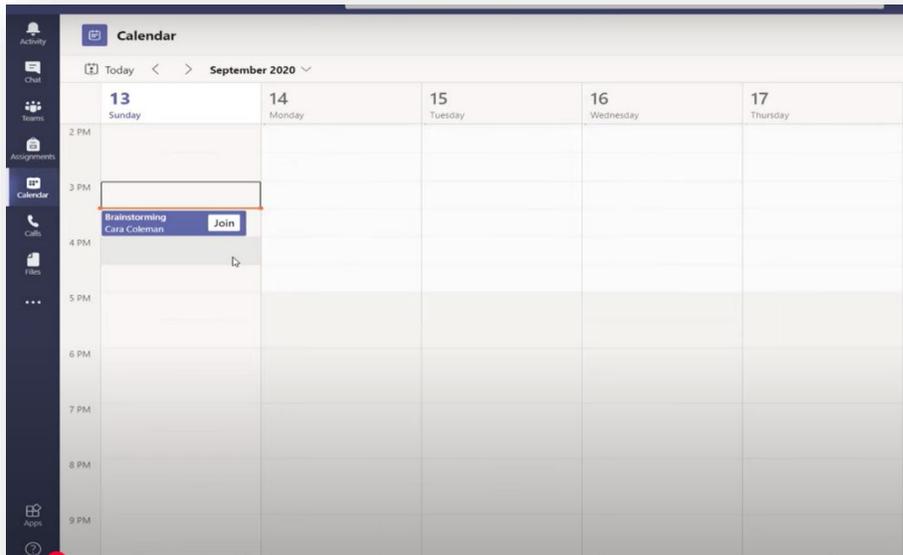


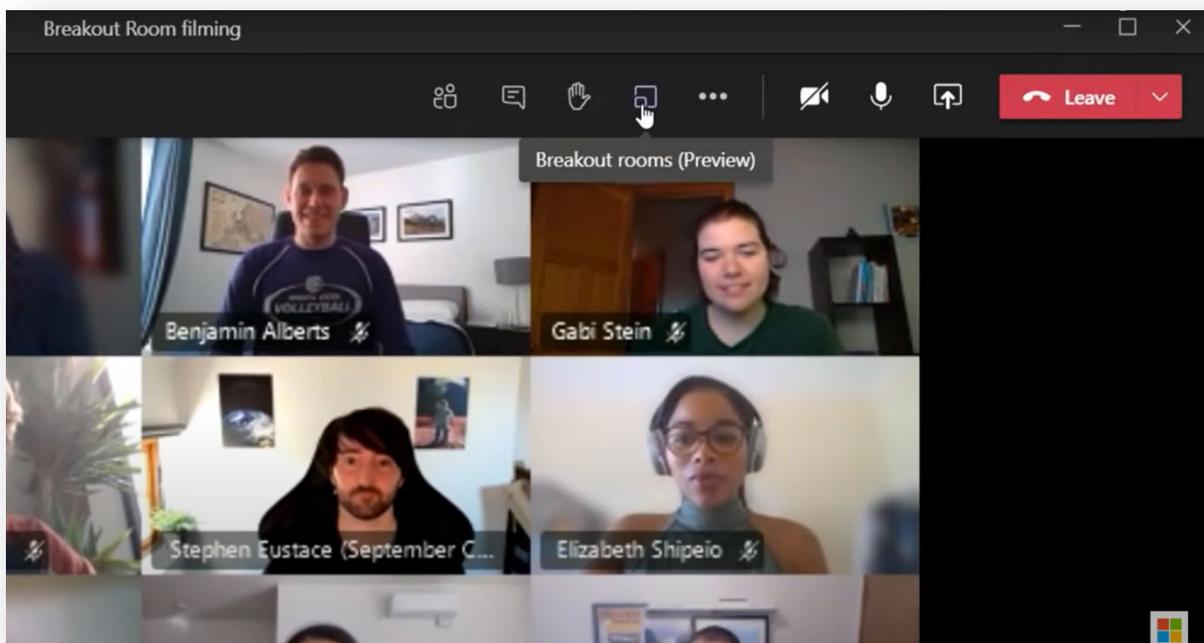
Enhance Online Learning with Breakout Rooms

