

# MS Teams Breakout Rooms

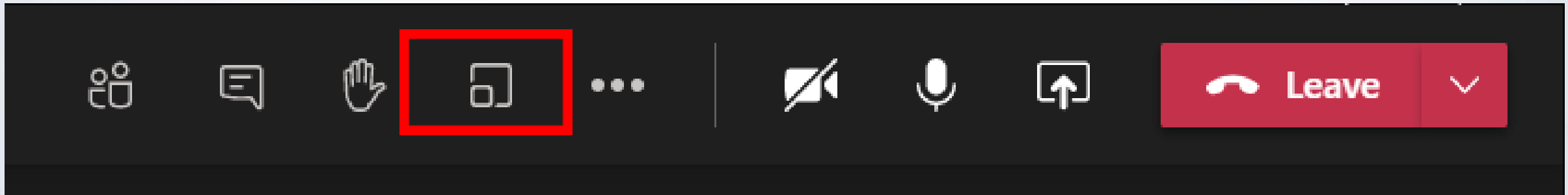
OoCIO Office 365 Team



Seirbhís Sláinte  
Níos Fearr  
á Forbairt

Building a  
Better Health  
Service

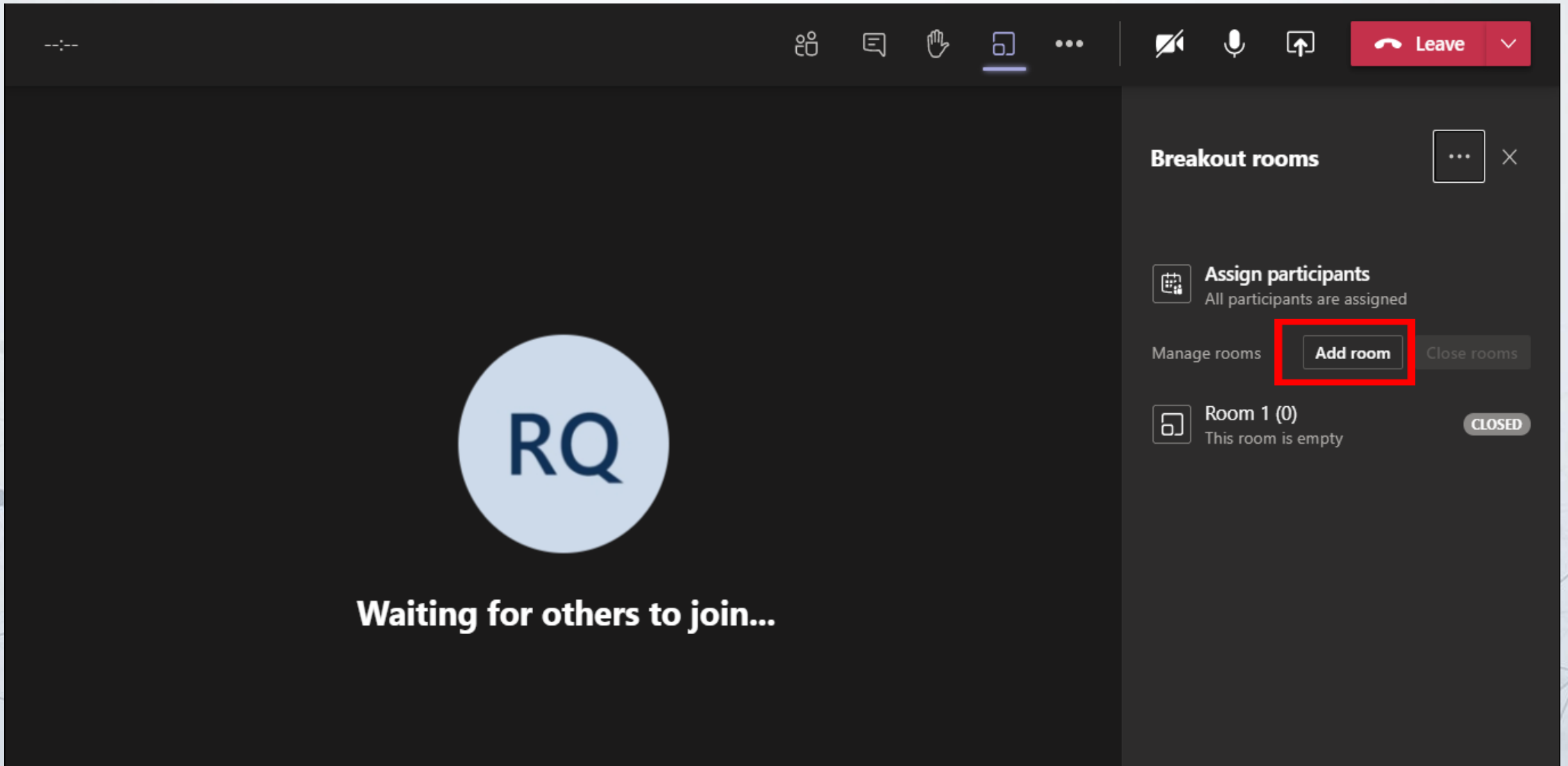
# Meeting toolbar; organiser only



# Tips before you start...

- Ensure you(organiser) are using the MS Teams Desktop App
- Participants can join from any device, but some features may be limited on for e.g. mobile
- *Only* the meeting organiser can create breakout rooms
- Up to 50 rooms can be created
- In each breakout room, participants can share files, the whiteboard, chat etc. and access them afterwards (in the Teams Chat space)

