

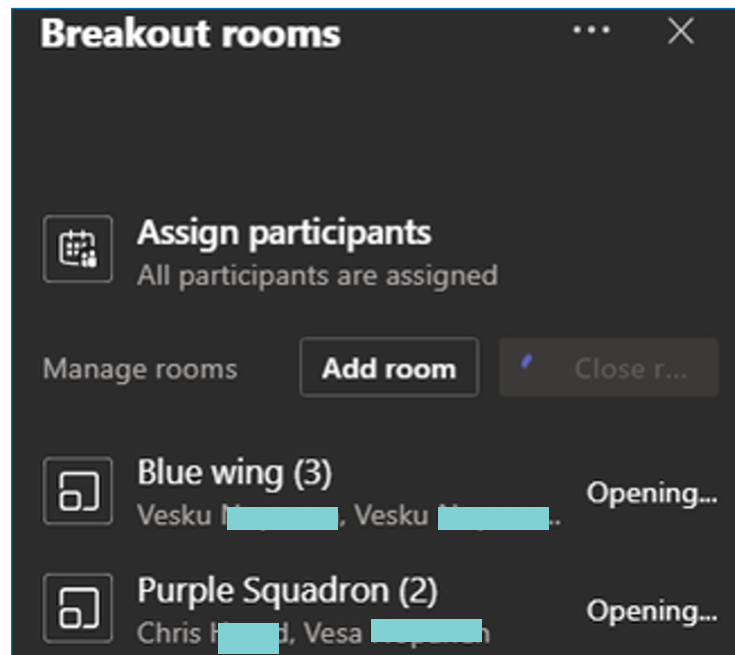
# Teams Breakout Rooms

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Finally! The new out-of-the-box virtual Microsoft Teams Breakout Rooms started to rollout today!

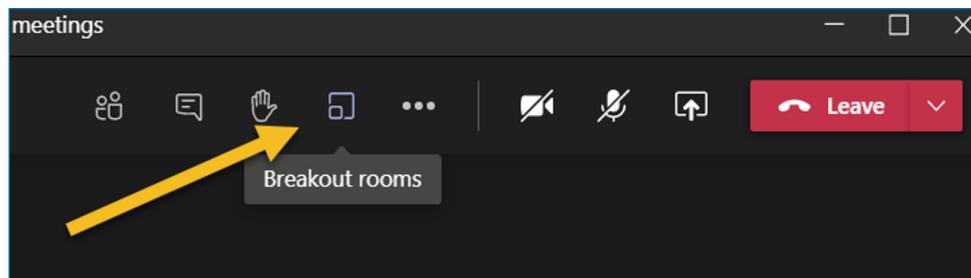


## Some quick facts about Breakout Rooms

- You need to be in the meeting to be able to create Breakout Rooms: 1-50 of them;
- Participants need to be online and, in the meeting, as well;
- You can assign attendees automatically to rooms or you can assign them manually;
- It is possible rename rooms and start/close them manually. You can also add new rooms later or delete some of them;
- Organizer can send messages (announcements) to rooms;
- **REQUIREMENT:** You must use Teams Desktop Client to create Breakout Rooms at this point. Support for other Teams clients is coming later. You **can** attend breakout rooms using Teams web client. You can join a Breakout Room on Teams Mobile (Android) and iPhone/iOS should also support Breakout Rooms fully as attendee;
- **REQUIREMENT:** You need to be using new meeting experience (ie: pop out meetings) to be able to create Breakout Rooms;
- **REQUIREMENT:** Make sure you have the latest Teams update (Check for updates in the Teams Desktop Client);
- You can create Breakout Rooms for **scheduled** or **channel meetings**. If you have old meetings you don't have to recreate them to get support for Breakout Rooms;
- You can create **Breakout Rooms in Private Channel Meet Now** meetings. You may get an error first, but try again and you can proceed normally (my experience while testing);
- The meeting **organizer** is the sole person **who creates and manages rooms**. Later (2021 I presume) more people can be added to manage Breakout Rooms;
- Every Breakout Room is a **full Teams meeting** with recording, sharing content, chat, Whiteboard and Together mode (for example);
- Everyone joining the Breakout Room will be presenter even if they are an attendee in the main meeting. Meeting policies can change this behavior so that, for example, that only people in the same organization are presenters and everyone else is attendee on default. In a sense: joining a Breakout Room meeting is just like joining any other meeting – using those meeting options that are governed by policies. (updated 12.1.2021 – Thank you Magnus for the point!).

## 1. Creating Breakout Rooms

When you are in the meeting as organizer, using Teams Desktop client with the latest version and new meeting experience you can see the icon to where you can start creating **Breakout Rooms**.



You can then define how many rooms (1-50) you need and how you want to assign participants. The default is Automatically. In this point you can see that we are alone in the meeting and thus no-one will be assigned to rooms. It will be the easiest to do Breakout Rooms when everyone (or most people) is joined into the meeting.

### Create Breakout Rooms (Preview)

**Room settings**

How many rooms do you need?

2 ▾

**Participants**

How would you like to assign participants

☒ **Automatically**  
Assign 4 people into 2 rooms (2 participants per room)

