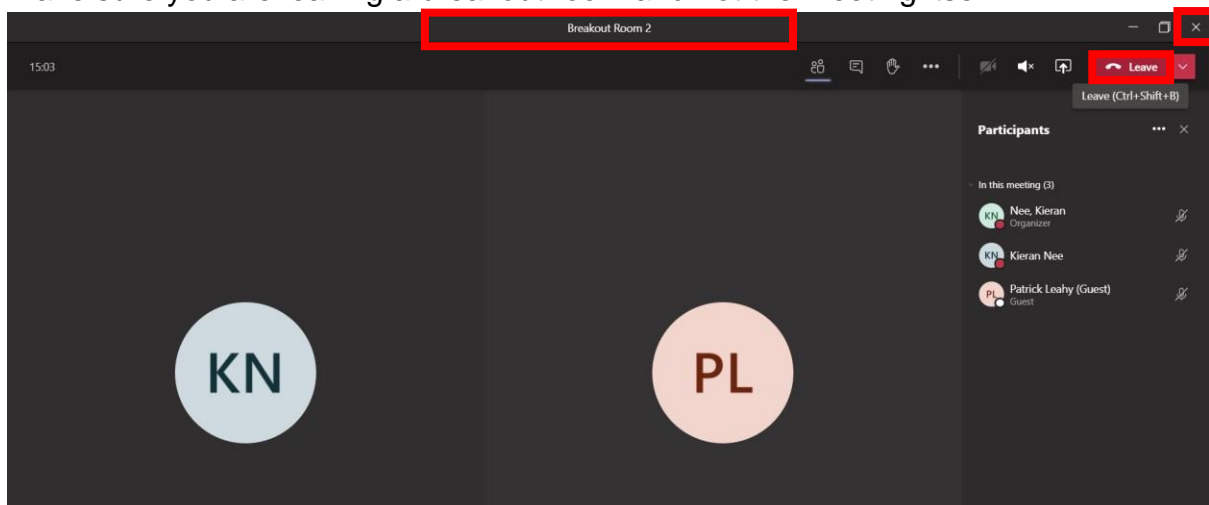
While you are in a breakout room, **you are placed on hold in the main meeting.** This means that only the participants in breakout room you have joined will hear/see you.

Messages that you send in a breakout room chat will **only be visible in students in that breakout room.**



Leaving a breakout room

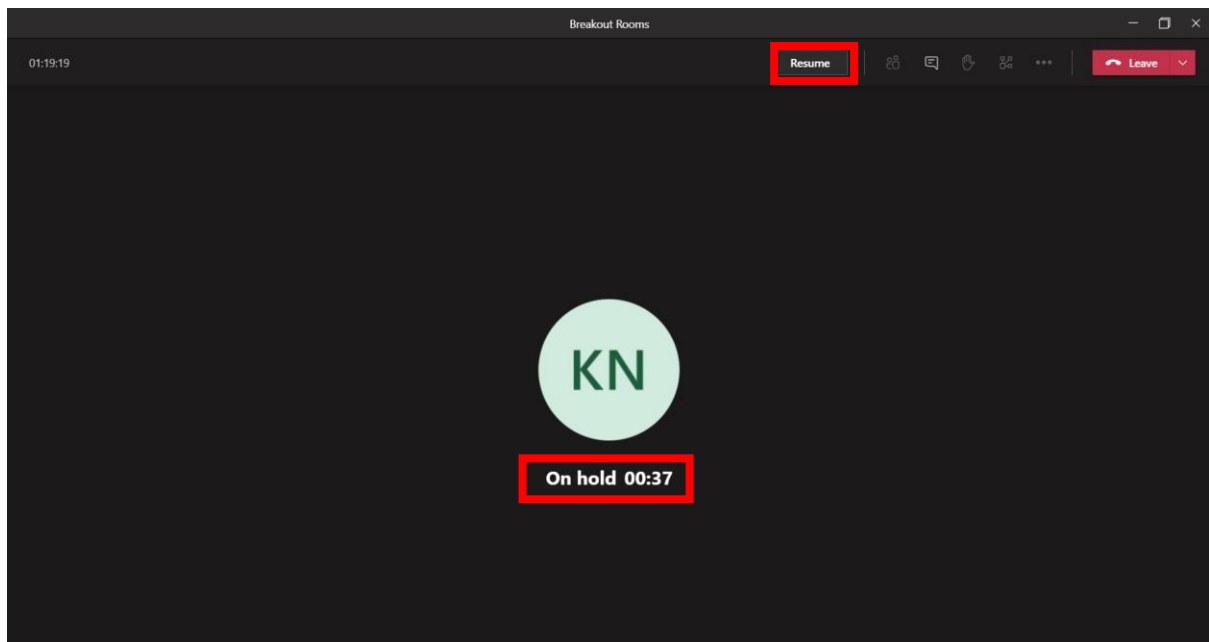
To Leave the breakout room, press the **Leave button** (or the X button on the breakout room window). Check the name of the room at the top of the screen to make sure you are leaving a breakout room and not the meeting itself.