# Before the meeting starts; option to add rooms



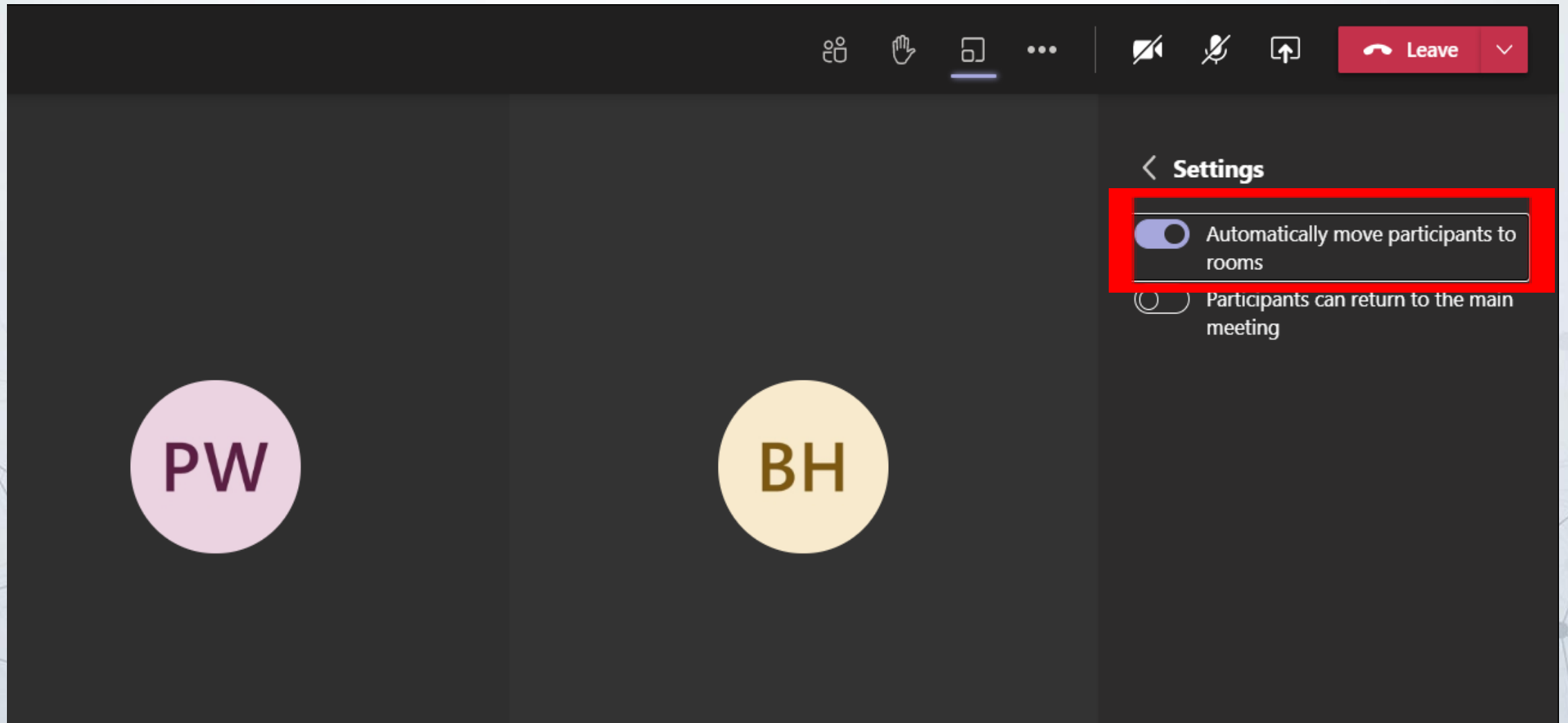
The screenshot displays a meeting interface with a dark theme. The main area shows a large light blue circle with the letters 'RQ' inside, and the text 'Waiting for others to join...' below it. The top navigation bar includes icons for participants, chat, hand, and a highlighted 'Rooms' icon. On the right side, there is a 'Breakout rooms' panel with a 'Leave' button at the top. Below the panel title, there is an 'Assign participants' section with the text 'All participants are assigned'. Underneath, there is a 'Manage rooms' section containing an 'Add room' button (highlighted with a red box) and a 'Close rooms' button. At the bottom of the panel, there is a list of rooms, including 'Room 1 (0)' which is noted as 'This room is empty' and has a 'CLOSED' status.

# Before/after the meeting starts; option to re-name rooms



The screenshot displays a meeting interface with a dark theme. At the top, there is a toolbar with icons for participants, hand, screen, and a 'Leave' button. A modal dialog box titled 'Rename "Room 2"' is open in the center, showing a text input field with 'Clinical Team' and two buttons: 'Cancel' and 'Rename room'. To the right, a 'Breakout rooms' panel is visible, showing a list of rooms. Room 1 (1) is assigned to Bobby Henderson and is currently 'CLOSED'. Room 2 (1) is assigned to Patricia Wilson and is currently 'OPEN'. There are also buttons for 'Assign participants', 'Manage rooms', 'Add room', and 'Start rooms'.