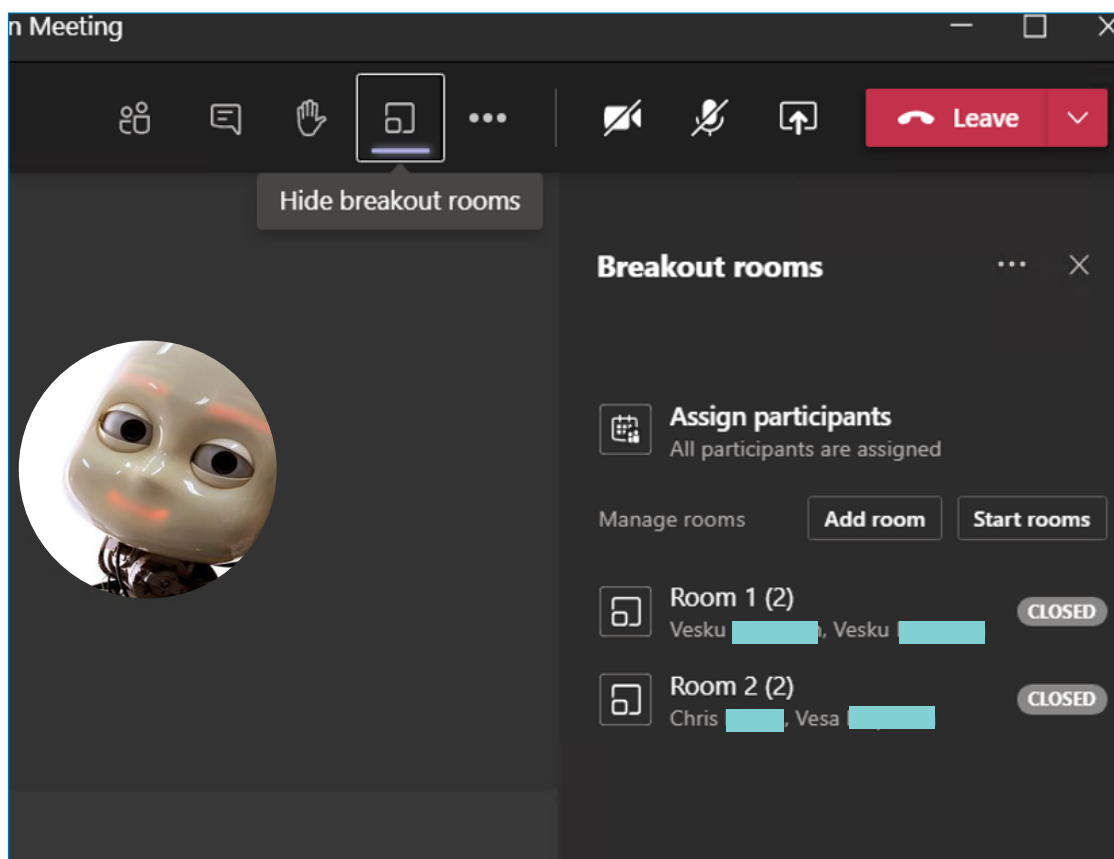
☐ **Manually**  
Add participants individually to Breakout Rooms.

Cancel

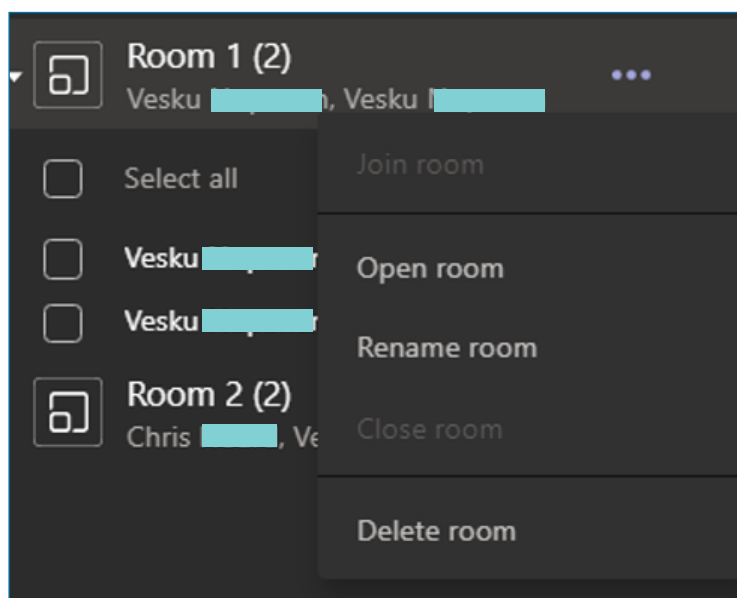
Create Rooms

Your rooms are being created.

After a moment I can see two Breakout Rooms and people who have been assigned to those rooms (yes – I have multiple identities from different demo tenants there!)

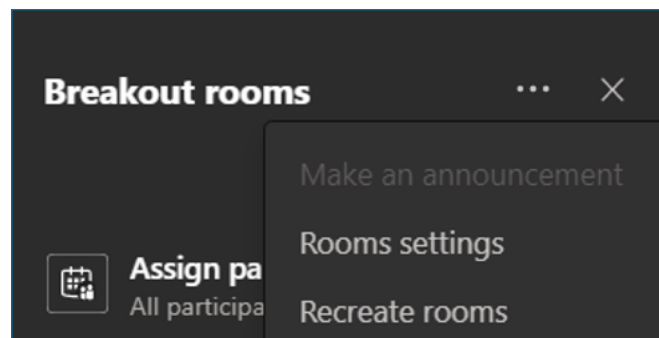


If I click a room, I can then choose ... menu and edit it:

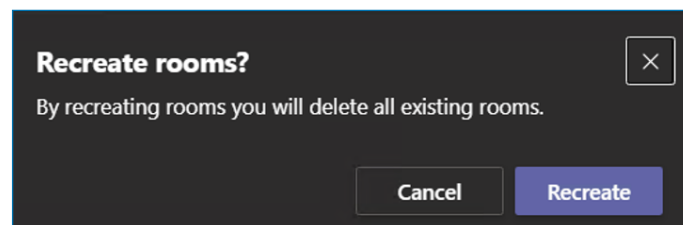


- **Open room** open that room only;
- **Rename** is useful to make any sense about the rooms. You can assign attendees automatically to rooms or you can assign them manually;
- **Join** and **Close** room options are available when room is **opened**/started;
- **Delete room** removes the room.

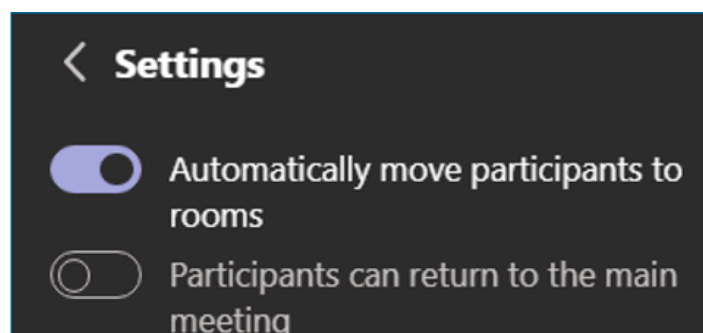
In this point you can still make changes to names and people who would be in which rooms. If you click on **Breakout Rooms** menu you can choose from a few options:



- **Make an announcement** is only available when rooms are running. It sends messages to all breakout rooms into chat;
- **Rooms settings**;
- **Recreate rooms** discards all current rooms and lets you start again. Breakout Rooms are part of the meeting they were created on – if you revisit the meeting later the old rooms are there. Recreate rooms lets you start from the scratch.



