

Using Breakout Rooms in Teams

Creating Breakout Rooms and Assigning Participants

Improve Engagement with Breakout Rooms

Breakout rooms are used to divide meeting participants into smaller groups for focused discussion, collaboration, or activities within a larger meeting. For more info visit [Microsoft Teams Help & Learning](#).

Follow the steps below to create and manage Breakout Rooms before and/or during a meeting.

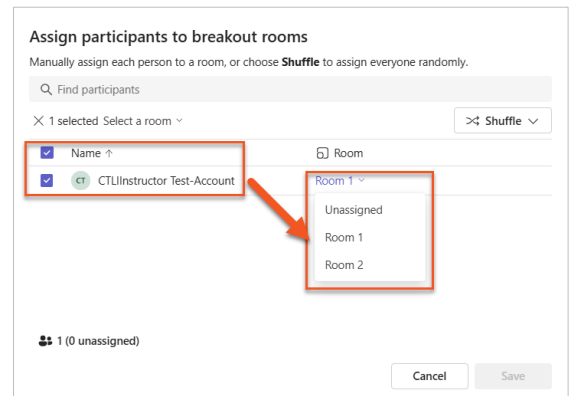
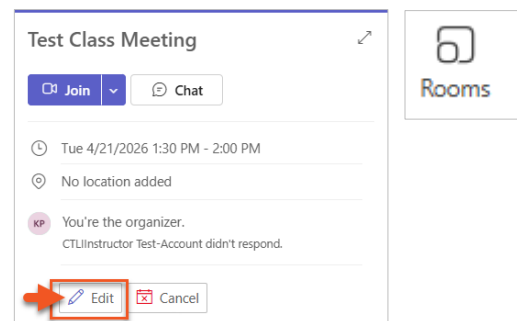
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Create Rooms Before a Meeting

***NOTE:** Pre-creating Breakout Rooms is only available in the Teams app and requires adding attendees using their NIC email addresses when scheduling the meeting.

- A. Click the meeting invite in your Teams Calendar, then click **Edit**.
- B. From top menu, select **More Options > Breakout Rooms**. Select **Create Rooms**.
- C. Choose the number of rooms. Click **Add rooms**. Select **Assign participants** and choose how they're to be assigned.
- D. If attendees were added using NIC email addresses, you can pre-assign them by selecting **Assign participants**, choosing participants, assigning them to a room, and clicking **Save**.

You can rename, change settings, or delete a room using the three dots on the room card.



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Create Rooms During a Meeting

- A. In the meeting, click **Rooms** and choose how many rooms you want to create.
- B. Select whether you want to assign people **Automatically or Manually**.
***NOTE:** Room assignments are only automatic if participants are already in the meeting when rooms are created. Anyone who joins later must be assigned manually.
- C. Click **Create Rooms**. After a few seconds, the Breakout Rooms pane will appear with options to manage rooms and participants.
- D. **Open Rooms** when ready.



Questions: Please submit a [service desk request](#) to CTLI