








nPOD Annual Meeting – Detail Guide to Zoom Breakout Rooms

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Participating in breakout rooms

Overview

Breakout rooms are sessions that are split off from the main Zoom meeting. They allow the participants to meet in smaller groups, and are completely isolated in terms of audio and video from the main session. Breakout rooms can be used for collaboration and discussion of the meeting.

Prerequisites

- Join the meeting by the Zoom desktop client, mobile app, web client, phone, or H.323/SIP device
- Invitation to join breakout rooms from the meeting host
- Self-select breakout rooms:
 - Desktop client or mobile app: version **5.3.0** or higher.
 - ChromeOS: version **5.0.0 (4241.1207)** or higher
- Users joined into the Zoom meeting from the following platforms can be assigned to and participate in breakout rooms:
 - Zoom desktop client
 - Zoom mobile app
 - Chrome OS client
 - web client
 - H.323/SIP devices
 - [Zoom Room](#) (requires Zoom Rooms controller and display version 5.3.0 or higher)
- Only the [host](#) or [co-host](#) can assign participants to breakout rooms.
- The host and [co-host](#) can move between any breakout rooms.

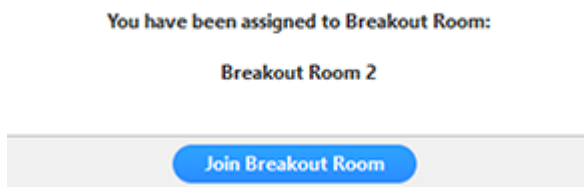


Joining a breakout room

1. The host will need to invite you to join the breakout room.
2. Click **Join**.
3. If you choose **Later**, you can join by clicking the **Breakout Rooms** option in your meeting controls.



4. Click **Join Breakout Room**.



You will have access to full [controls](#) similar to the meeting.

Self-selecting a breakout room

If the host has allowed participants to self-select and join breakout rooms of their choosing, participants will be able to view and select from a list of breakout rooms the host has created. They will be able to enter and leave breakout rooms freely.

Note: Participants not joined with the desktop or mobile app (version 5.3.0 or higher) will not be able to self-select a breakout room. The host will need to facilitate moving these participants manually.

1. Click the **Breakout Rooms** option in your meeting controls.



This will display the list of open breakout rooms created by the host.

2. Click **Join** next to the Breakout Room you wish to participant in, then confirm by clicking **Join** again.
3. Repeat as necessary to join other breakout rooms, or click **Leave Room** to return to the main session.

Asking for help

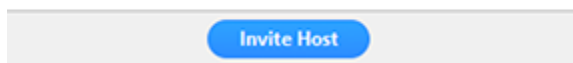
If you click **Ask for Help**, it will notify the meeting host that you need assistance and they will be asked to join your breakout room.

1. Click **Ask for Help** in the meeting controls.



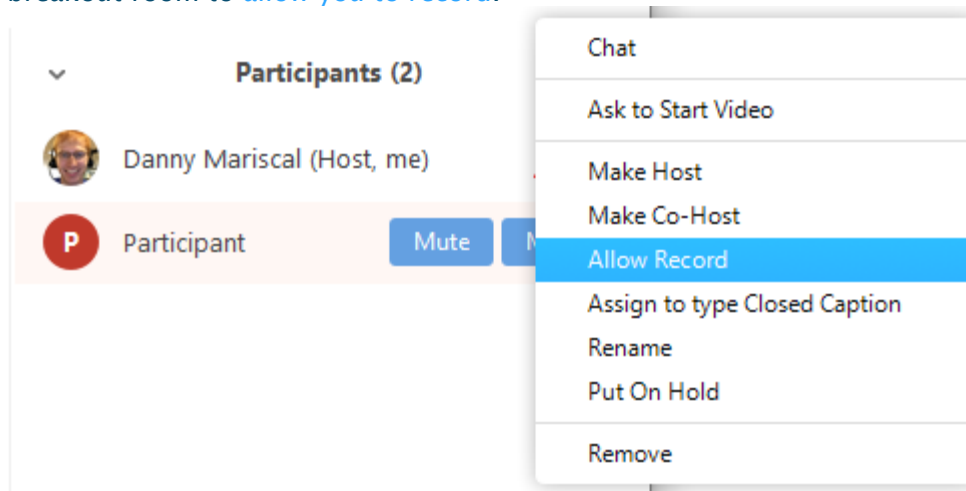
2. Confirm that you would like assistance by clicking **Invite Host**.

You can invite the host to this Breakout Room for assistance.

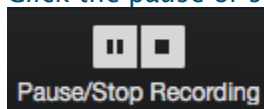


Recording while in a breakout room

1. Ask the host for permission to record. The host needs to [allow recording](#) before opening the breakout rooms. If the host has already open the breakout rooms, they can join your breakout room to [allow you to record](#).