# Assign participants automatically or manually



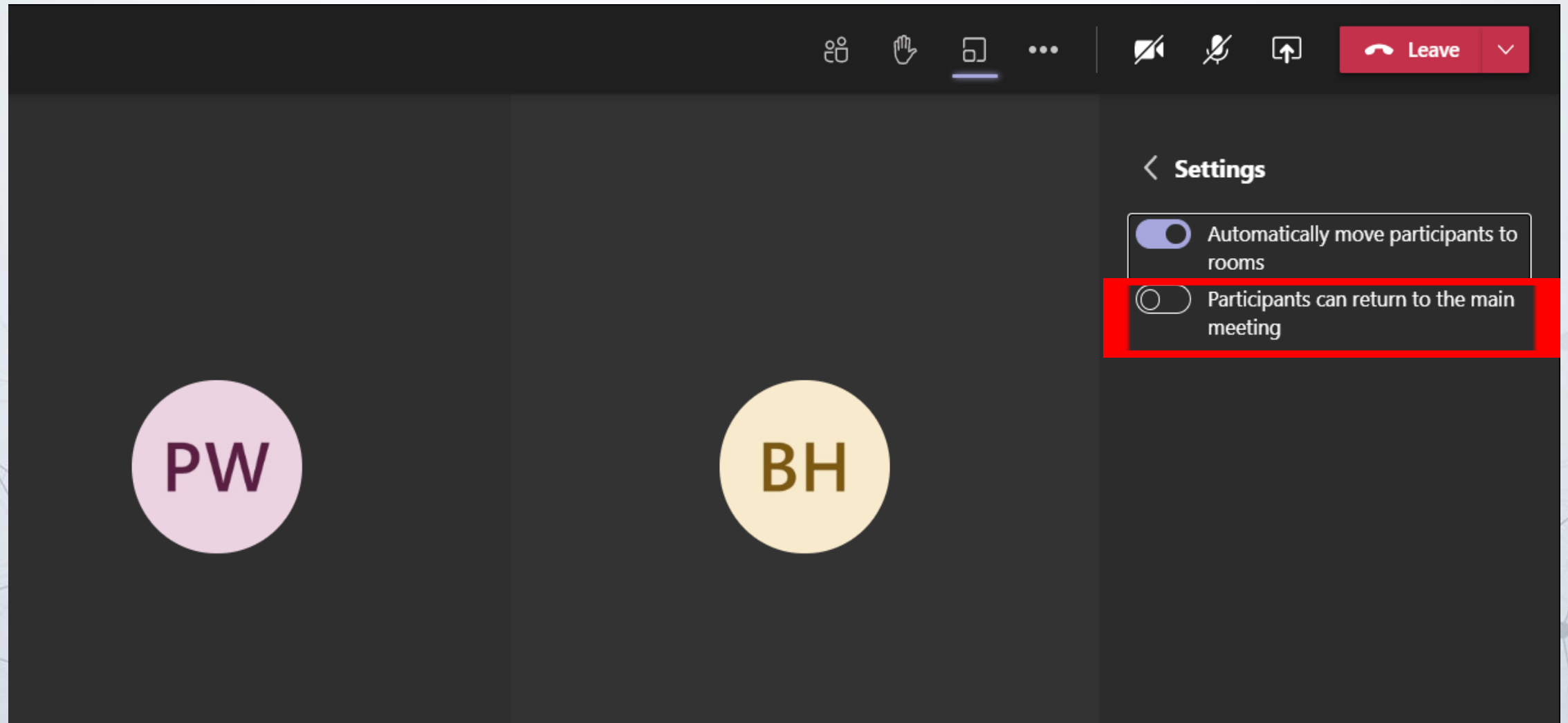
The screenshot shows a meeting interface with a dark background. At the top, there is a toolbar with icons for participants, hand, screen, and a 'Leave' button. Below the toolbar, there are two circular icons labeled 'PW' (pink) and 'BH' (yellow). On the right side, a settings panel is open, titled 'Settings'. The first option, 'Automatically move participants to rooms', is highlighted with a red box and has its toggle switch turned on. The second option, 'Participants can return to the main meeting', has its toggle switch turned off.

Settings

- Automatically move participants to rooms
- Participants can return to the main meeting



Note: more practical (usually!) *not* to allow participants to return the main meeting



The screenshot shows a meeting interface with a dark background. At the top, there is a toolbar with icons for participants, hand, screen, and a 'Leave' button. Below the toolbar, there are two circular buttons labeled 'PW' (pink) and 'BH' (yellow). On the right side, there is a 'Settings' panel with a list of options. The option 'Participants can return to the main meeting' is highlighted with a red box and has its toggle switch turned off.

Settings

- Automatically move participants to rooms
- Participants can return to the main meeting

# Ready to send participants to their rooms? 'Start Rooms'

A screenshot of the Zoom breakout room management interface. The main area shows two breakout rooms: 'PW' in a pink circle and 'BH' in a yellow circle. The right-hand sidebar contains a 'Breakout rooms' section with a close button. Below it, the 'Assign participants' section shows 'All participants are assigned'. The 'Manage rooms' section has 'Add room' and 'Start rooms' buttons, with 'Start rooms' highlighted by a red box. Below this, two rooms are listed: 'Room 1 (1) Bobby Henderson' and 'Room 2 (1) Patricia Wilson', both with 'CLOSED' status buttons.