**Room settings** contain two options:

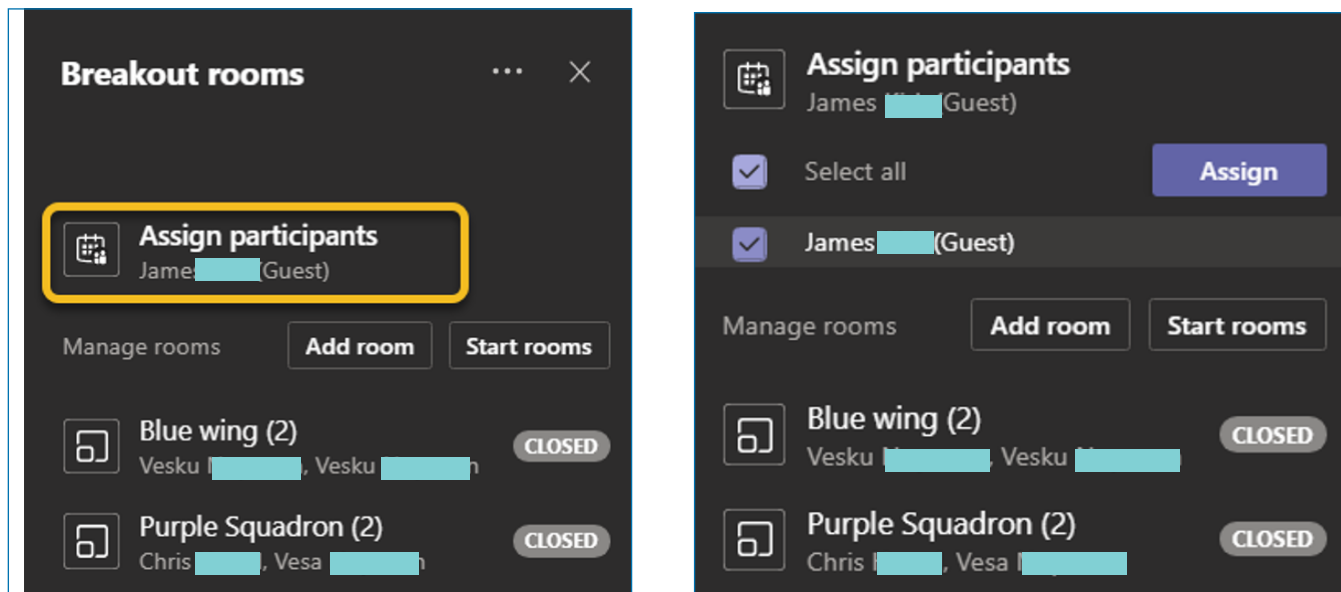


The default settings work very well for most needs. However, you want users to act (ie: confirm the switching of meeting manually) when moving to breakout rooms remove the checkbox from the first one. There is 10 second period when users move to rooms once room is started.

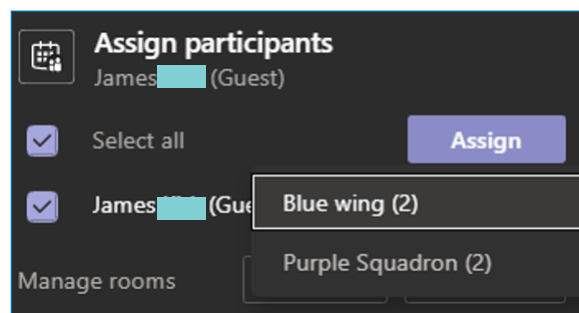
And the other option is self-explanatory: allowing users to rejoin main meeting early. When the switch is off (default) it will prevent participants returning to the main meeting: they don't get to see **Return**-button while in the Breakout Room.

## 2. Assign attendees to different rooms

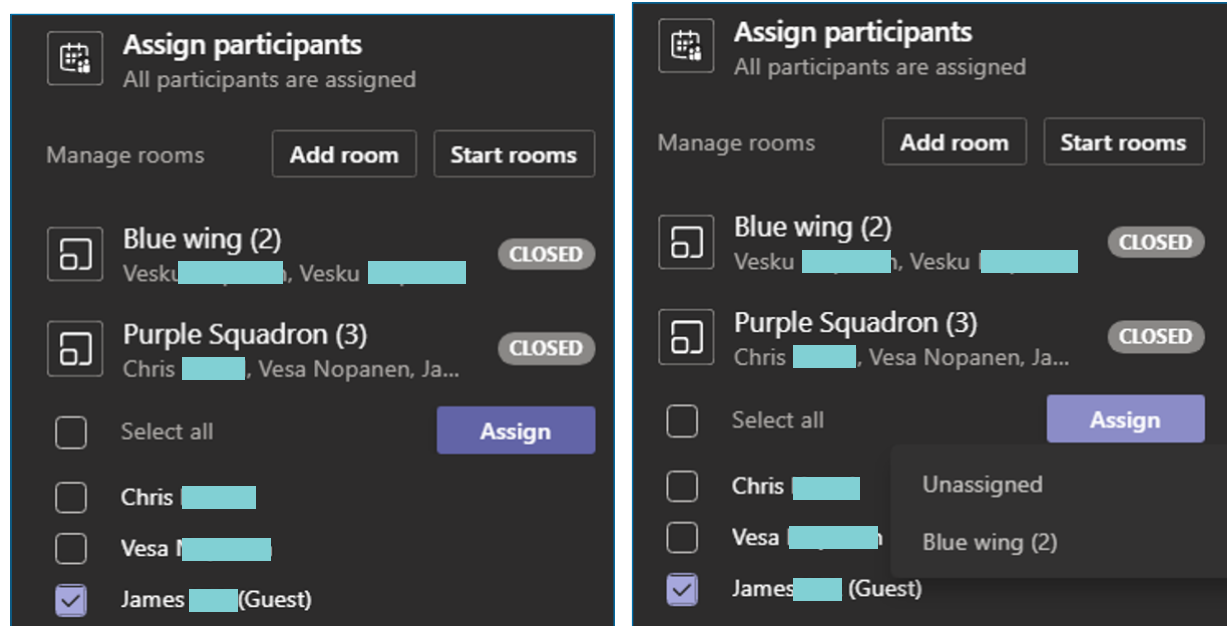
In case, often, someone joins in late you can see them in **Assign Participants** -section



