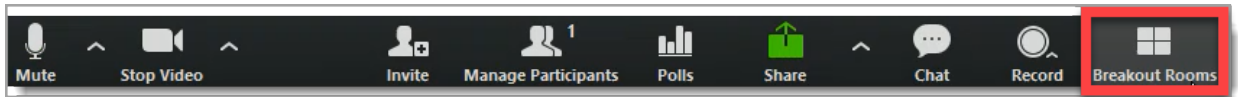


## How to use Zoom Breakout Rooms

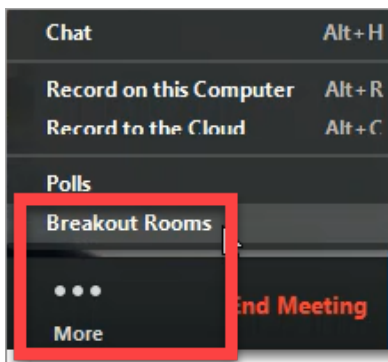
Zoom supports up to 50 breakout rooms and up to 200 participants per room. If a meeting is recorded in the cloud, it will record only the main room. If you select local recording, it will record the room the participant is in. Multiple participants can record locally.

Breakout room participants have the full capabilities of audio, video and screen share in their rooms.

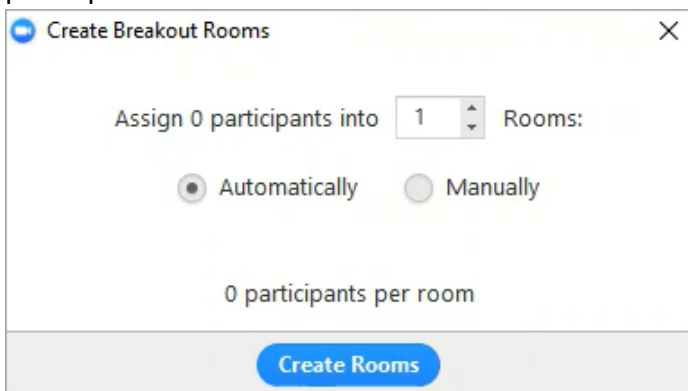
1. To access Zoom breakout rooms, click on **Breakout Rooms** on your Zoom navigation bar.



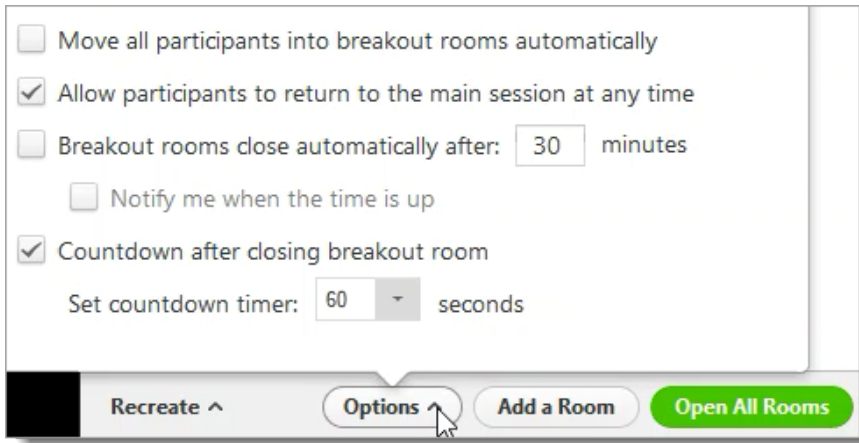
If your Zoom screen is minimized, you will have to click on **More ...** to access Breakout Rooms.



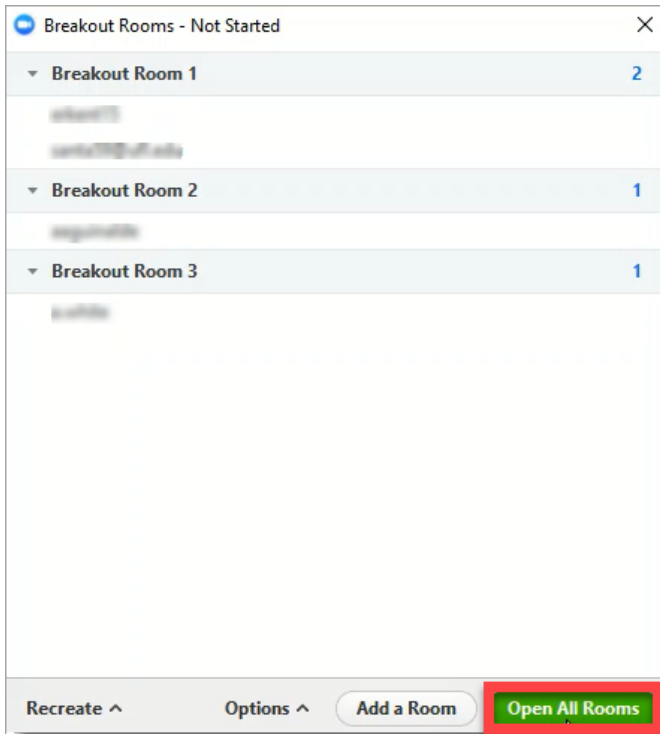
2. Enter the number of rooms you would like to create and how you want to assign participants to those rooms.



