



Breakout Rooms

To access Breakout Rooms, you must be the **meeting organizer** of a **scheduled meeting**. You will also need to be using the **Teams desktop app**.

Organizing Breakout Rooms Before the Meeting

1. Schedule your meetings as you normally would.
2. After you have saved that scheduled meeting, start the meeting (you will be the only one in it)
3. In meeting controls select **Breakout Rooms**.
4. Set the number of rooms you want (max 50) and how you want participants to be assigned
 - **Automatically** - Teams will assign participants at random.
 - **Manually** - you choose which participants go to which rooms.
5. Select **Create Rooms**.

Time Limits for Breakout Rooms

1. Select **More options** (...) at the top of the Breakout rooms pane & then select Rooms settings.
2. Select **Set a time limit**, & then select the down arrow & a session length.
3. Select **Settings** to return to the main Breakout rooms pane.

Interacting with Breakout Rooms

1. Select **More options** next to the room & then **Join room**.
2. Send an announcement:
 - Select **More Options** – Make an announcement.
 - Enter announcement & **send**.
3. Chat in rooms:
 - Each room has its own chat which is visible to the organizer in main Teams chat list.
 - While this chat cannot be continued after the room is closed it will remain visible to organizers.
4. To leave a room, select **Return**.

Closing Breakout Rooms

When the breakout rooms are closed participants are brought back to the main meeting room.

1. Individually - Select **More Options** next to the room & then **Close**.
2. All at the same time - Select **Close**.



3. Once everyone is back in the main meeting select **Resume** & you can carry along as the larger group.

Room assignments in recurring meetings

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

If you encounter problems with using breakout rooms there are some initial trouble shooting steps [here](#).