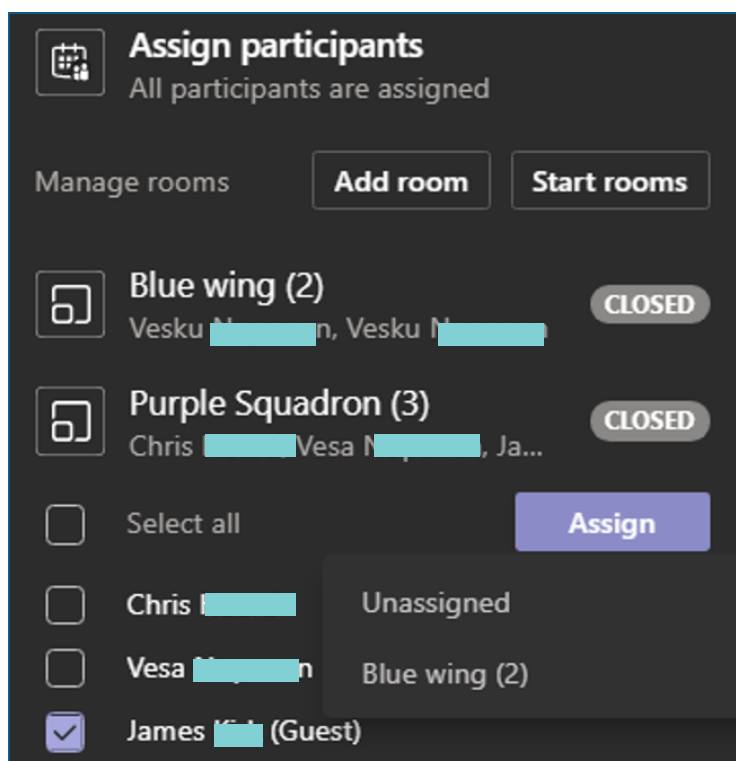
When you click on **Assign participants** you can select one or more attendees there and then choose **Assign** to move them to specific room, just click on the room name you want to assign them to:



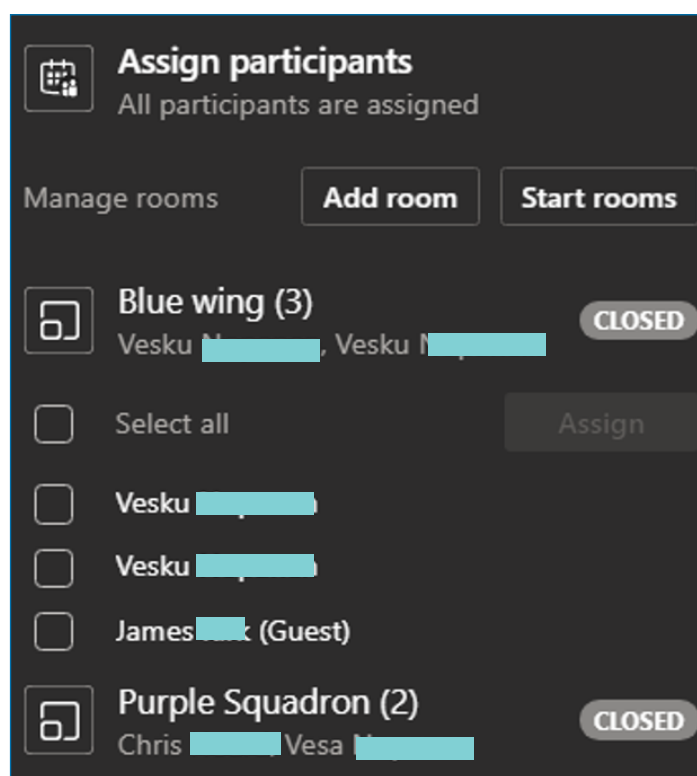
When you click on a room name you can see who is assigned there. Use checkbox to select people to move to other rooms.



Again, you can choose the room name where to move them – but you can also choose Unassigned to remove them from all rooms.

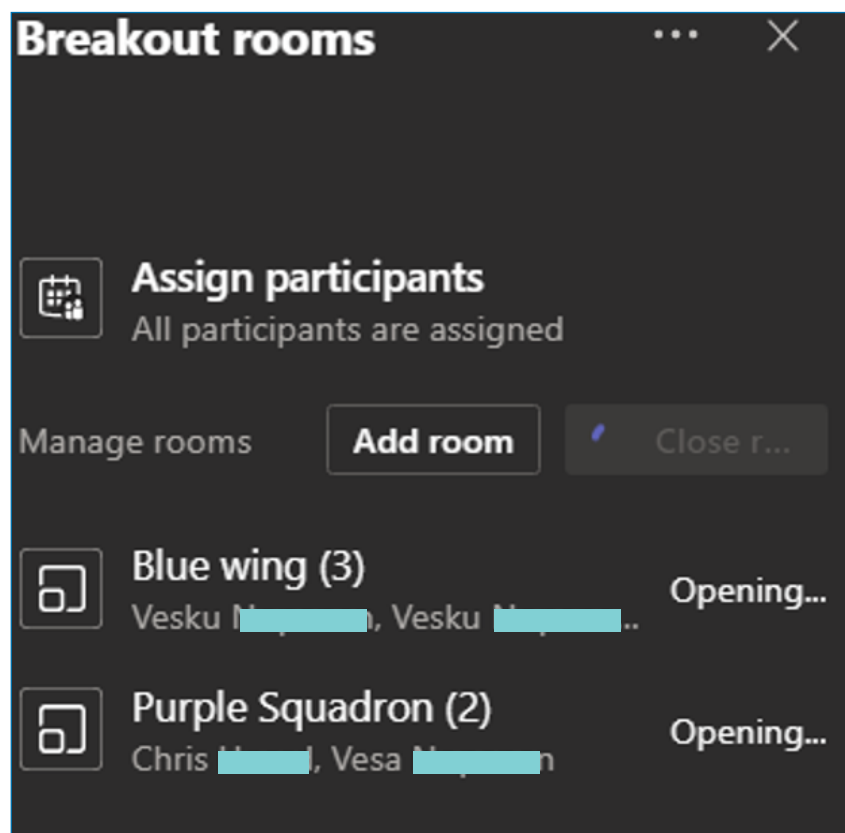


When you are happy with room assignments you can start rooms.