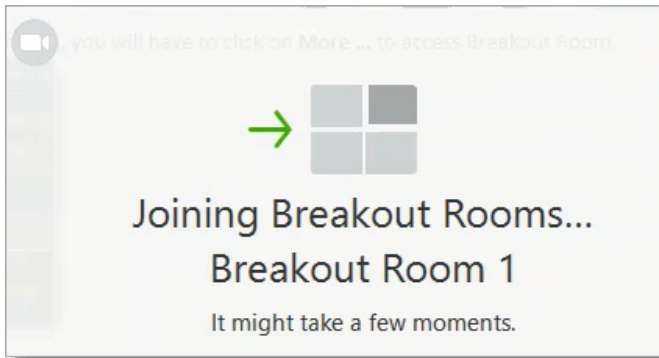
3. Before opening the rooms check **Options** for the settings you would like to use for your rooms.



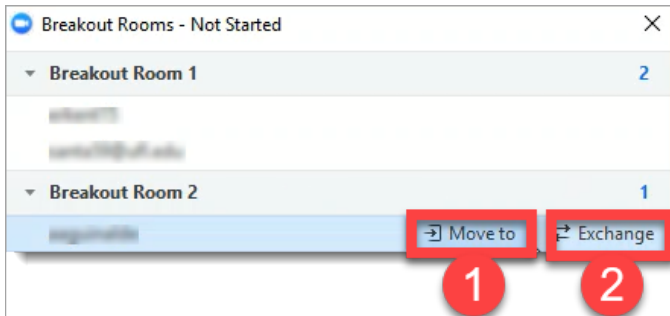
4. Once you are ready, **Open All Rooms** to start the breakout session.



5. Once you **Open All Rooms**, participants will receive a prompt to join the room they are assigned to.



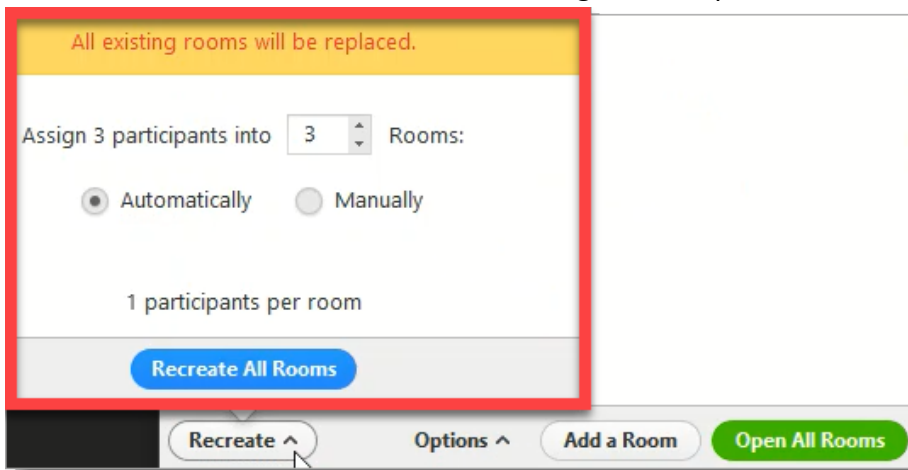
6. You can move [1] or swap [2] participants between rooms.



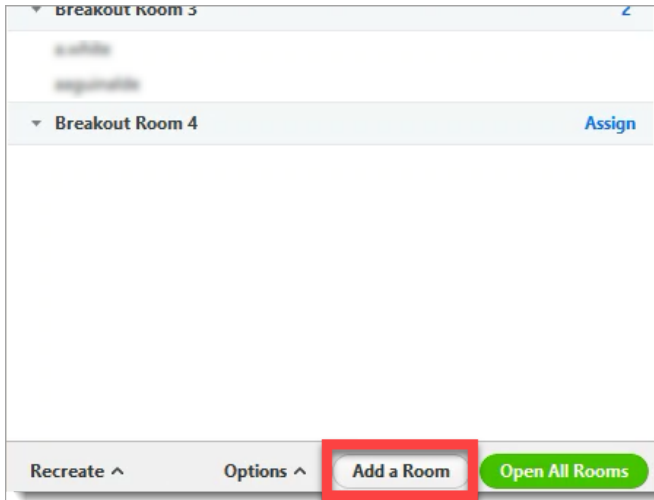
7. As a host you stay in the main room until you decide to join a breakout room.



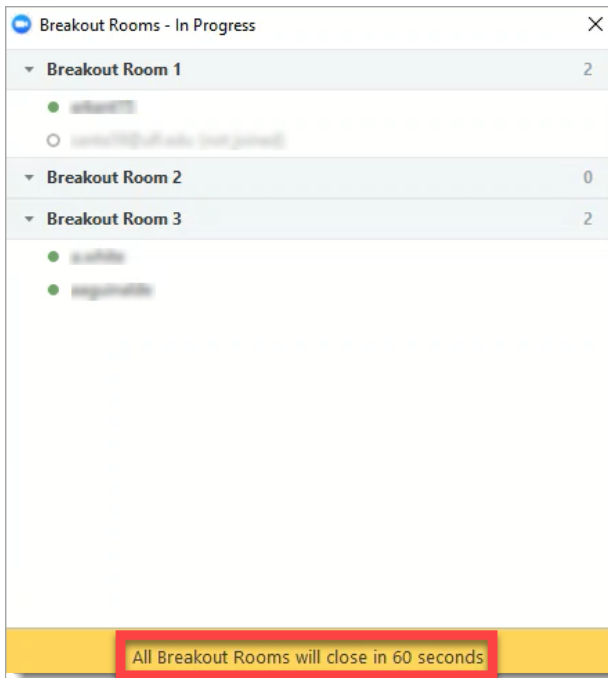
8. You can **Recreate All Rooms**; however, doing so will replace all existing rooms.



9. You can also add a new room.



10. Once you close all rooms, participants will automatically return to the main room after 60 seconds.



**Note:**

If the meeting is cloud recorded, only the main room will be recorded.  
If the meeting is locally recorded, it will record only the room the participants who is recording is in. Multiple participants can record locally.