

Breakout Rooms

Instructions for setting up and using breakout rooms during calls to facilitate smaller group discussions and collaboration.

- [Setting Up And Using Breakout Rooms](#)

Setting Up And Using Breakout Rooms

Breakout rooms allow you to divide participants of a larger meeting into smaller groups for focused discussions. This feature is ideal for workshops, training sessions, and collaborative meetings.

What Are Breakout Rooms?

Breakout rooms are separate sub-conversations created from a main conversation. Participants can be moved to different rooms for smaller group discussions, then brought back together to the main room.

Setting Up Breakout Rooms

To set up breakout rooms for a conversation:

1. Open the conversation where you want to create breakout rooms
2. Click the three-dot menu (⋮) next to the "Start call" button
3. Select "Set up breakout rooms"
4. Or go to Conversation Settings > Breakout Rooms section
5. Click "Set up breakout rooms for this conversation"

Creating Breakout Rooms

When setting up breakout rooms:

1. **Choose the number of rooms:** Select how many breakout rooms you need
2. **Name your rooms:** Give each room a descriptive name (e.g., "Team Alpha", "Discussion Group 1")
3. **Assign participants:** You can:
 - Automatically distribute participants across rooms
 - Manually assign participants to specific rooms
 - Allow participants to choose their own rooms

Managing Breakout Rooms During a Call

As a moderator, you can:

Start breakout sessions: Send participants to their assigned rooms

Broadcast messages: Send a message to all breakout rooms simultaneously

Move participants: Reassign participants to different rooms as needed

End breakout sessions: Bring all participants back to the main room

Participant Experience

When breakout rooms are started:

1. Participants receive a notification to join their assigned room
2. They can communicate with others in their breakout room via chat and calls
3. They can request help from a moderator if needed
4. When the session ends, they're automatically returned to the main room

Best Practices

- **Prepare in advance:** Set up your breakout rooms before the meeting starts
 - **Give clear instructions:** Tell participants what they should discuss or work on
 - **Set time limits:** Let participants know how long they have in their breakout rooms
 - **Check in periodically:** As a moderator, visit different rooms to see if help is needed
 - **Leave time for sharing:** Allow groups to share their discussions when they return

Deleting Breakout Rooms

To remove breakout rooms:

1. Go to Conversation Settings > Breakout Rooms
2. Click "Delete breakout rooms"
3. Confirm the deletion

Note: Deleting breakout rooms does not affect the main conversation or its message history.