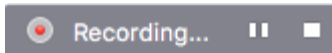


2. Click **Record** in the meeting controls to start a local recording.
3. Click the [pause](#) or [stop](#) icon in the meeting controls to pause or stop the recording.



The recording can also be stopped or paused by clicking the indicator in the top left

corner.



[Learn more about local recording.](#)

Leaving the breakout room

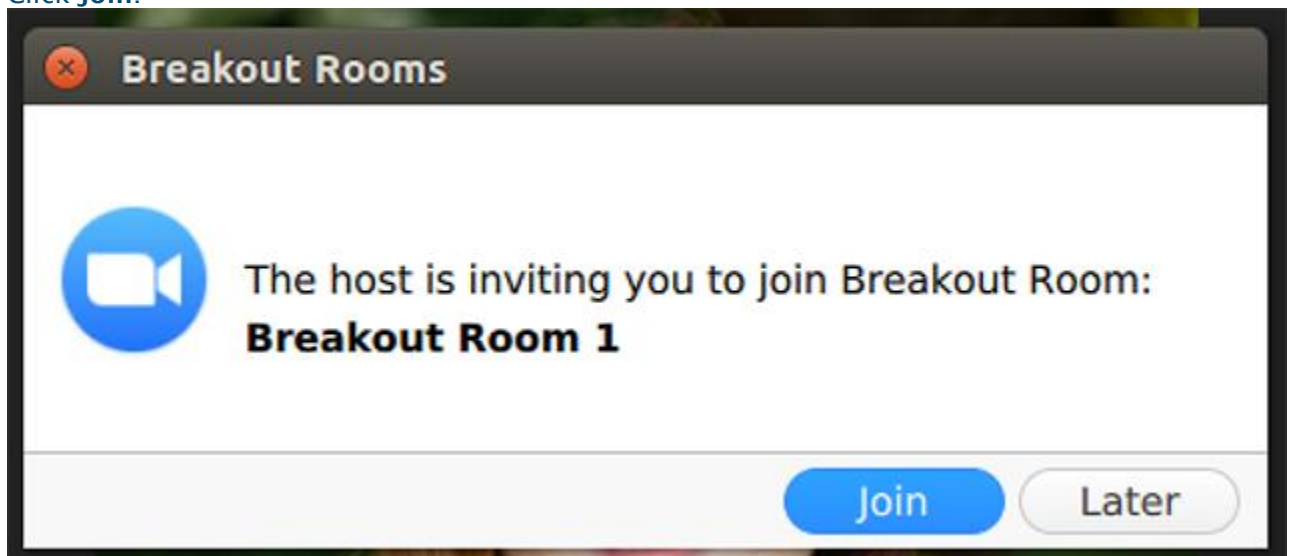
You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room.

1. Click **Leave Breakout Room**.
2. Choose if you want to leave the breakout room or the entire meeting.
3. When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately, or in 60 seconds.



Joining a breakout room

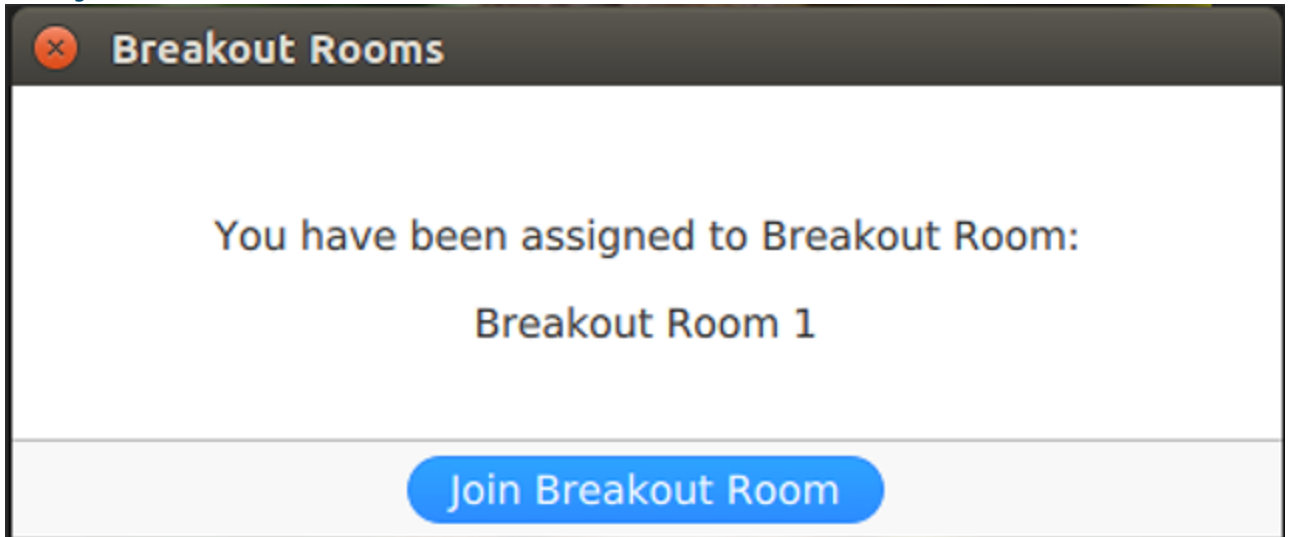
1. The host will need to invite you to join the breakout room.
2. Click **Join**.



