# Assign Participants to Breakout Rooms in Zoom

Breakout Rooms allow you to split your Zoom meeting into 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 participants in a breakout room (requires Large Meeting add-on)
- Breakout room participants have full audio, video and screen share capabilities

If the meeting is being cloud recorded, **it will only record the main room**, regardless of what room the meeting host is in.
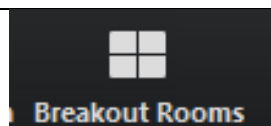
Note: You must be the meeting host or designated as a meeting host to use this feature.
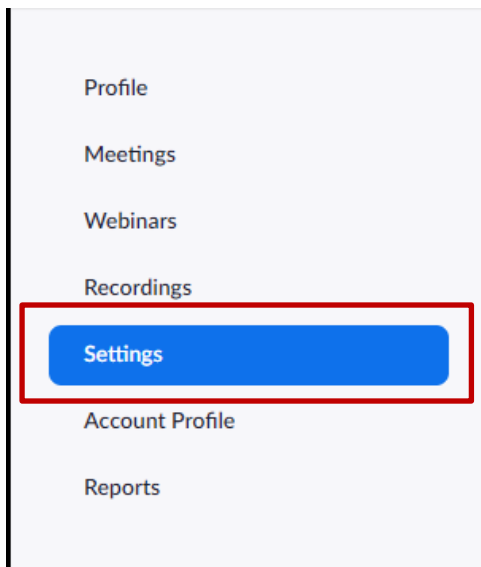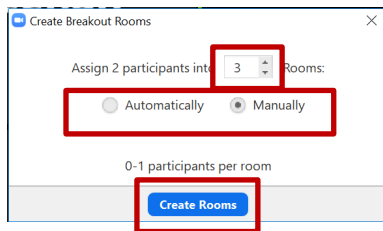

1. Go to uiw.zoom.us and login
2. Click **Settings** on the left side of the screen
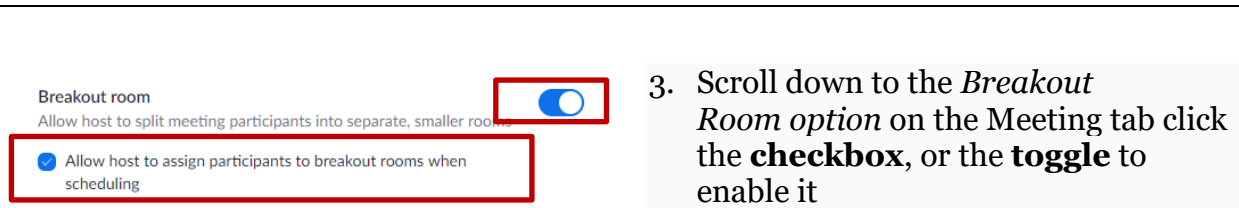
3. Scroll down to the *Breakout Room option* on the Meeting tab click the **checkbox**, or the **toggle** to enable it


