

GSD. MS Teams – How to use Breakout Rooms in Microsoft Teams

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General Information:

Possible symptoms/errors:

How to use Breakout Rooms in Microsoft Teams.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

Breakout rooms allow meeting organizers in Microsoft Teams to split participants into smaller groups and the meeting organizer can then go from room to room. It allows user to create sub-meetings within their Teams meeting for smaller group of participants to collaborate and have discussions.

Note: Up to 50 Breakout rooms can be created for a single meeting.

This article shows a guide on how user can start using this feature in Microsoft Teams.

Details:

A. The breakout rooms feature is now a default setting in the Teams client. It cannot be enabled or disabled.

Notes:

User must be the meeting organizer and use the Teams desktop client to access the breakout rooms option and to manage breakout rooms and participants. The organizer cannot be in all breakout rooms at once, however, they can jump between breakout rooms as necessary. To enter a breakout room, advise the user to follow the instructions on this link. Meeting attendees and presenters will not see the breakout rooms option. It is not possible to transfer or share organizer capabilities. Breakout rooms cannot be set up before a meeting and must be created after the meeting has started.

B. Create a breakout room

Once the meeting has started, advise the user to select the breakout room icon.

In the pop-up settings window, user needs to select the number of breakout rooms they want to create and how participants will be assigned:

Automatically - participants who have already joined the meeting will be assigned into equal-sized rooms. Participants who join the meeting after automatic allocation will need to be assigned manually. Manually – allows user to assign participants to rooms as they choose.

Advise the user to click Create rooms.

The rooms should all say Closed next to them. they're not available to join yet and won't be until the meeting organizer opens them.

C. Manage Breakout room

After creating a breakout room, a menu will appear to the right of the Teams meeting window displaying room management options, room titles, participants, and status of user's breakout rooms and participants.

Create additional breakout room

To manually create additional rooms, advise the user to select Add room.

Assign or move breakout room participant manually. Note: Participants from open rooms cannot be moved to a different room until their current room is closed.

To assign or move a participant manually, user needs to select the closed room or section where the participant is currently assigned.

Advise the user to tick the box(es) next to the name(s) of the participant(s) they want to move.

Ask the user to select Assign and to choose any room they want to place the participants in.

Participants who have not yet been assigned to a room will appear under the Assign participants section. Note: Participants joining via desk phone or Teams mobile app cannot be assigned and will remain in the main meeting.

Rename or delete breakout room

To edit the title of a room or delete it, user needs to click on the More options icon next to the room title:

Rename room – User can change the title of the selected room. It is recommended to create a specific title as the chat log remains accessible for participants after the meeting, and a distinctive name will help with discoverability.

Delete room – User can remove the selected room. Any assigned participants will be moved to the list of unassigned participants. To delete all rooms and settings at once, see 'Recreate rooms' in the next step.

Open additional room settings

To open additional overarching room settings, user needs to select the More options icon next to the Breakout rooms heading, and choose Rooms settings while all rooms are closed:

Automatically move people into opened rooms – user can select this option to move participants automatically in and out of their assigned rooms when the meeting organizer opens or closes the breakout rooms. Participants will receive a notification that they will be moved automatically with 10 seconds notice. If this option is not selected, participants will be prompted to choose whether they want to move in or out of the breakout room. Let people go back to the main meeting – user can select this option to allow participants to move between the main meeting and their assigned breakout room when the breakout rooms are open. If this option is not selected, participants will be able to move back into the main meeting by selecting 'Return', or back to the breakout room by selecting 'Join room'.

D. Start breakout rooms

When the user is good with the breakout rooms allocations and settings, they need to open the rooms to allow participants to access them.

To open all of the rooms at once, advise the user to select Start rooms. The status icon next to the rooms will change from Closed to Open.

To open individual rooms, user needs to hover over the Closed status icon of the room and select the More options icon, then select Open room.

E. Close breakout rooms

Once user as the organizer decides it is time to end the breakout rooms, they can close them, pulling everyone back into the main meeting.

To close all of the open rooms at once, advise the user to select Close rooms.

To close individual rooms, advise the user to hover over the Open status icon of the room and select the More options icon, then to select Close.

Once user closes their breakout rooms, they can still re-open them if they want. Rooms will have the same artifacts—shared files, whiteboards, as before so the attendees can still work on existing content.

E. Ending the meeting

At the end of the meeting, user can either leave their breakout rooms open or closed.

Open – allows participants to continue collaborating to the breakout room chat and re-open the breakout room meeting after the main meeting has ended. If the meeting is recurring, user's breakout room settings and allocations are saved and maintained for subsequent meetings. Closed – breakout room chats become read only for all participants after the meeting has ended and cannot be re-opened. Breakout room settings and allocations are not saved for subsequent meetings.

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