3. If you choose **Later**, you can join by clicking the **Join Breakout Room** option in your meeting controls.



4. Click **Join breakout room**.



You will have access to full [controls](#) similar to the meeting.

Self-selecting a breakout room

If the host has allowed participants to self-select and join breakout rooms of their choosing, participants will be able to view and select from a list of breakout rooms the host has created. They will be able to enter and leave breakout rooms freely.

Note: Participants not joined with the desktop or mobile app (version 5.3.0 or higher) will not be able to self-select a breakout room. The host will need to facilitate moving these participants manually.

1. Click the **Breakout Rooms** option in your meeting controls.



This will display the list of open breakout rooms created by the host.

2. Click **Join** next to the Breakout Room you wish to participant in, then confirm by clicking **Join** again.

3. Repeat as necessary to join other breakout rooms, or click **Leave Room** to return to the main session.

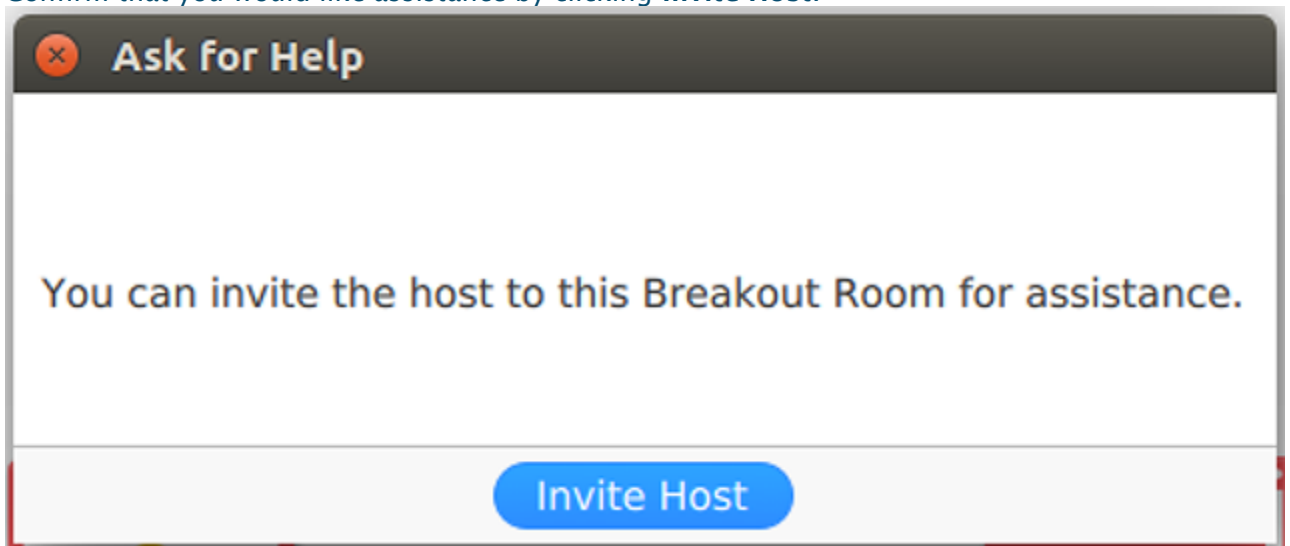
Asking for Help

If you click **Ask for Help**, it will notify the meeting host that you need assistance and they will be asked to join your breakout room.

