Breakout Rooms in Zoom for Government

Please be aware of the following:

- **App Required:** The Zoom app is required to join breakout rooms. Participants using the Web Client will remain in the main room.
- **Recordings:** Meeting recordings will only record the main room, not breakout room activity. Breakout rooms may be recorded separately by participants with record permission.
- **Pre-assigning:** Students to breakout rooms is NOT available in NPS’s Zoom for Government account.
- **Self-selection:** of breakout rooms by participants is NOT available in Zoom for Government at this time.

1) To create Breakout Rooms in your meeting, click the “Breakout Rooms” icon in your Zoom menu. *Note: Only instructors with a Zoom account will have the “Breakout Rooms” icon in their menu. If you don’t have the breakout room icon on Zoom, go to the Zoomgov.com website and log in with your Zoom account. Then go to Settings> In Meeting (Advanced), and turn the Breakout Room toggle button on.

2) Rooms can be created Manually or Automatically. Click on “Create Breakout Rooms” to start. This opens the Room Control window.

   - Manual creation lets you assign participants to rooms
   - Automatic assigns rooms randomly

3) Prior to opening all rooms, the Room Control window allows you to add and delete rooms, and move students from one room to another.
4) When you click on “Open All Rooms,” Students will be sent invitations to join their assigned room.

5) Once the rooms are in session, they can be monitored and joined with the Room Control Window. From Room Control you can also send a message to all.