Using Breakout rooms in teams

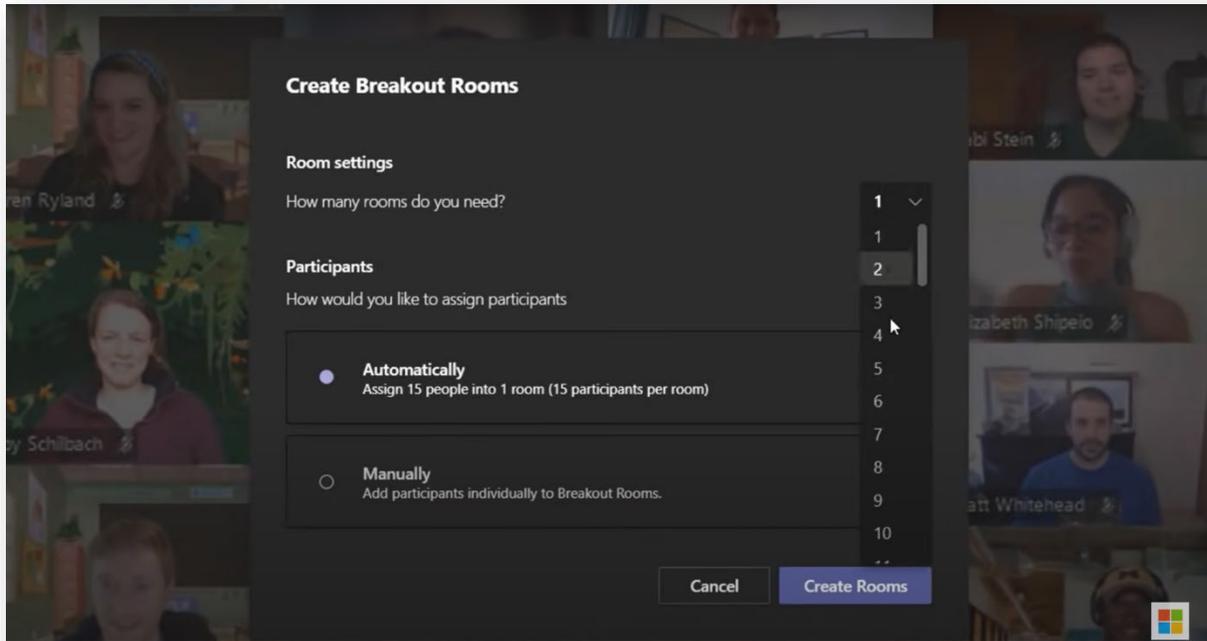
1. Select **Calendar**



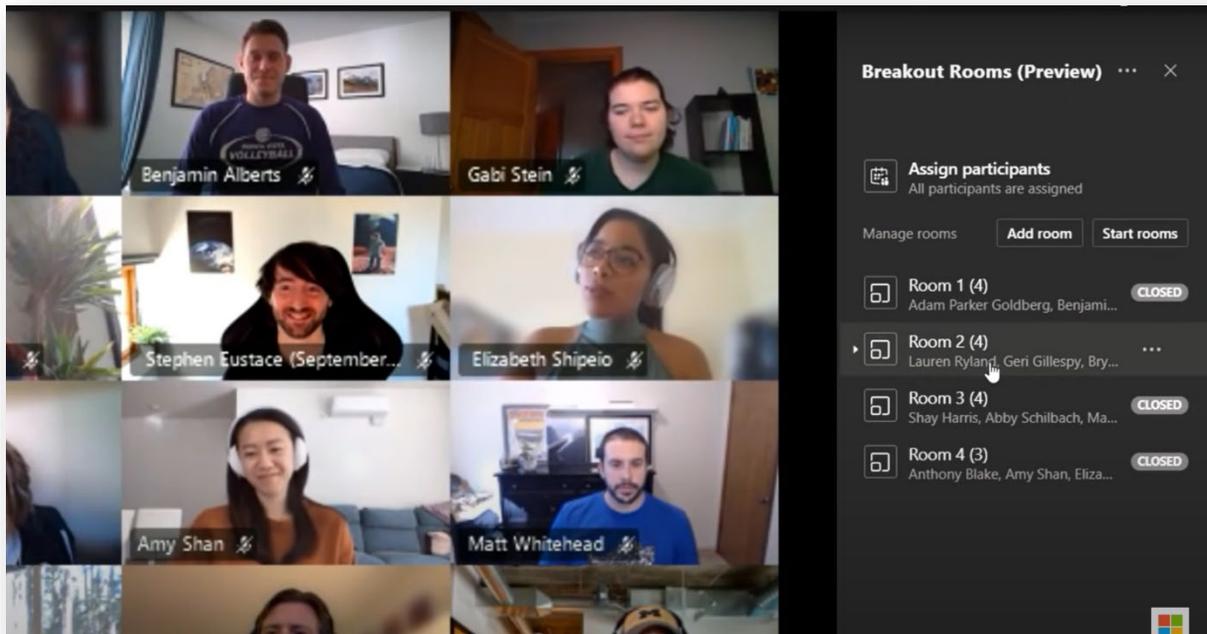
2. Go to the **meeting** and click the **Breakout Rooms** icon.