1. Click **Ask for Help** in the meeting controls.



2. Confirm that you would like assistance by clicking **Invite Host**.



Leaving the breakout room

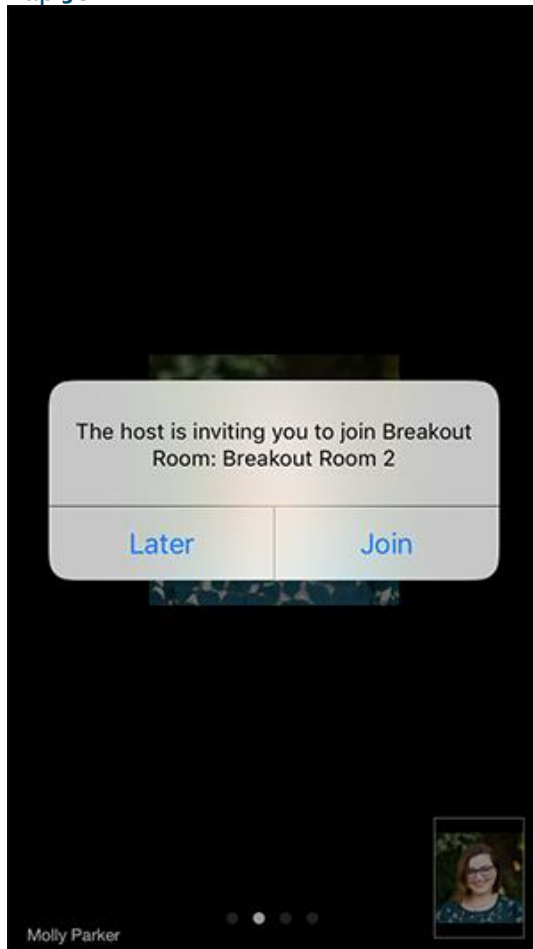
You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room.

1. Click **Leave Breakout Room**.
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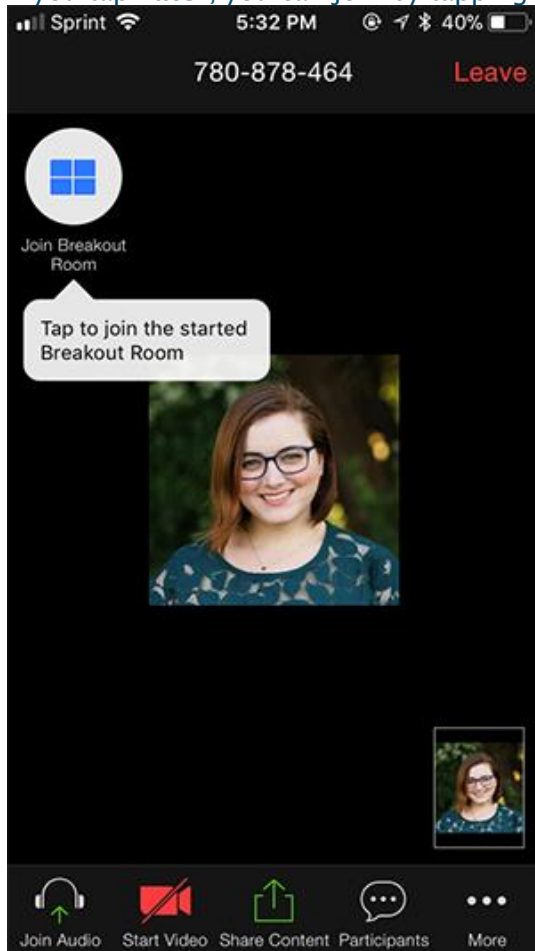


Joining a breakout room

1. The host will need to invite you to join the breakout room.
2. Tap **Join**.



3. If you tap **Later**, you can join by tapping the **Join Breakout Room** option.



4. Tap **Join**.

You will have access to full [controls](#) similar to the meeting

Self-selecting a breakout room

If the host has allowed participants to self-select and join breakout rooms of their choosing, participants will be able to view and select from a list of breakout rooms the host has created. They will be able to enter and leave breakout rooms freely.

Note: Participants not joined with the desktop or mobile app (version 5.3.0 or higher) will not be able to self-select a breakout room. The host will need to facilitate moving these participants manually.

1. Tap the **Breakout Rooms** option on the top-left side of the meeting controls.



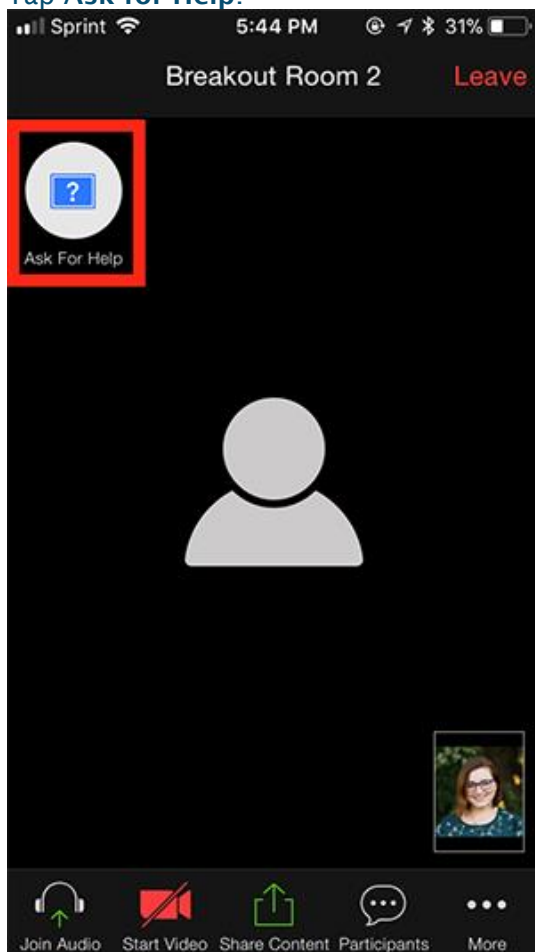
This will display the list of open breakout rooms created by the host.