Breakout rooms

Assign participants  
All participants are assigned

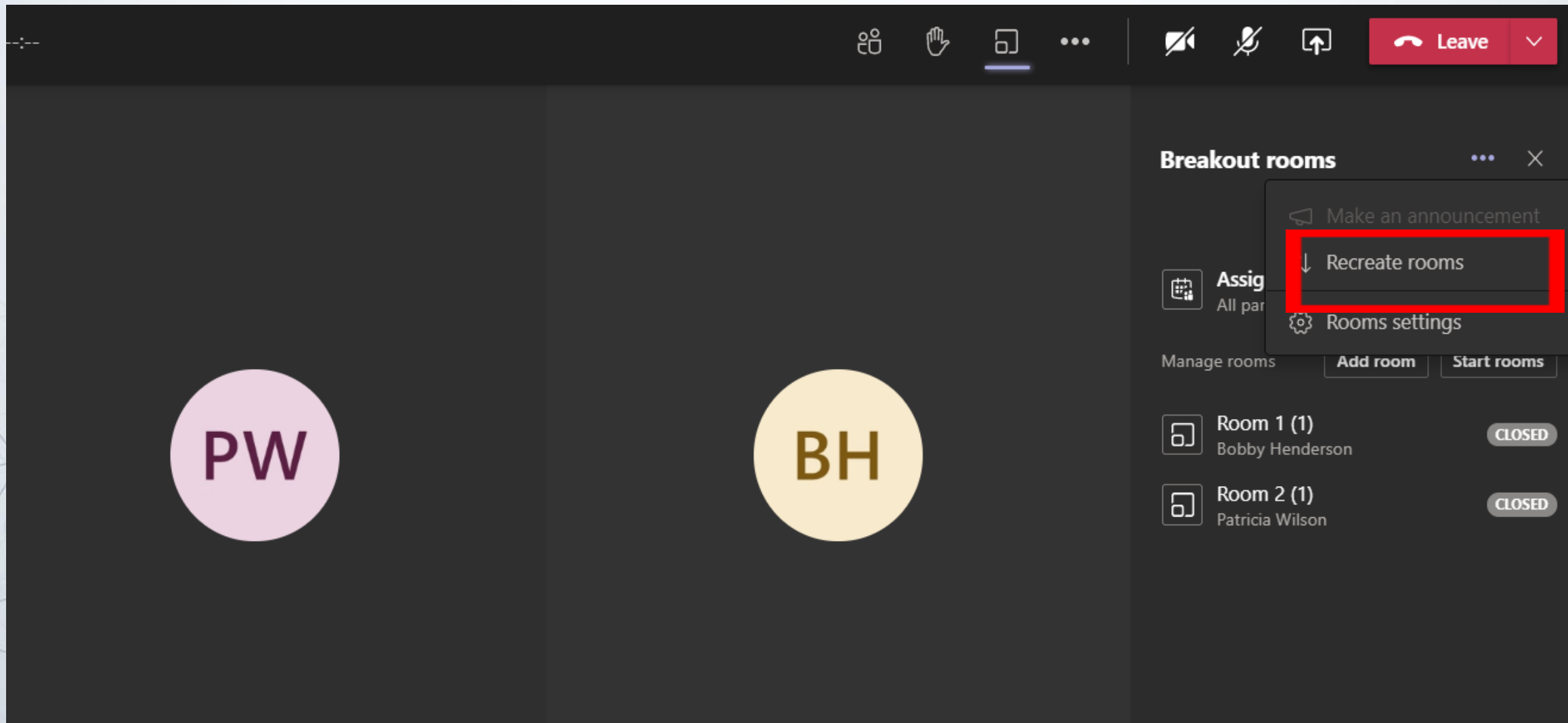
Manage rooms **Add room** **Start rooms**

Room 1 (1)  
Bobby Henderson **CLOSED**

Room 2 (1)  
Patricia Wilson **CLOSED**



# Start again and re-assign *all* participants? Re-create rooms



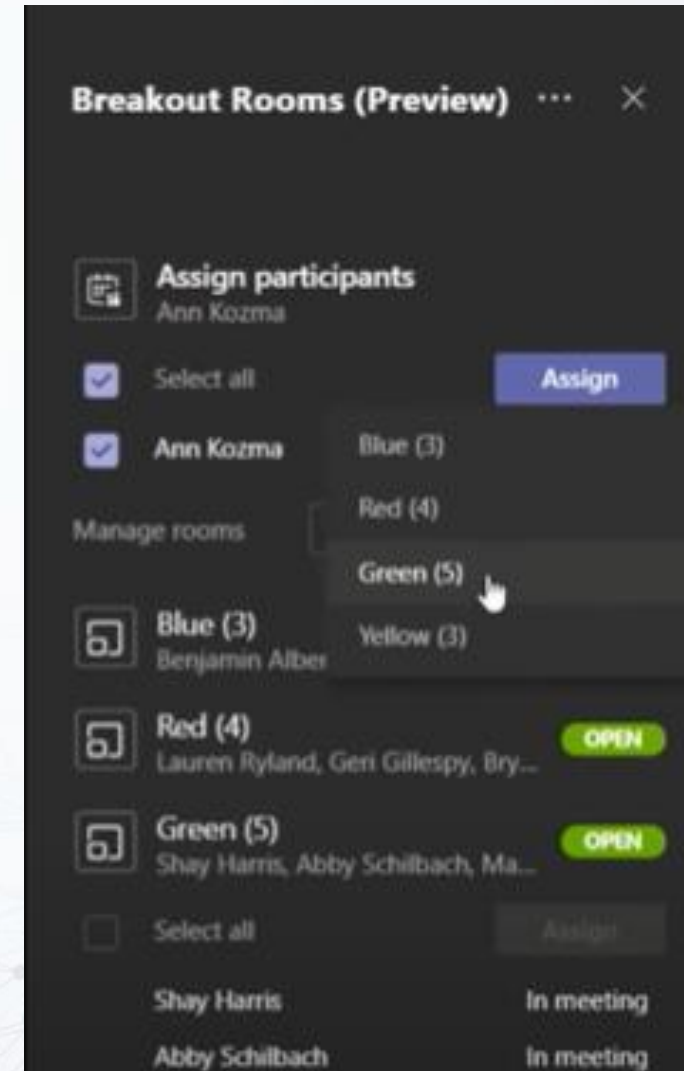
The screenshot shows a Microsoft Teams meeting interface. On the left, two breakout rooms are visible: a pink circle labeled 'PW' and a yellow circle labeled 'BH'. On the right, the 'Breakout rooms' panel is open, showing a list of rooms: 'Room 1 (1)' assigned to Bobby Henderson and 'Room 2 (1)' assigned to Patricia Wilson, both with 'CLOSED' status. A red box highlights the 'Recreate rooms' option in the 'Breakout rooms' panel. The top toolbar includes icons for participants, hand, screen, and a 'Leave' button.

