ZOOM BREAKOUT ROOMS FOR PARTICIPANTS

The purpose of this document is to inform users on how to participate in Zoom Breakout rooms. Breakout rooms are sessions that are split off from the Zoom meeting where participants can meet in smaller groups. These smaller groups are completely isolated from the main session for collaboration and discussion between members with video and audio. If an incident occurs or if you want to confirm your meeting settings/expectations with one of our staff, please reach out to us via **the Help Desk request linked here.**

PREREQUISITES

Here are a few prerequisites before joining breakout rooms. Only the host or co-host joined with the desktop app can assign participants to breakout rooms. The host and co-host can move between breakout rooms.

1. The meeting host invites you to join breakout rooms.
2. To self-select breakout rooms, participants must use Zoom 5.3.0 or later in their desktop or mobile app. Chrome OS users must have version 5.0.0 or later.
3. Participants can be assigned to breakout rooms and participate in them if they are joined into the Zoom meeting from the following platforms:
   a. Zoom desktop client.
   b. Zoom mobile app.
   c. Chrome OS client.
   d. FAU Zoom Web Portal.
   e. H.323/Sip devices.

JOINING A BREAKOUT ROOM

1. The host will need to invite you to join the breakout room.
2. Click **Join.**
3. If you choose **Later**, you can join by clicking **Breakout Rooms** in your meeting controls.
4. Click **Join Breakout Room**.

Join Breakout Rooms Window
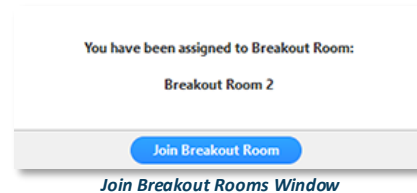
SELF SELECTING A BREAKOUT ROOM

If the host has allowed participants to self-select and join breakout rooms of their choosing, participants can view and select from a list of breakout rooms the host has created. They will be able to enter and exit breakout rooms freely.

1. Click **Breakout Rooms** in your meeting controls. This will display the list of open breakout rooms created by the host.
2. Hover your pointer over the number to the right of the breakout room you wish to join, click **Join**, then confirm by clicking **Join**.
3. Repeat as necessary to join other breakout rooms or click **Leave Room** to return to the main session.

Breakout Rooms Window
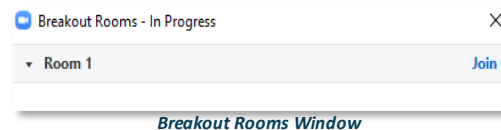
ASKING FOR HELP

If you click **Ask for Help**, the meeting host will be notified that you need assistance and will be asked to join your breakout room.

1. Click **Ask for Help** in the meeting controls.
2. Confirm that you would like assistance by clicking **Invite Host**.

Invite Host Button

RECORDING WHILE IN BREAKOUT ROOM

1. Ask the host for permission to record. The host needs to allow recording before opening the breakout rooms. If the host has already opened the breakout rooms, s/he can join your breakout room to allow you to record.
2. Click **Record** in the meeting controls to start a local recording.
3. Click the pause or stop icon in the meeting controls to pause or stop the recording. The recording can also be stopped or paused by clicking the indicator in the top left corner.
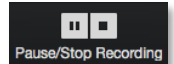

Pause/Stop Recording Button
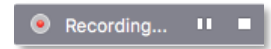
Recording Indicator

LEAVING THE BREAKOUT ROOM

You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room.

1. Click **Leave Breakout Room** at the bottom right of the screen.
2. Choose if you want to leave the breakout room or the entire meeting.
3. When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately, or in 60 seconds.
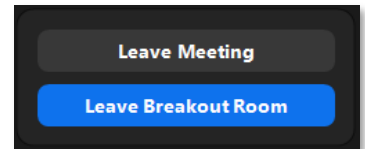
Leave Meeting and Leave Breakout Room Buttons