2. Tap the Breakout Room you wish to participant in and then tap **Join**.
3. Repeat as necessary to join other breakout rooms, or click **Leave Room** to return to the main session.

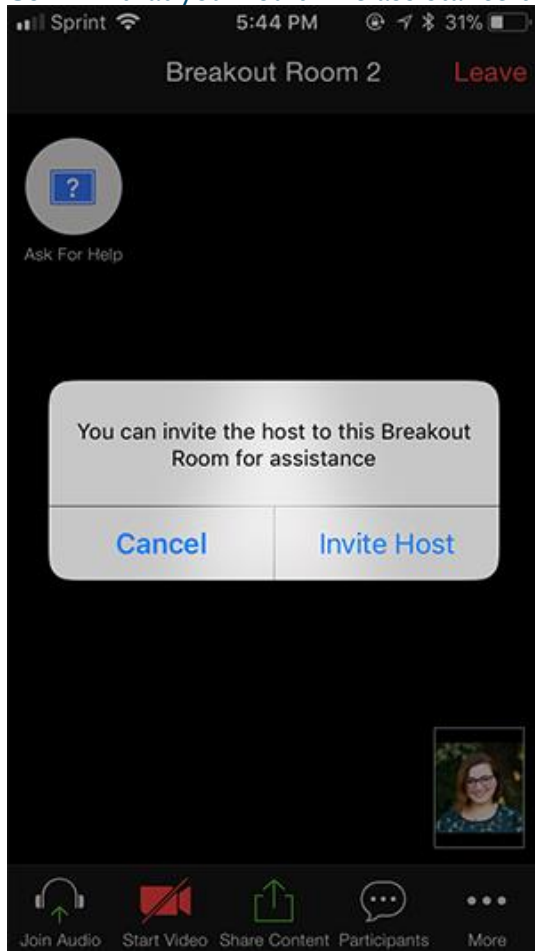
Asking for help

If you tap **Ask for Help**, it will notify the meeting host that you need assistance and they will be asked to join your breakout room.

1. Tap **Ask for Help**.



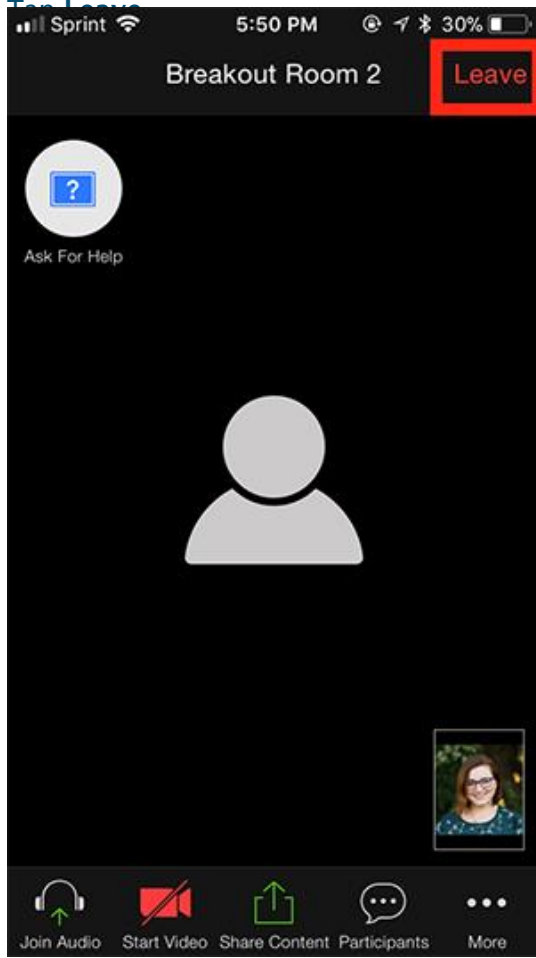
2. Confirm that you would like assistance by tapping **Invite Host**.