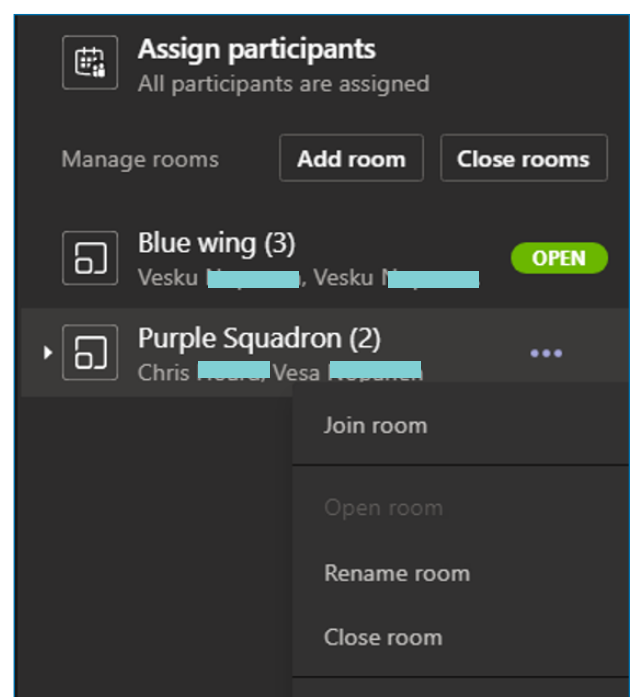
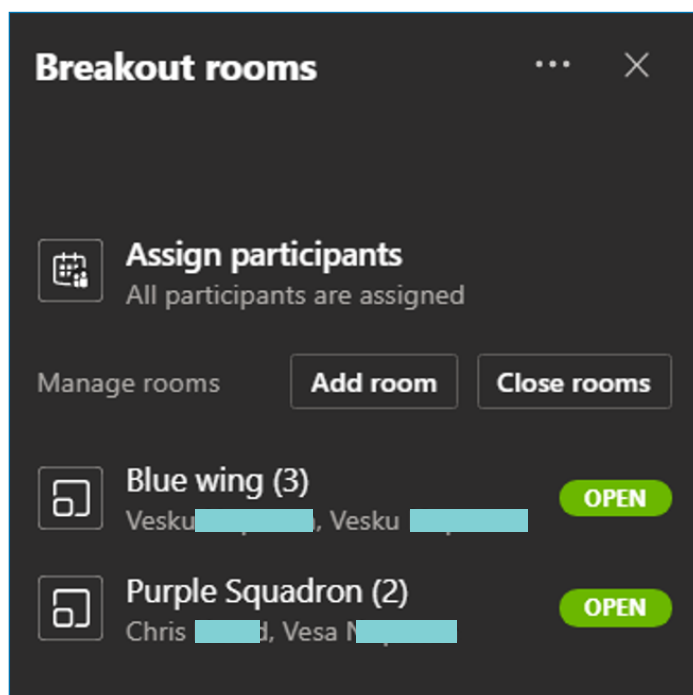


### 3. Starting and running Breakout Rooms

You can choose to open rooms one by one manually. But I recommend starting all rooms at once by hitting **Start rooms** and see how they are beginning to open.

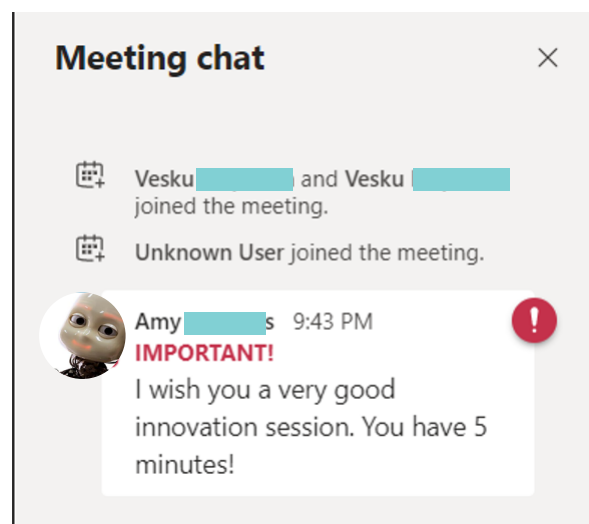
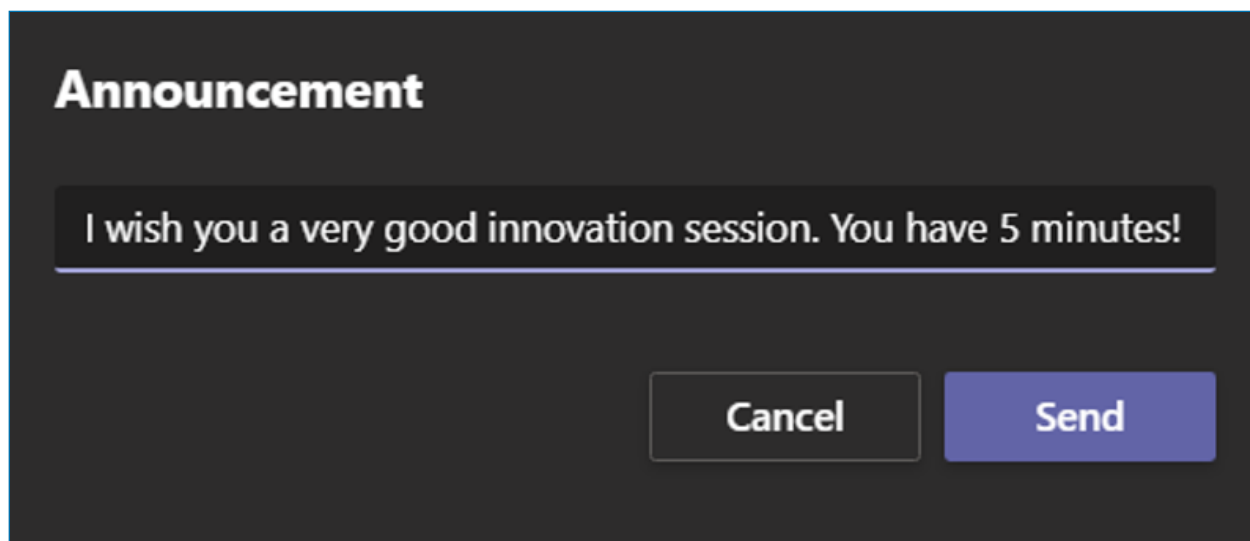
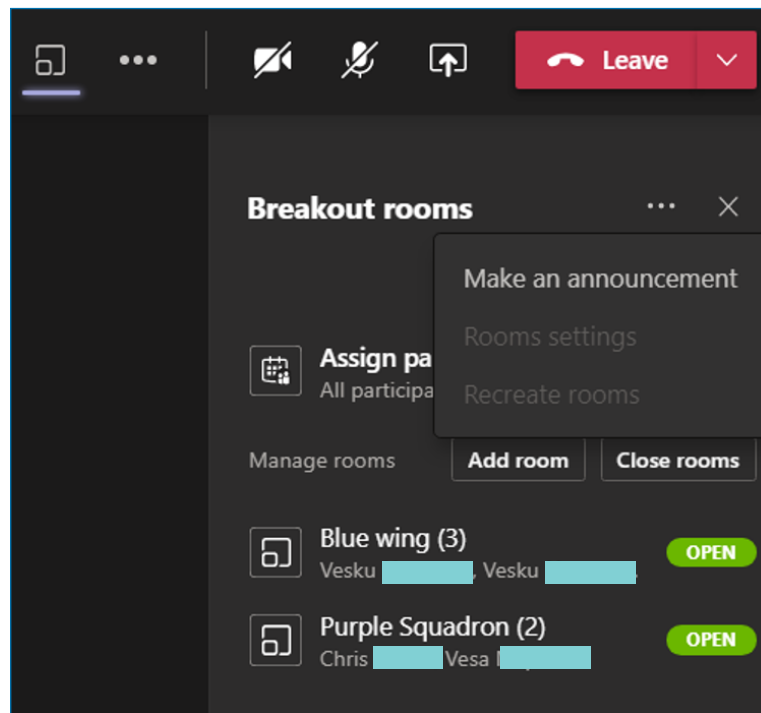