Leaving the breakout room will bring you back **into the main meeting**. At this point, you will need to **Resume** the main meeting.

Resuming the main meeting will allow you talk to any participants not assigned to an open breakout room and will open the other meeting options again.

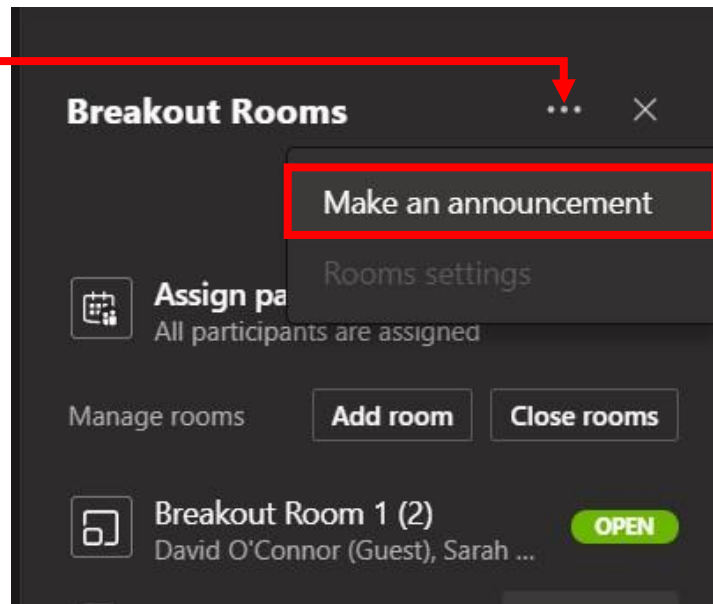
You will only be able to manage the breakout rooms again after you press resume.



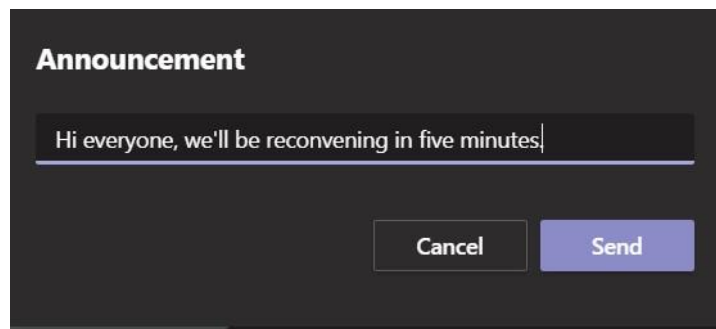
Communicating with your rooms

In addition to communicating with participants in each room by joining the room, you can communicate from the main meeting to all the breakout rooms simultaneously.

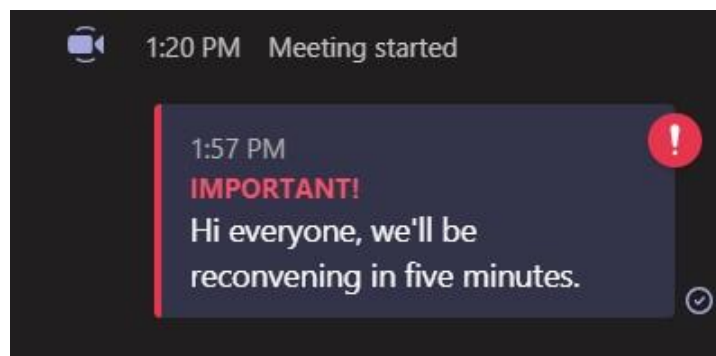
Open the Breakout Rooms menu and click **Make an announcement**.