Room Name	Participant	Status
Room 1 (1)	Bobby Henderson	CLOSED
Room 2 (1)	Patricia Wilson	CLOSED

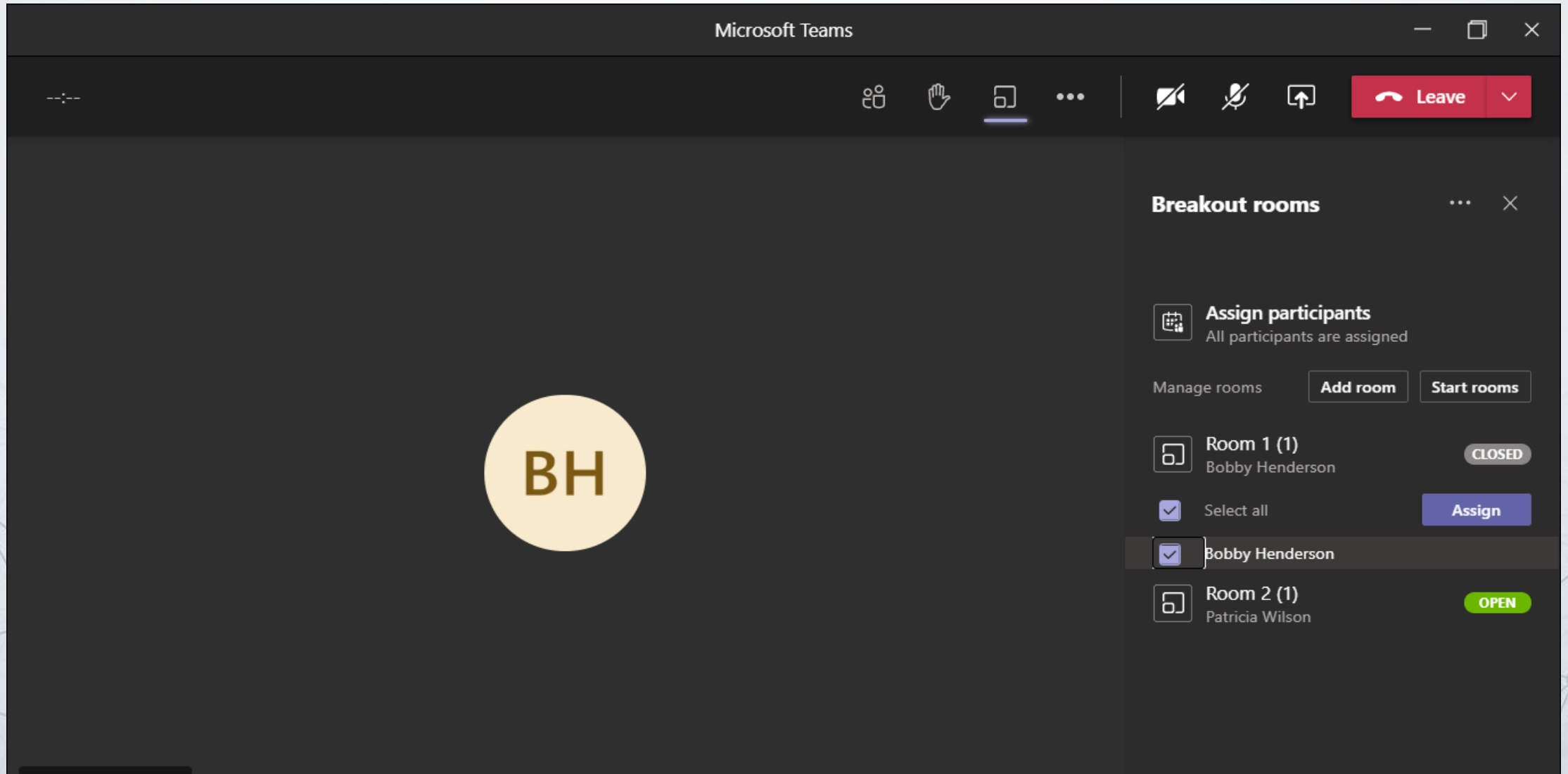
# Assign a latecomer?