**NOTE:** if room doesn't have any participants the room cannot be opened.  
As the organizer you have an option to **join any room** you like

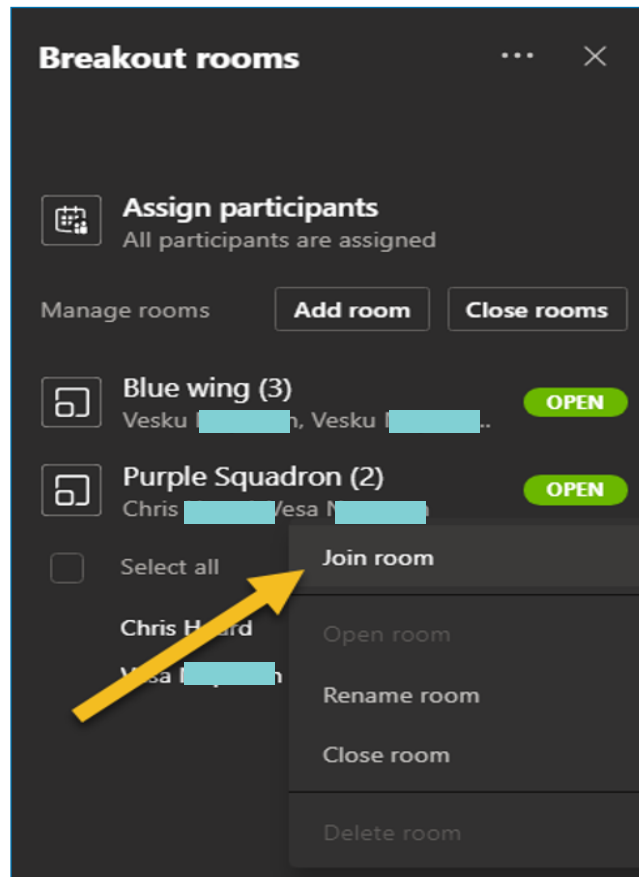




You can also send announcements to rooms; the announcement message appears in the meeting chat:

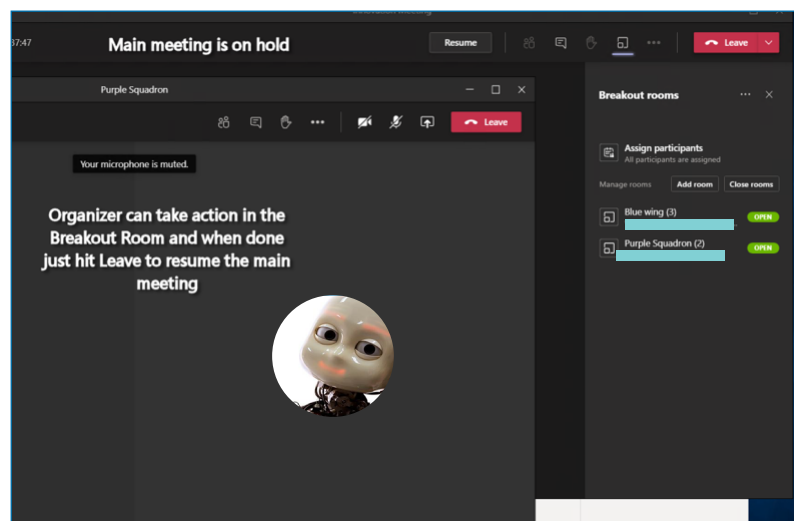


The organizer is the only person (so far, at Microsoft Ignite 2020 it was hinted that this will change) who can move freely between rooms. Organizer does it by selecting the room and choosing **Join room**.

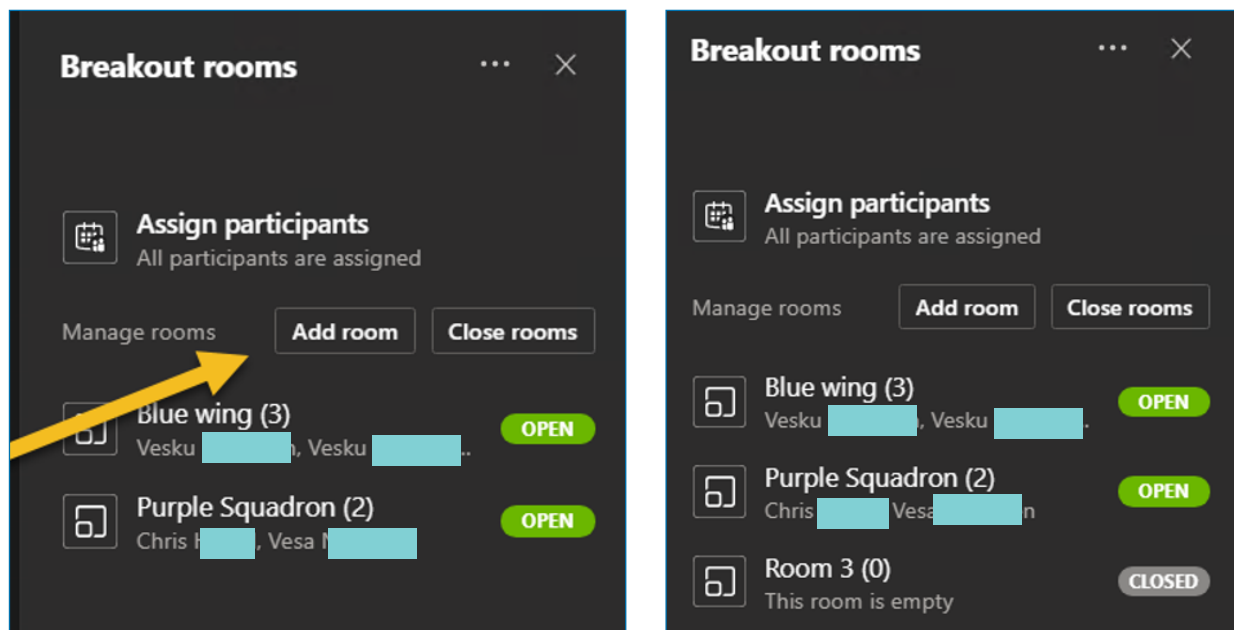


What happens next is:

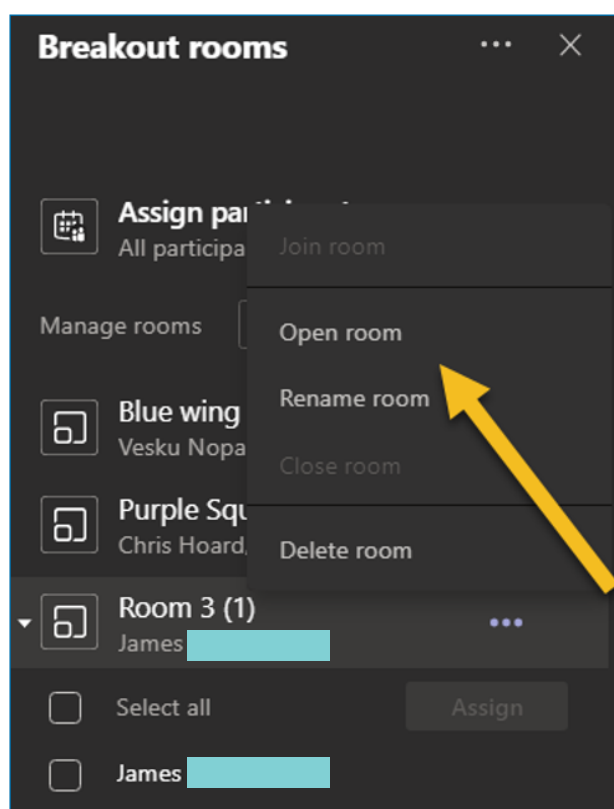
- Main meeting is put on hold for the organizer;
- The organizer joins the Breakout Room (named Purple Squadron in this case);
- When she is done in the Breakout Room she just **Leaves** the meeting normally and the main meeting resumes when **Resume** is pressed.



The Organizer can also **Add rooms** if there is a need – like new people join the meeting or when there is a need to regroup with some attendees. The maximum number of 50 rooms gives plenty of room to play with these rooms in ad-hoc needs.



The freshly added room is just like any other room: but it is closed even when other rooms are open.- This allows the Organizer to add people to the new room and then Open it.



## 4. Attendee experience in the Breakout Room

When the rooms are started you get a notification and you are then moved to breakout rooms automatically (on default).

Update 7.1.2021 You are a presenter on default, even when the main meeting has different settings for presenters (ie: you can be only a attendee in the main meeting but once you get to the Breakout Room you are always defaulted to presenter).

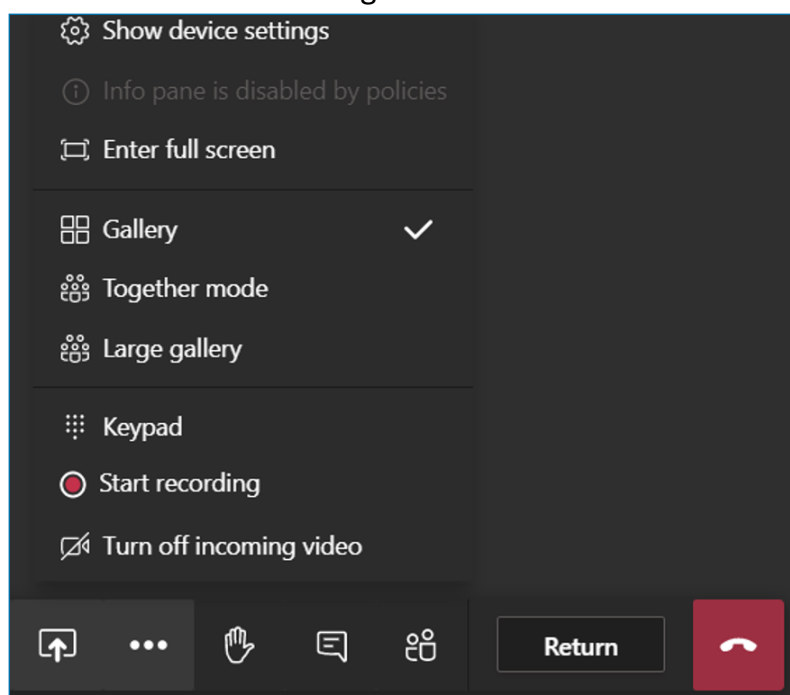
*Note: you need to have the main meeting open in order to join the Breakout Room automatically.*

⚠ The breakout room session has started. You will be automatically moved in 10 seconds.

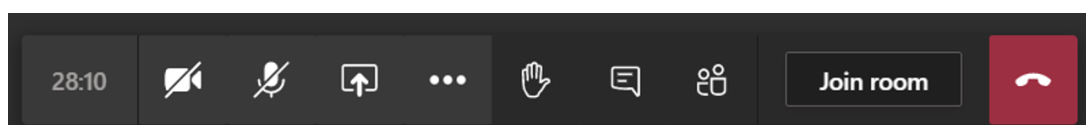
Dismiss

The Breakout Room is the fully fledged meeting – I can record it, use the chat, raise hand, use hard mute, share screen or content and even use Together mode or Large Gallery views.

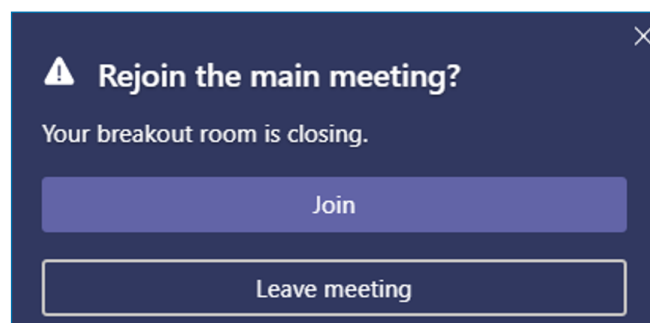
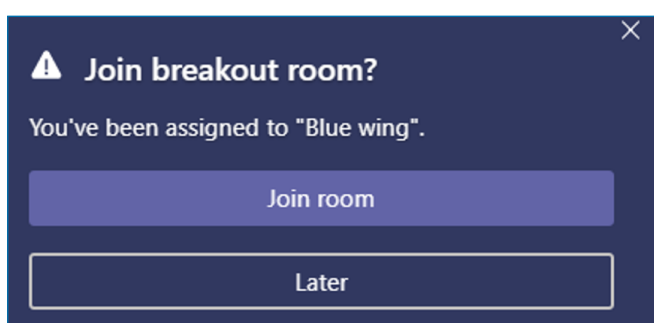
I can also choose to **Return** back to the main meeting.