4. Start your meeting and Click **Breakout Rooms**

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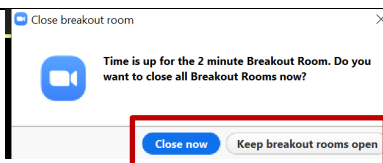INCARNATE WORD.
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5. Determine how many rooms you want to create by clicking the dropdown and choosing the **number of rooms**
6. Choose how you want the participants assigned.
   o *Automatically*: Zoom assigns participants to Breakout rooms
   o *Manually:* The host assigns participants to Breakout rooms
7. For this exercise, choose **Manually**
8. Click **Create Rooms**
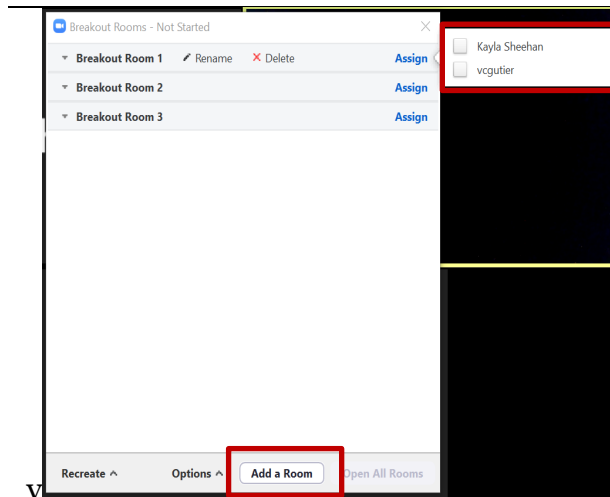
9. Click **Assign** to add participants to each room
10. Click the **checkbox** next to the participant's name to add the participant to the room
11. Note that you may also **Add a Room** as needed
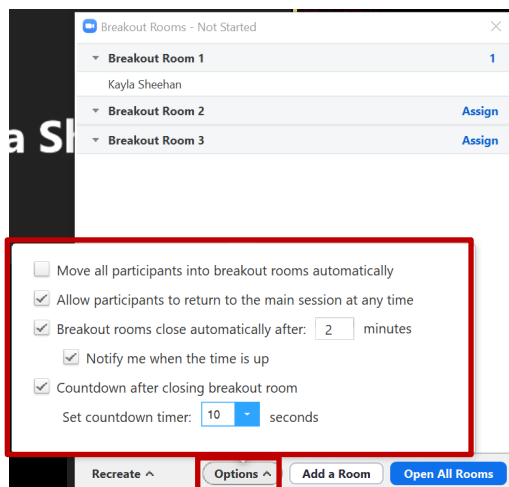
12. Click **Options** and click the **checkboxes** to select each option:
    o *Move participants into Rooms Automatically*
    o *Allow participants to return to the main session at any time*
    o *Set the timer for breakout rooms to close (recommended)*
    o *Notify me (host) when time is up (recommended)*
    o *Set a countdown clock for the Breakout room (recommended)*
13. Once the options are selected, click **Options** to *save* the options

14. If the *Notify me when time is up option* is selected, the host receives this warning when the breakout room is about to close

o The host can click **Keep the breakout rooms open**
o The host can click **Close now**
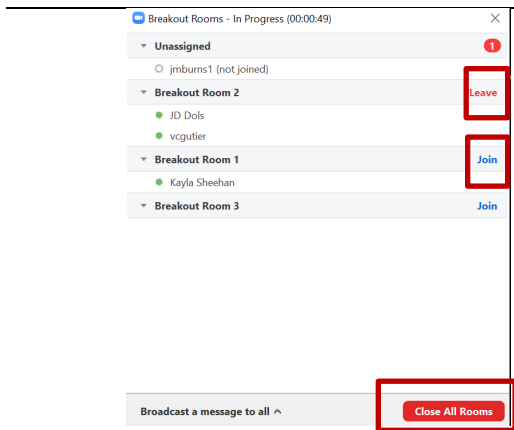
15. The host can click **Join** to join a room, or **Leave** to change rooms
16. The host may also **Clear All Rooms** manually
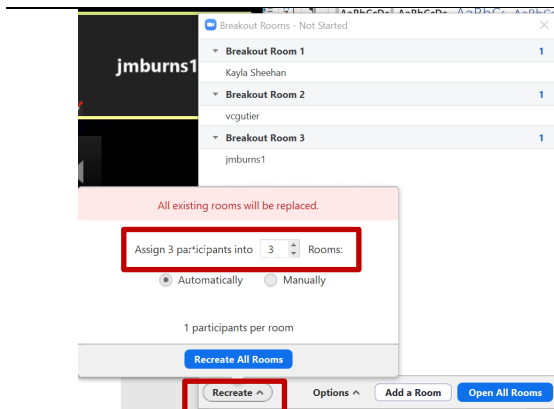
17. Click **Recreate** to create *new Breakout rooms*
18. Determine how many rooms you want to create by clicking the dropdown and choosing the **number of rooms**
19. Choose how you want the participants assigned
   o *Automatically*: Zoom assigns participants to Breakout rooms
   o *Manually:* The host assigns participants to Breakout rooms