Example: Ann Kozma has joined the meeting late  
Everyone else has been assigned to their rooms (Blue/Red/Green)

- Ann will 'appear' in the main meeting space when she enters the meeting
- To send her to a room (assign her), go to 'Participants' in your toolbar, then select her name.
- The list of available rooms will then appear
- She can be assigned to the selected room, without disturbing any other rooms' participants



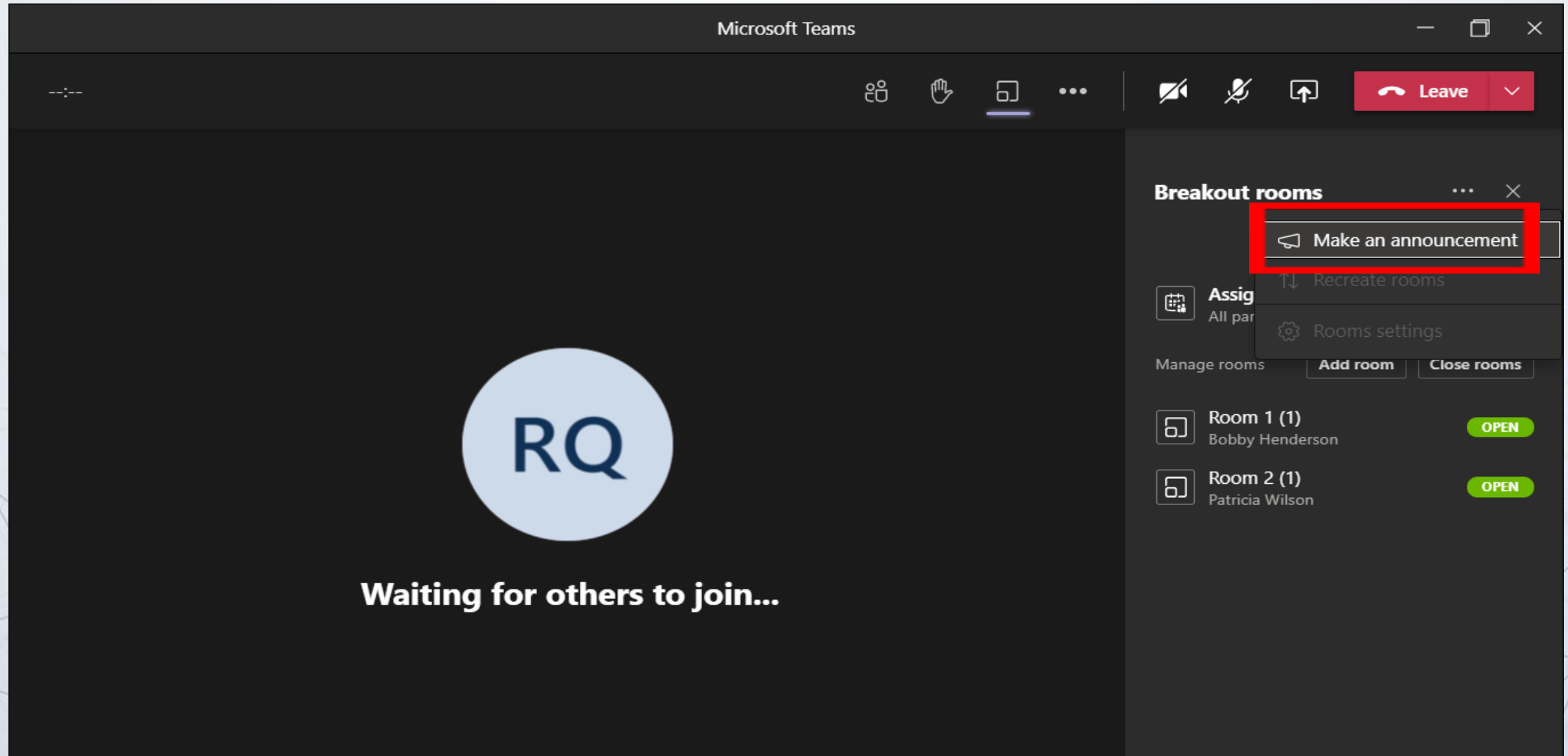
Move *one or more attendees* to a different room? Close that room only and re-assign



The screenshot shows the Microsoft Teams interface during a meeting. The main display area shows a large yellow circle with the initials "BH". The top navigation bar includes icons for participants, hand raise, breakout rooms, and a "Leave" button. The right-hand sidebar is open to the "Breakout rooms" panel, which displays the "Assign participants" section. It shows that all participants are assigned and provides buttons for "Add room" and "Start rooms". Below this, two breakout rooms are listed: "Room 1 (1)" with Bobby Henderson, which is currently "CLOSED", and "Room 2 (1)" with Patricia Wilson, which is "OPEN". A list of participants is shown below the rooms, with "Bobby Henderson" selected and a checkmark next to his name.

Room Name	Participant	Status
Room 1 (1)	Bobby Henderson	CLOSED
Room 2 (1)	Patricia Wilson	OPEN

# Organiser can communicate with rooms using Settings/‘Make an Announcement’



The screenshot shows the Microsoft Teams interface during a breakout room session. The main area displays a large blue circle with the letters 'RQ' and the text 'Waiting for others to join...'. The top navigation bar includes icons for chat, hand, screen, and a 'Leave' button. On the right, the 'Breakout rooms' panel is open, showing a list of rooms: 'Room 1 (1)' by Bobby Henderson and 'Room 2 (1)' by Patricia Wilson, both with 'OPEN' buttons. A red box highlights the 'Make an announcement' button in the 'Breakout rooms' panel.