This switch is originally off. It will prevent participants from returning to the main meeting: they don't get to see **Return**-button while in the Breakout Room.

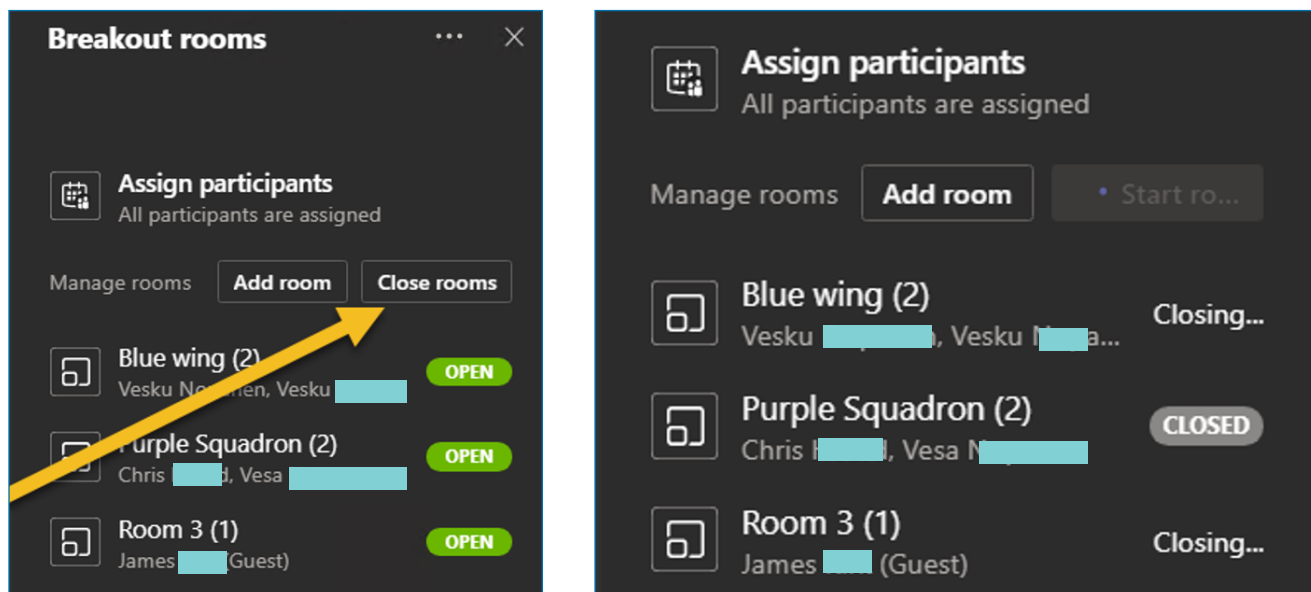


If "Automatically move people into opened rooms" is not checked every attendee must confirm their joining to the Breakout Room and again when the room is closed to join the Main Meeting.



## 5. Closing Breakout Rooms

When the organizer hits **Close rooms**, the rooms are starting to close instantly. There is no “are you sure” -dialogue so **be careful** not to hit this button too early!



Attendees in Breakout Rooms get a message

**⚠ This room will close in 10 seconds. You will be automatically moved back to the main meeting.**

You can close and open/restart rooms multiple times.

You don't have to recreate or reassign people to Breakout Rooms every time.

This makes it easy to create them once (assuming most of attendees stay in same rooms) and have short, small group discussions / innovations and bringing them back to the main meeting for a short recap and then going back to small groups (Breakout Rooms).

This is one of super great points in Teams Breakout Rooms I think – they are very easy to manage and use for trainings and workshops.

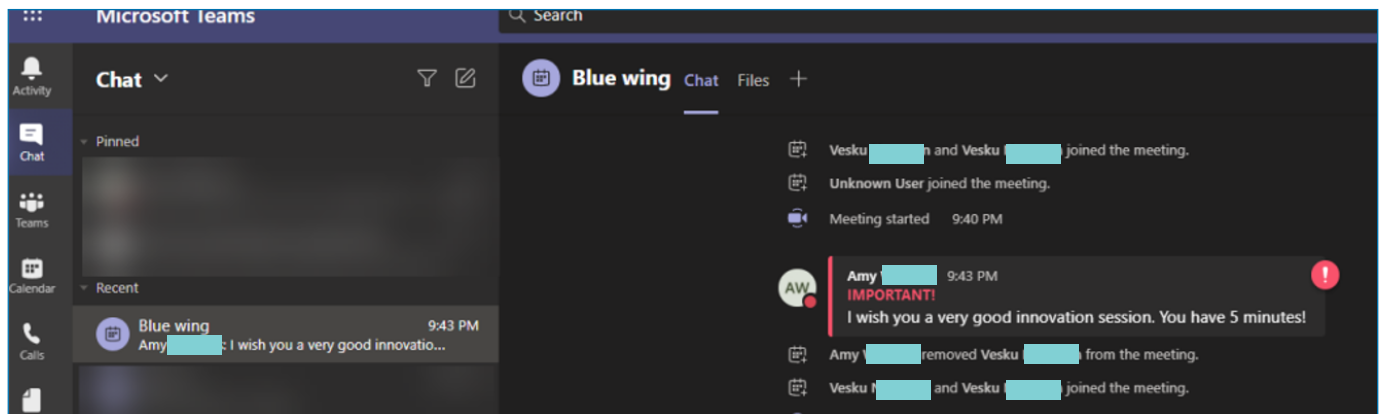
## 6. Breakout Room resources

You can access Breakout room chat later almost just like any other chat in Teams meetings.

This is of course one reason why naming of Breakout Rooms is important.

The big difference is that you cannot join Breakout Room directly from the chat **unless the Breakout Room is open**.

This gives a good control to the Organizer: they can be sure that once the room is closed attendees won't be able to rejoin it.



If you are all working in the same organization you can also use Breakout Rooms chat with files (yes, the files are in uploader's OneDrive for Business!) to edit documents and then share findings later.

If you have people from multiple organizations (ie: different Office 365 tenants) participating you need to use links to files as with any Teams Meeting today.