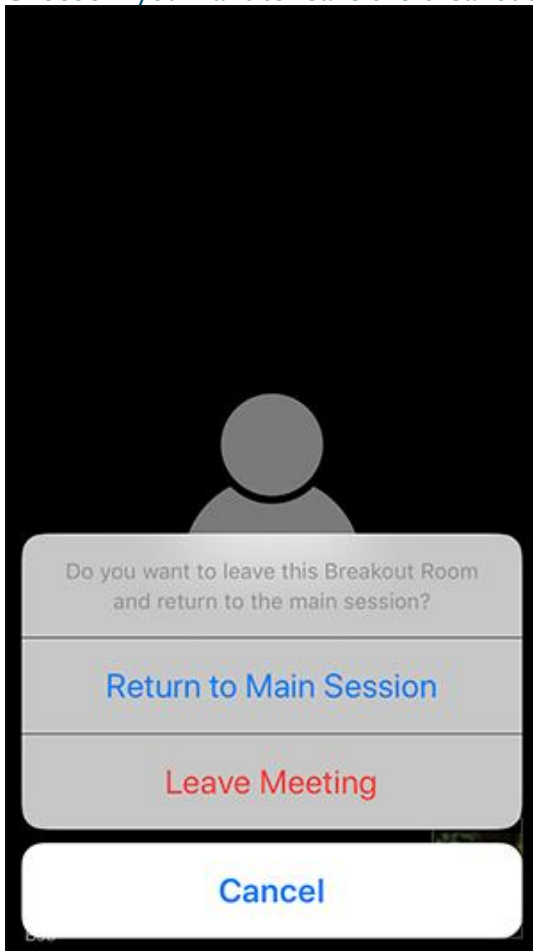
Leaving the breakout room

You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room.

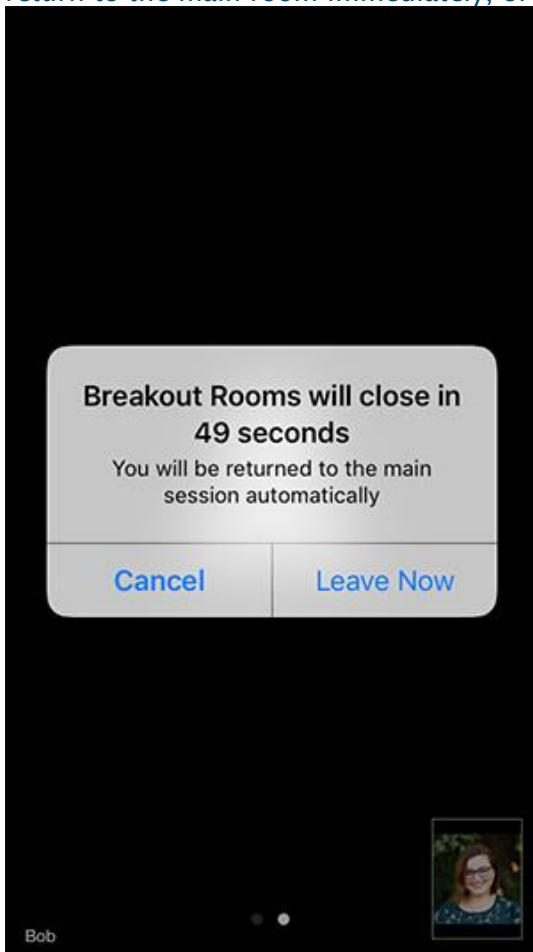
1.



2. Choose if you want to leave the breakout room or the entire meeting.



3. When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately, or in 60 seconds.

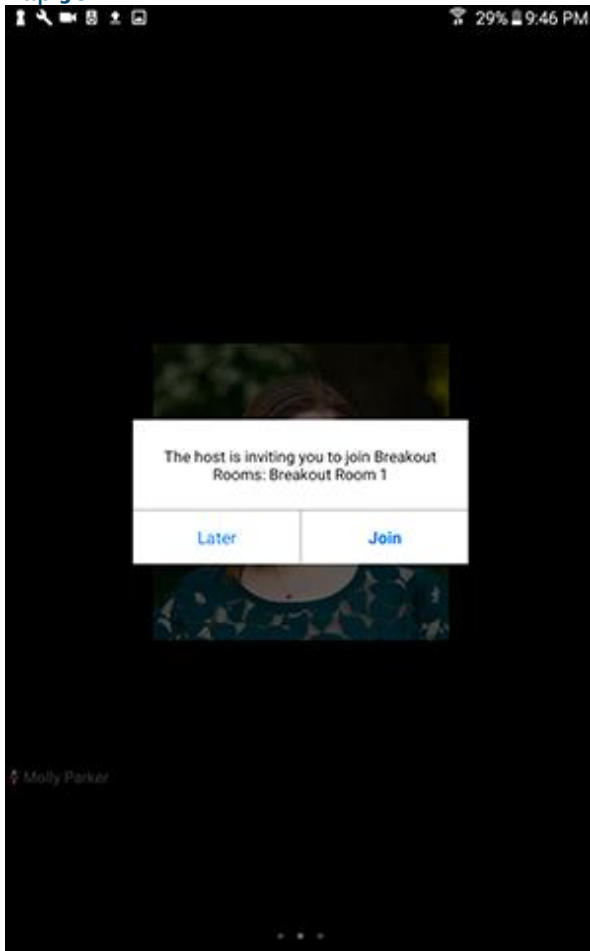


Android

Joining a breakout room

1. The host will need to invite you to join the breakout room.

2. Tap **Join**.



3. If you choose **Later**, you can join by tapping the **Join Breakout Room**.



You will have access to full [controls](#) similar to the meeting.