Microsoft Teams

Breakout rooms

Make an announcement

Recreate rooms

Rooms settings

Manage rooms Add room Close rooms

Room 1 (1)  
Bobby Henderson OPEN

Room 2 (1)  
Patricia Wilson OPEN

RQ

Waiting for others to join...

# Create your announcement

## Announcement

5 minutes left!

Cancel

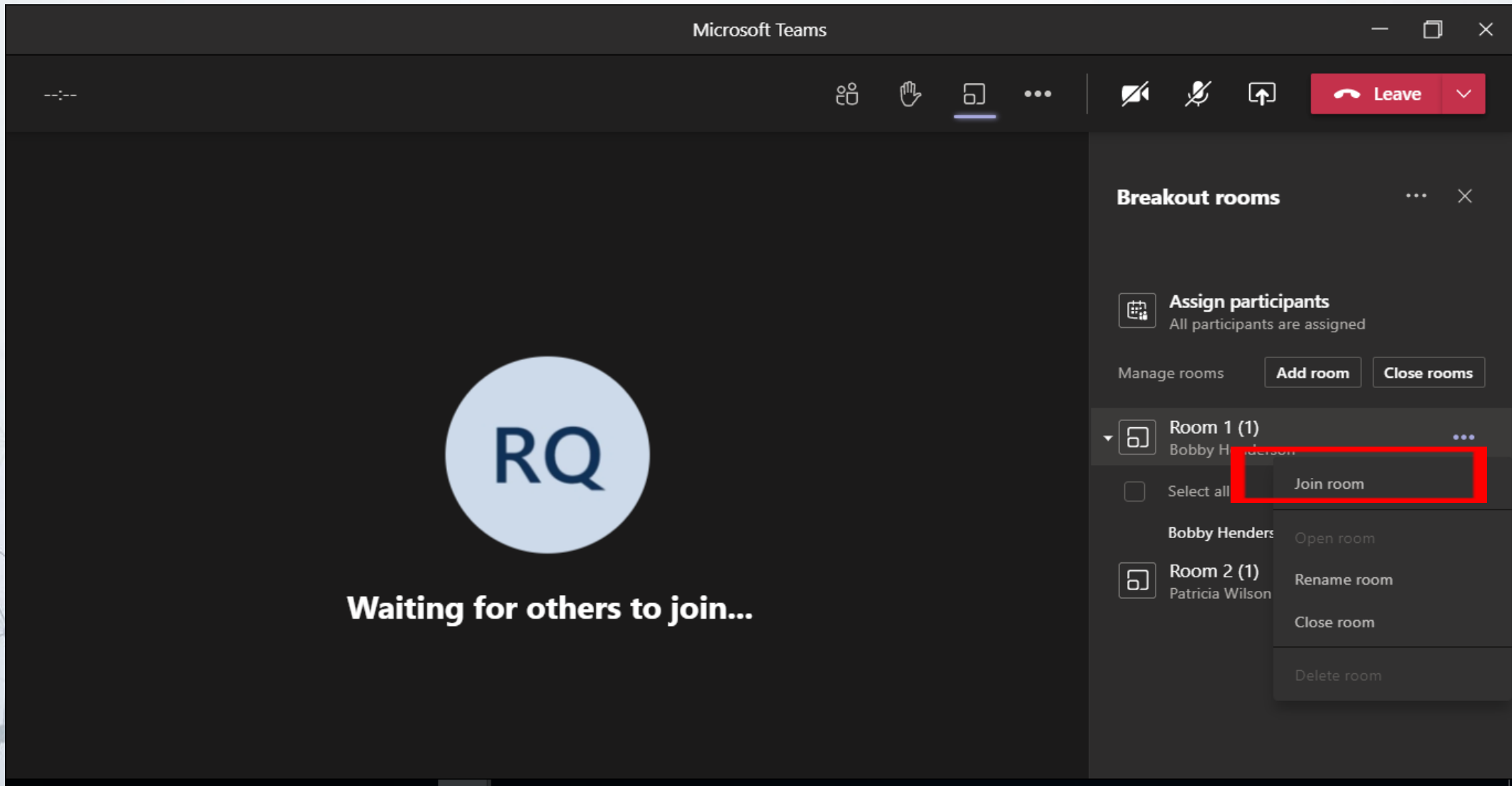
Send

# Announcement appears in each room's individual chat



A screenshot of a Zoom meeting interface. The main window shows a large yellow circle with the initials 'BH' in the center and the text 'Waiting for others to join...' below it. The top bar contains various meeting controls like mute, video, and chat. On the right, a 'Meeting chat' sidebar is open, displaying a list of messages. The most recent message, highlighted with a red box, is from Rosaleen Quinlan (RO) at 12:28 PM, stating 'IMPORTANT! 5 minutes left!' with a red exclamation mark icon.