Type in the Announcement text and press **Send**.



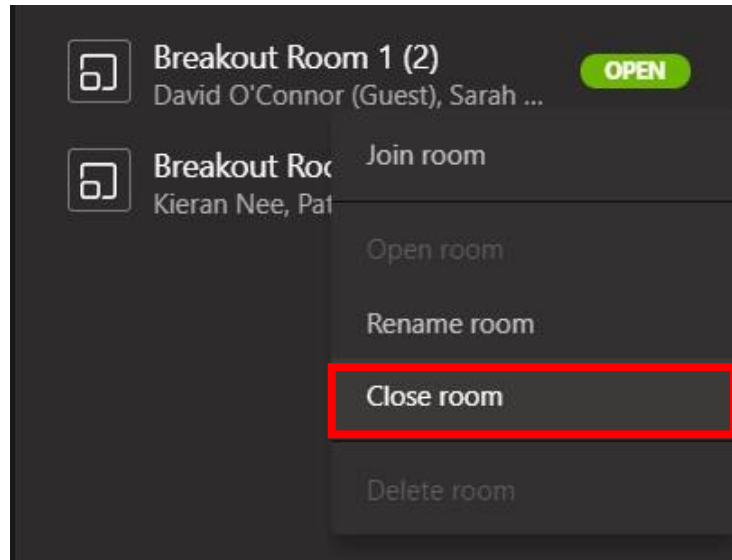
The announcement appears in each breakout room chat and is highlighted.



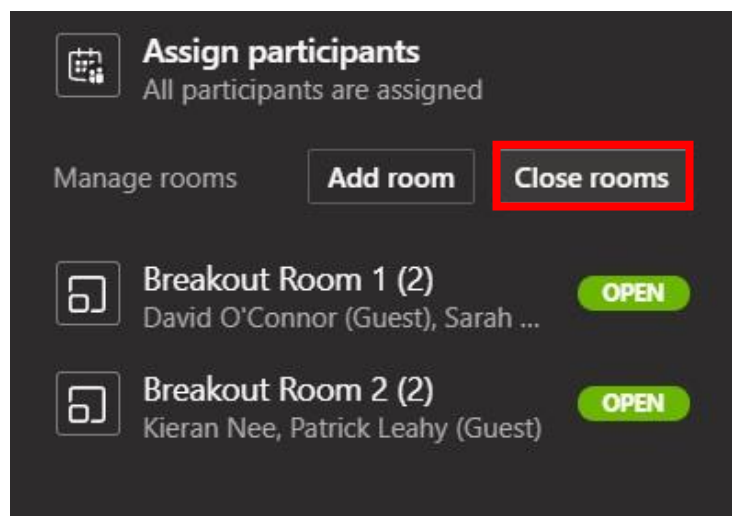
Closing Rooms

Closing a room will bring its participants back into the main meeting. This is useful if you want to bring your groups of participants back together during the meeting call.

To close rooms **individually**, hover over the room listing, open the settings menu and press **Close Room**.



To **close all rooms** simultaneously, press the **Close Rooms** button.



Re-starting Rooms

After convening in the main meeting, you may want to send your participants back into their breakout rooms. You can press **Start rooms** button again to send them back into their assigned breakout rooms.