Self-selecting a breakout room

If the host has allowed participants to self-select and join breakout rooms of their choosing, participants will be able to view and select from a list of breakout rooms the host has created. They will be able to enter and leave breakout rooms freely.

Note: Participants not joined with the desktop or mobile app (version 5.3.0 or higher) will not be able to self-select a breakout room. The host will need to facilitate moving these participants manually.

1. Tap the **Breakout Rooms** option on the top-left side of the meeting controls.



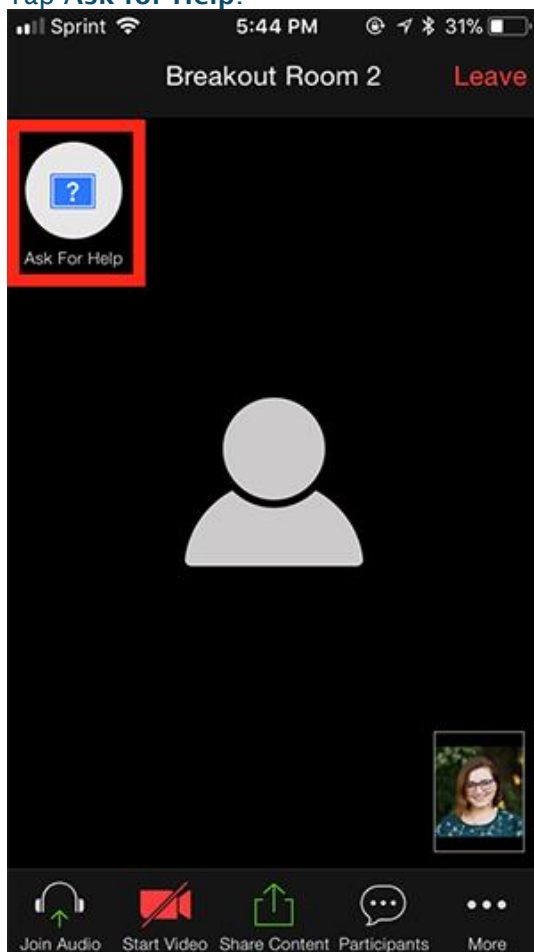
This will display the list of open breakout rooms created by the host.

2. Tap the Breakout Room you wish to participant in and then tap **Join**.
3. Repeat as necessary to join other breakout rooms, or click **Leave Room** to return to the main session.

Asking for help

If you **Ask for Help**, it will notify the meeting host that you need assistance and they will be asked to join your breakout room.

