Breakout Rooms in Microsoft Teams

An Overview of Features and Instructions

Introduction

Breakout rooms in Microsoft Teams allow meeting organizers to split participants into smaller groups for focused discussions. Organizers can create, manage, and control breakout rooms, while participants can collaborate in separate spaces.

1. Creating Breakout Rooms

Breakout rooms can be created either before or during a Teams meeting.

Creating Before the Meeting

- Schedule a meeting in Microsoft Teams.
- Go to the Calendar and select the meeting.
- Click Breakout Rooms in the meeting options.
- Choose the number of rooms you want to create.
- Assign participants automatically or manually.
- Click Create Rooms.

Creating During the Meeting

- Click the Breakout Rooms button in the meeting controls.
- Select the number of rooms.
- Choose automatic or manual participant assignment.
- Click Create Rooms.

2. Assigning Participants

Participants can be assigned to rooms either automatically or manually.

Automatic Assignment

- Teams will distribute participants equally into rooms.

Manual Assignment

- Click Assign Participants.

- Select the participants and choose a room.
- Click Assign.

3. Managing Breakout Rooms

Once breakout rooms are set up, organizers can perform the following actions:

Opening and Closing Rooms

- Click Open to send participants to their rooms.
- Click Close to bring everyone back to the main meeting.

Moving Participants

- Click Assign Participants.
- Select a participant and choose a new room.
- Click Move.

Sending Announcements

- Click Make an announcement.
- Type your message and click Send.

Joining a Room

- Click a room and select Join to enter.

Setting a Timer for Rooms

- Click Settings.
- Enable Set a time limit and specify the duration.

4. Participant Experience

- Participants are automatically moved into assigned rooms when opened.
- They can use audio, video, and chat in breakout rooms.
- They return to the main meeting when rooms are closed.

5. Additional Features

Room Reassignments

- Participants can be reassigned even after rooms are created.

Room Naming

- Rename breakout rooms for clarity.

Persisting Room Assignments

- Teams can save breakout room assignments for recurring meetings.

Conclusion

Breakout rooms enhance collaboration in Microsoft Teams meetings by enabling smaller, focused discussions. Organizers have full control over room assignments, communication, and timing. For more details, visit the official Microsoft Support article.