

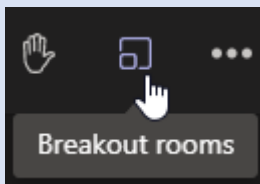
Tutorial: How to use Breakout Rooms in Microsoft Teams

A step-by-step guide for setting up and managing breakout room in Microsoft Teams.

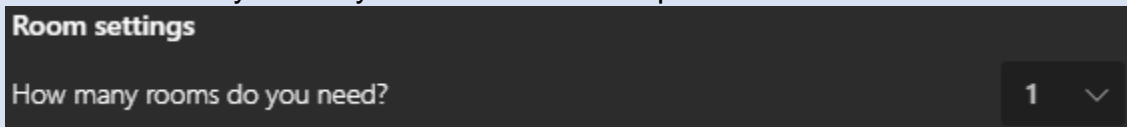
Setting up breakout rooms during your Teams class meetings allows for small group discussions and collaboration. Breakout rooms give students time to critically evaluate, and you can drop into the breakout rooms to offer support and answer questions. Set out a clear plan, time frame, and instructions for the students before initiating the breakout rooms.

The following instructions provide a guide on the dedicated breakout rooms feature Microsoft released in December. Take a look at Microsoft's official [Introduction to creating breakout rooms in Teams](#) for a video walkthrough of the feature.

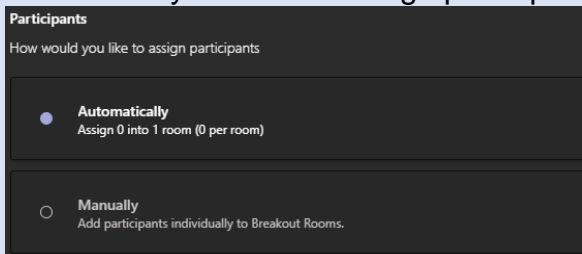
1. For a meeting you created, while in the meeting, up on the top right corner locate 'Breakout rooms' and Left Click



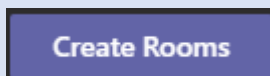
2. Select how many rooms you want with the drop-down menu



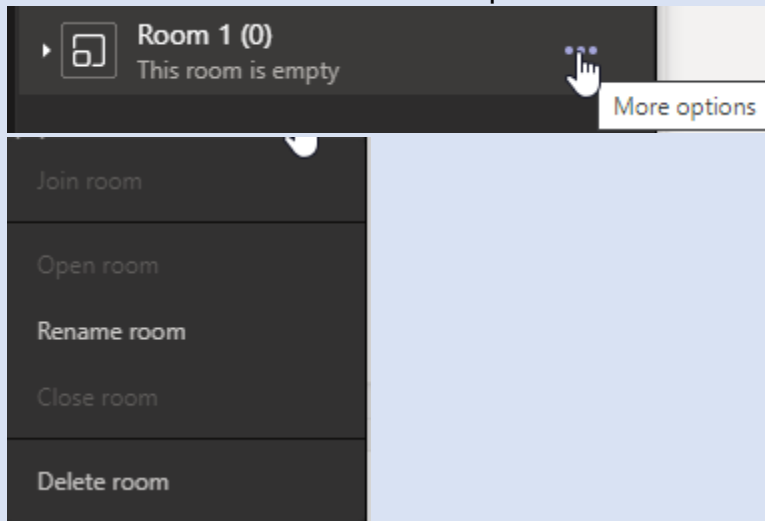
3. Select how you want to assign participants



4. Left Click



5. Hover over a Room to see more options



6. When you are ready to start the Breakout Room session, Left Click

Start rooms

7. When the Breakout Room session is finished and you would like to bring everyone back to the main area, Left Click 'Close rooms'

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–ENMU Portales ITS Technical Trainer