

GSD. MS Teams – How to Join a Breakout Room in Microsoft Teams

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General Information:

Possible symptoms/errors:

How to Join a Breakout Room in Microsoft Teams.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

Breakout rooms allows user to create sub-meetings within their Teams meeting for smaller group of participants to collaborate and have discussions. This article shows a guide on how user can do the following:

Details:

A. Join a breakout room as the organizer

Note: The organizer cannot be in all breakout rooms at once; however, they can jump between breakout rooms as necessary.

To enter a breakout room, ask the user to hover over the Open status icon.

When More options icon appears, user needs to click on it and select Join room.

User will be added to the breakout room and can interact with all features of the meeting. There is no warning that they are entering the room. Note: While user is in a breakout room, they will be On Hold in the main meeting and will not be able to see if participants have entered the main meeting until they return to the main meeting. Advise the user to select the Return/ Leave button to leave the breakout room and return to the main meeting.

B. Join a breakout room as a meeting participant

When the rooms are started, as a participant, user gets a notification and they are then moved to breakout rooms automatically by default.

As a participant, user will receive a notification that they will be moved automatically with 10 seconds notice.

Note: User needs to have the main meeting open in order to join the Breakout Room automatically.

As a participant, user will also receive a notification that they will be moved automatically with 10 seconds notice when the breakout room closes.

If the meeting organizer chooses not to move participants automatically (Automatically move people into opened rooms is not checked in Breakout room settings), as a participant, user will see a pop up message with options when the breakout sessions begin and end.

Enter a breakout room.

When the breakout room is opened by the organizer, user can select Join room to go into the breakout room or Later to remain in the main meeting.

If user selects Later, the breakout room can be accessed while it is still open by selecting Join room on the main meeting menu.

When the breakout room is closed by the organizer:

User can select Join to go back into the main meeting, or Leave meeting to completely exit the meeting.

Switch between main meeting and assigned breakout room.

If this feature is enabled (Let people go back to the main meeting option is checked in the Breakout room settings) by the meeting organizer, participants can return to the main meeting at any time while the room is still open by selecting Return.

Participants can return to their assigned breakout room from the main meeting while the room is open by selecting Join room.

Note: It is not possible for participants to switch between breakout rooms unless the meeting organizer has assigned them a new room.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

N/A