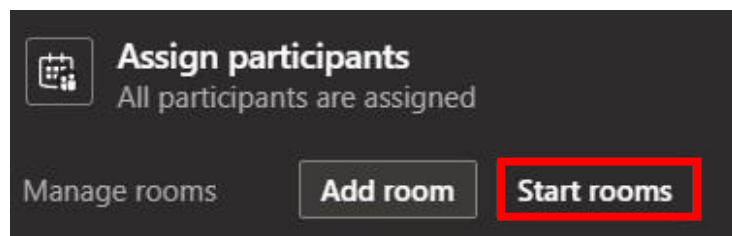
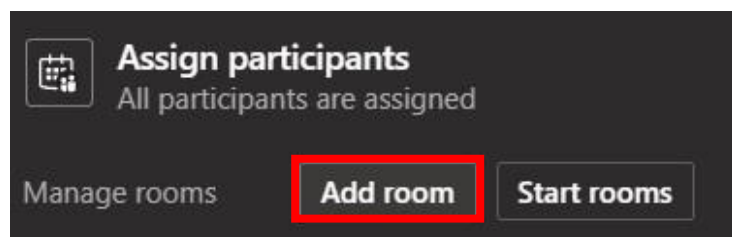
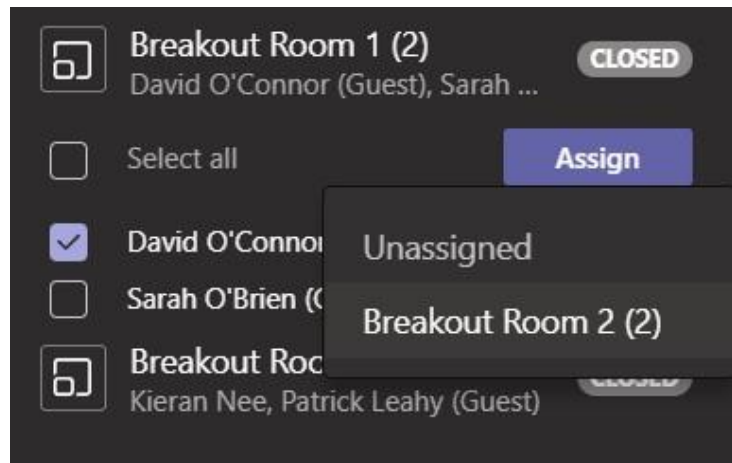
At this point, you may want to freshen up the session by rearranging the breakout groupings.

Click on a room listing and select a participant or participants. Press the **Assign** button and reassign them to another available room.

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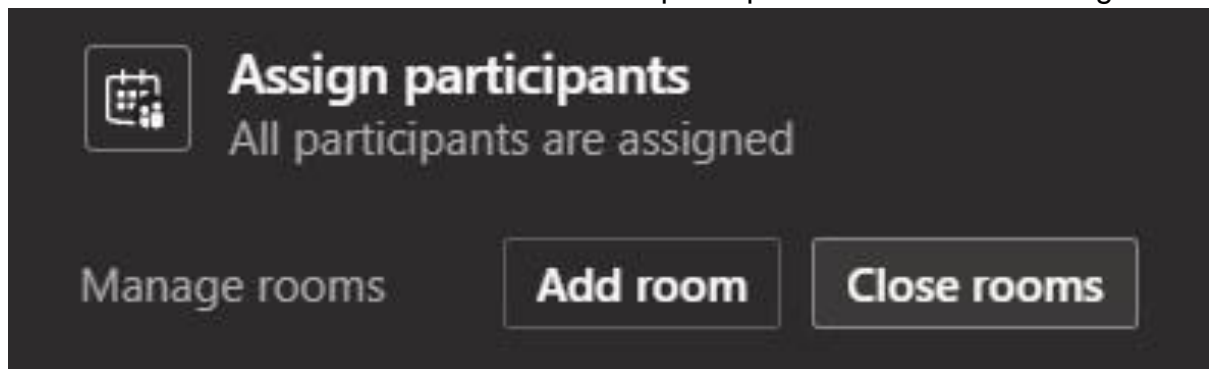
If you need a new room, you can **Add a room** during the call and assign students to it.

Press **Start rooms** to start up your breakout rooms again.



Ending a meeting

Once you decide to end your session, we recommend the meeting organiser **closes the breakout rooms** and reconvenes participants in the main meeting.



When ready, the organiser should open the **Leave dropdown menu** and press **End meeting**.

This will end the meeting for every participant, ensuring participants **do not remain in their breakout rooms or in the meeting** after the organiser leaves.

If the session is delivered as part of a **recurring meeting**, pressing End Meeting will mean the meeting cannot be joined again until the appointed time.