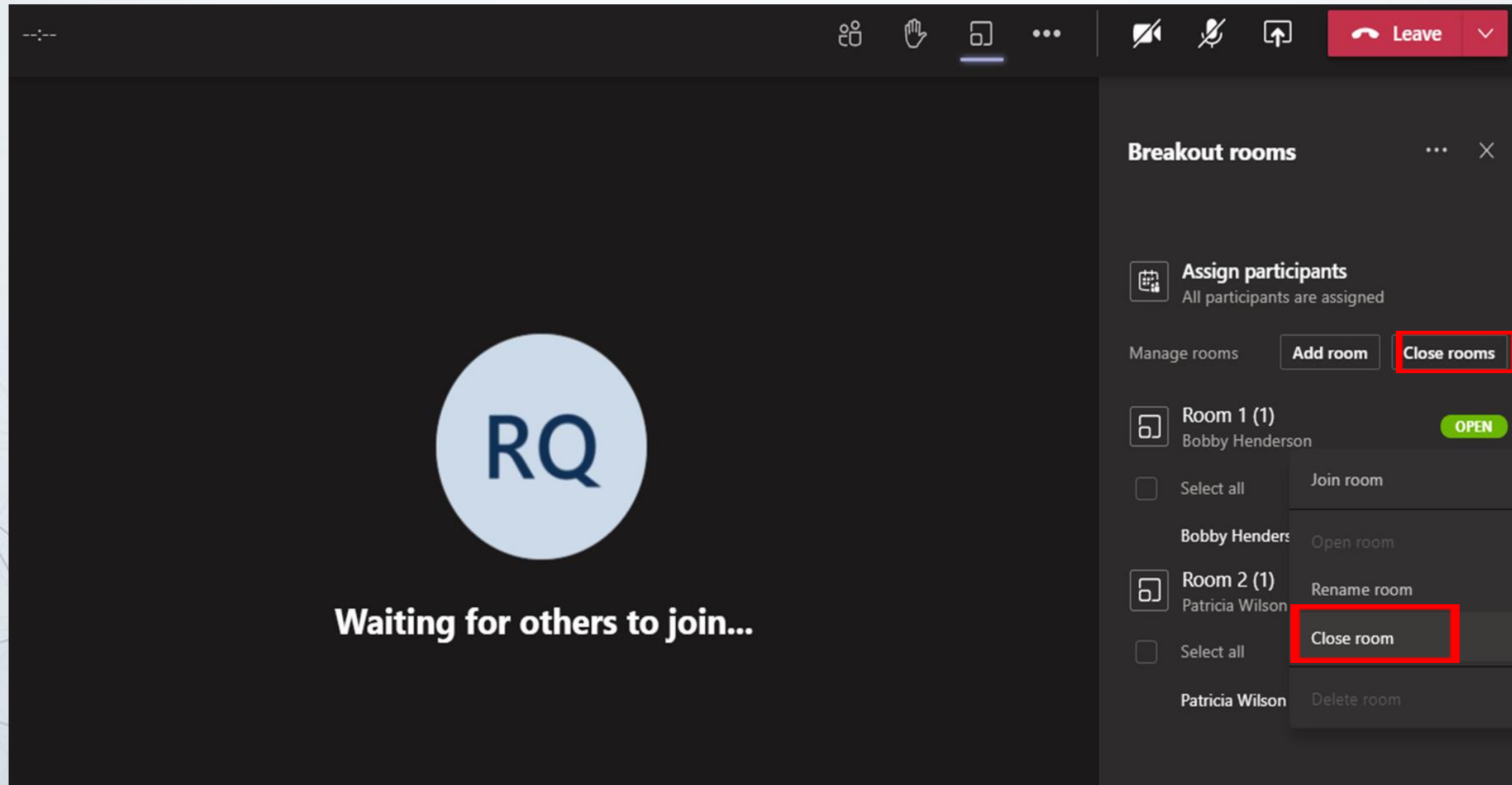
The organiser(only) can also join any room-  
select the room, then 'More Options' and 'Join  
Room'



The screenshot shows the Microsoft Teams interface during a breakout session. The main display area shows a large blue circle with the letters 'RQ' and the text 'Waiting for others to join...'. The top navigation bar includes icons for participants, hand raise, screen sharing, and a 'Leave' button. On the right side, the 'Breakout rooms' panel is open, displaying 'Assign participants' (All participants are assigned) and 'Manage rooms' with 'Add room' and 'Close rooms' buttons. Below this, two breakout rooms are listed: 'Room 1 (1)' with Bobby Henderson as the organizer and 'Room 2 (1)' with Patricia Wilson as the organizer. A red box highlights the 'Join room' button in the context menu for Room 1.



# Bring all back to main meeting? 'Close Rooms' (all at once) *or* close individually



The screenshot shows a Zoom meeting interface. The main area displays a large blue circle with the letters 'RQ' and the text 'Waiting for others to join...'. The top toolbar includes icons for participants, hand, chat, and a 'Leave' button. The right sidebar is titled 'Breakout rooms' and contains the following elements:

- Assign participants:** All participants are assigned.
- Manage rooms:** Includes 'Add room' and 'Close rooms' buttons. The 'Close rooms' button is highlighted with a red box.
- Room 1 (1):** Bobby Henderson. Status: OPEN. A context menu is open over this room, listing options: 'Join room', 'Open room', 'Rename room', 'Close room' (highlighted with a red box), and 'Delete room'.
- Room 2 (1):** Patricia Wilson. A context menu is open over this room, listing options: 'Join room', 'Open room', 'Rename room', 'Close room' (highlighted with a red box), and 'Delete room'.

# Thank You!