

How to Use Breakout Rooms in Microsoft Teams

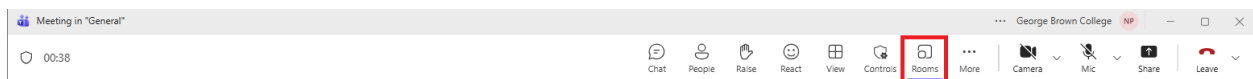
NOTE: Ensure you are logged in to Microsoft 365 account with your GBC credentials. Download the MS Teams app to get the most robust experience and access to features.

Open Your Meeting

1. Join your scheduled Teams meeting for your class in Brightspace.
2. Once you're in the meeting, move your cursor to reveal the toolbar (usually at the top or bottom of the screen depending on your device).

Open the Breakout Rooms Panel

1. From the meeting toolbar, select the Breakout Rooms icon (it looks like two squares).



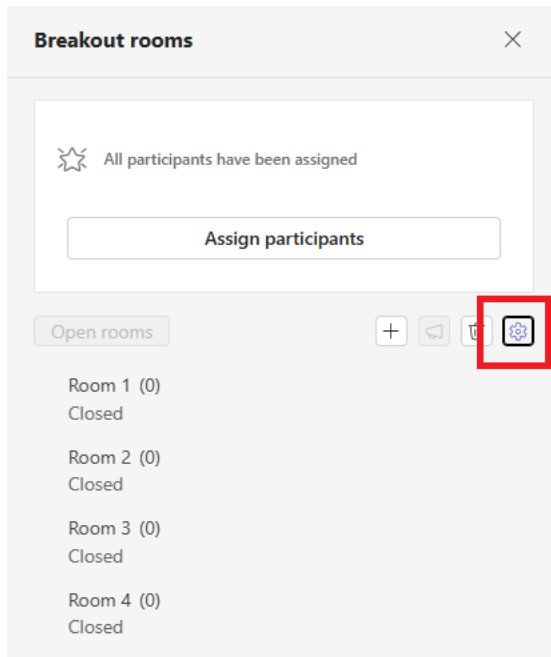
Create Breakout Rooms

1. Using the dropdown menu, choose how many rooms you want to create.
2. Decide how to assign your participants to each room. Select from three options:
 - Automatically distribute participants evenly across rooms.
 - Manually assign participants to specific rooms.
 - Let people choose their rooms

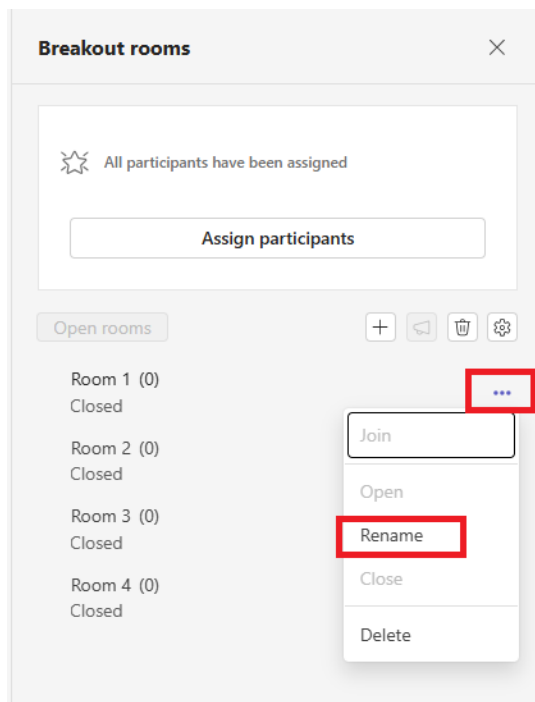
A screenshot of the 'Create breakout rooms' dialog box in Microsoft Teams. The dialog box has a title bar with 'Create breakout rooms' and a close button (X). Below the title bar, there is a section titled 'Choose the number of rooms you want to create.' with a dropdown menu showing the number '2'. Below this, there is a section titled 'Assign participants' with three radio button options: 'Automatically assign 0 people to each room' (which is selected), 'Manually assign people to rooms', and 'Let people choose their rooms'. At the bottom of the dialog box, there is a blue button labeled 'Create rooms'.

Customize Room Settings

1. Select the gear icon in the breakout rooms panel to adjust settings such as allowing participants to return to the main meeting or setting a time limit.

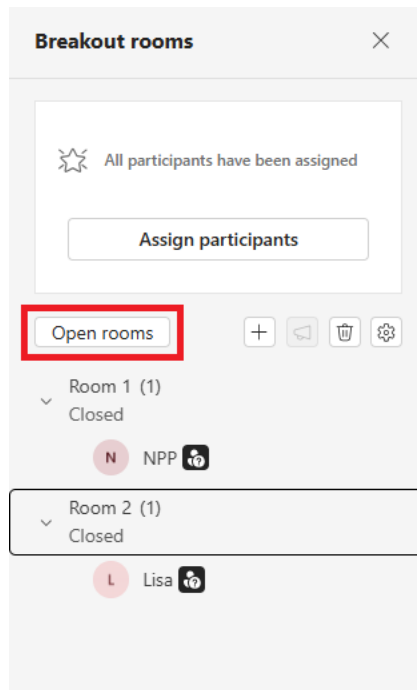


2. Hover over each room to show the three dots to access the dropdown menu. Select Rename to rename rooms for clarity (e.g., "Group A" or "Discussion 1").

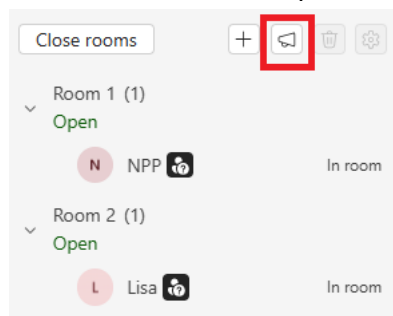


Open Rooms and Send Announcements

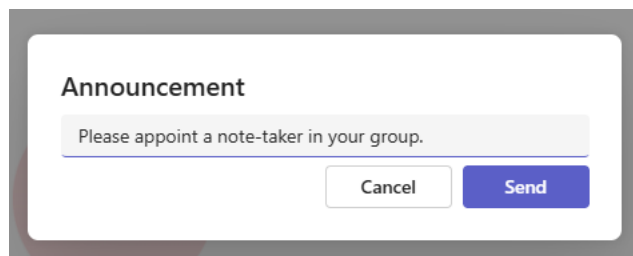
1. Once participants have been assigned, select the Open Rooms button to move participants to their rooms.



2. Select the announcement icon (appears as a megaphone symbol) to make an announcement or provide instructions to send to all rooms at once.



3. After selecting the icon, you may enter a message that will appear in the chat of every breakout room, ensuring all participants receive the same information simultaneously.
4. Select Send.



Close the Rooms

1. When the activity ends, select “Close rooms” to bring everyone back to the main meeting. Teams will notify participants with a countdown timer and return them automatically to the main room.

