



# Microsoft Teams – Breakout Rooms (Preview)

Microsoft Teams Breakout Rooms is still in preview; what you see at present is not the final version of this functionality, and so the official release may differ in feature availability. The purpose of this guide is to enable meeting organisers to facilitate Breakout Rooms as quickly and as hassle free as possible; all Breakout Rooms functionality is not covered in this guide.

## Schedule a meeting

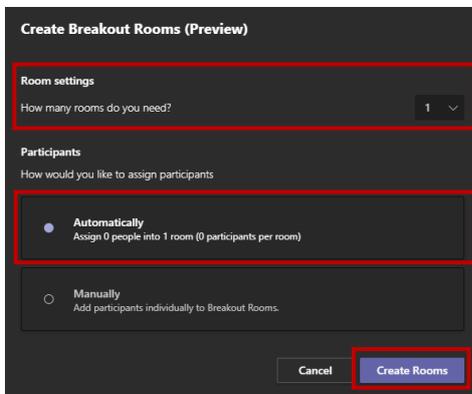
- Open the Teams desktop app and login. The Microsoft Teams app provides a better user experience, with additional functionality. To install the app, go to: <https://teams.microsoft.com/downloads>
- Select *Calendar > New meeting*
- Enter a meeting title, required attendees, the relevant date and time, and meeting details, if required.
- Select *Save*

## Automatically create rooms

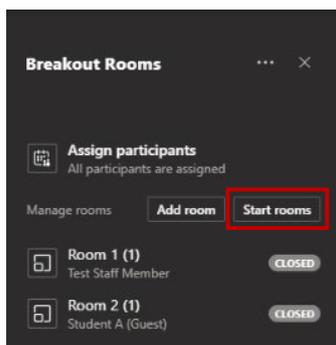
- After you join your scheduled meeting, select the *Breakout Rooms* icon on the upper right of the screen



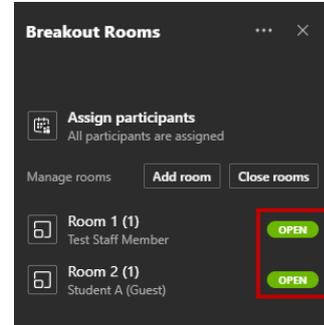
- Choose the number of rooms you require from the drop-down menu, select 'Automatically' to assign participants to the selected number of rooms automatically, and select *Create Rooms*



- Once the rooms are created, you may choose to add further rooms and/or manually add one or more people to one or more rooms.
- When you are ready to start the Breakout Rooms, select *Start rooms*



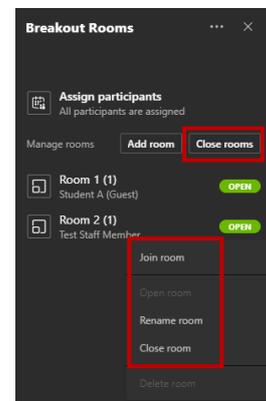
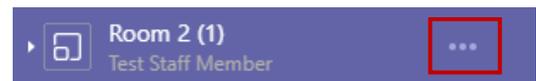
- Once you have started the rooms, the room status will change from 'Closed' to 'Open'.



- The meeting participants will see the following message across the top of their screen.



- Selecting the *More options* (three horizontal dots) next to any of the rooms, enables you to join the room to check group progress, rename the room and also close the room to bring the room participants back to the main meeting once again.



- If, at any point, you wish to return all participants back to the main meeting, select *Close Rooms*.

## Things to note

- At present, only a meeting organiser can manage and move freely between rooms.
- You can create a maximum of 50 breakout rooms per meeting.
- You must be using the desktop version of Microsoft Teams to organise your meeting participants into breakout rooms.
- Participants can use the Teams app across desktop, web or mobile to take part in a breakout room. If a participant joins via their mobile, use the main meeting as their breakout room.
- Participants join the breakout rooms as presenters, so they are automatically able to present for the duration of the breakout room.