1. Tap **Ask for Help**.

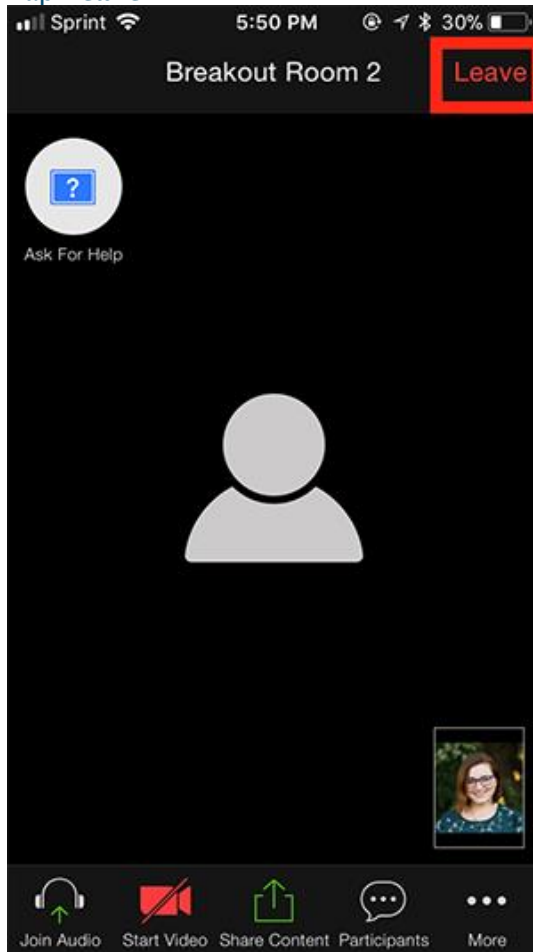


2. Confirm that you would like assistance by tapping **Ask for Help**.

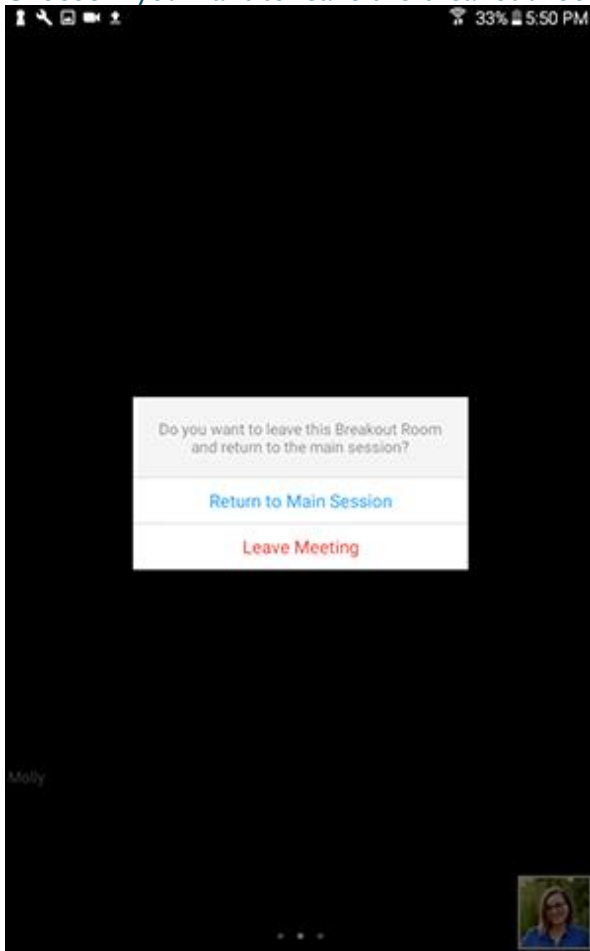
Leaving the breakout room

You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room.

1. Tap **Leave**.



2. Choose if you want to leave the breakout room or the entire meeting.



3. When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately, or in 60 seconds.

Telephone

Joining a breakout room

When joining a breakout room by telephone, you do not need to do anything to join. Once the host starts the breakout rooms, you will be notified that you have been added to a breakout room.

Participating in the breakout room

You will be able to mute and unmute like you can in the main session. Use *6 to mute or unmute.

Returning to the main room

You will be notified when the host has ended the breakout rooms and that you will be returning to the main room in 60 seconds. Press # to join the main room immediately.



Joining a breakout room

1. The host will need to invite you to join the breakout room.
2. Click **Join** in the notification pop-up.
3. If you choose **Later**, you can join by clicking the **Breakout Rooms** option in your meeting controls.



You will have access to full [controls](#) similar to the meeting.

Note: The web client doesn't support [local recording](#).

Asking for help

If you click **Ask for Help**, it will notify the meeting host that you need assistance and they will be asked to join your breakout room.

1. Click **Ask for Help** in the meeting controls.



2. Confirm that you would like assistance by clicking **Invite Host**.

Leaving the breakout room

You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room.

1. Click **Leave Breakout Room**.
2. Choose if you want to leave the breakout room or the entire meeting.
3. When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately, or in 60 seconds.

Chrome OS

Joining a breakout room

1. The host will need to invite you to join the breakout room.
2. Click **Join** in the notification pop-up.
3. If you choose **Later**, you can join by clicking the **Breakout Rooms** option in your meeting controls.



You will have access to full [controls](#) similar to the meeting.

Self-selecting a breakout room

If the host has allowed participants to self-select and join breakout rooms of their choosing, participants will be able to view and select from a list of breakout rooms the host has created. They will be able to enter and leave breakout rooms freely.

Note: Participants not joined with the desktop or mobile app (version 5.3.0 or higher) or ChromeOS app (version 5.0.0 (4241.1207) or higher) will not be able to self-select a breakout room. The host will need to facilitate moving these participants manually.

1. Click the **Breakout Rooms** option in your meeting controls.



This will display the list of open breakout rooms created by the host.

2. Click **Join** next to the Breakout Room you wish to participant in, then confirm by clicking **Join** again.

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Asking for help

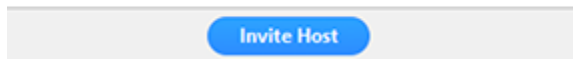
If you click **Ask for Help**, it will notify the meeting host that you need assistance and they will be asked to join your breakout room.

1. Click **Ask for Help** in the meeting controls.



2. Confirm that you would like assistance by clicking **Invite Host**.

You can invite the host to this Breakout Room for assistance.



Leaving the breakout room

You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room.

1. Click **Leave Breakout Room**.
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