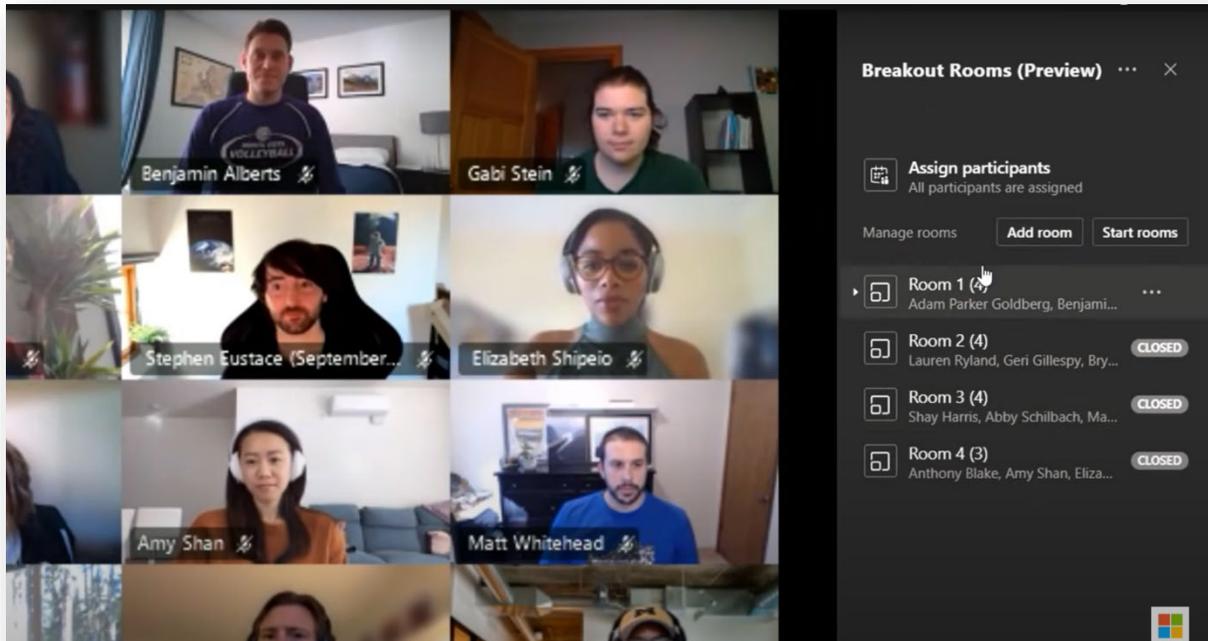
3. **Choose** number of rooms you like to have and choose to have members assigned automatically or manually.



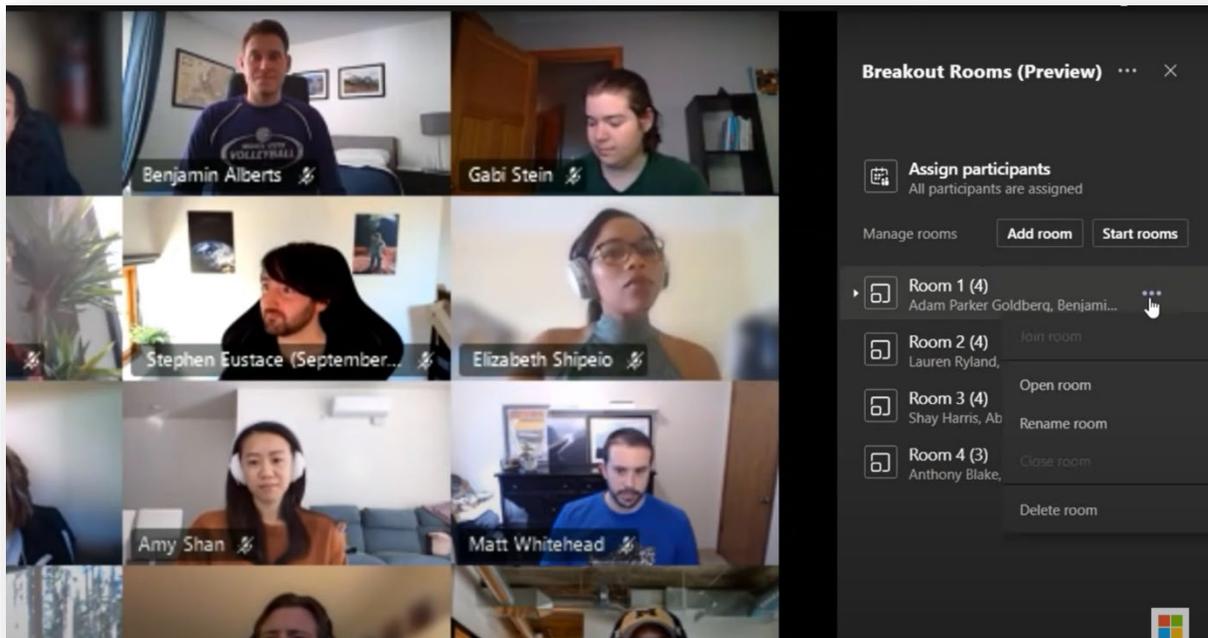
4. Rooms will be created with participants assigned



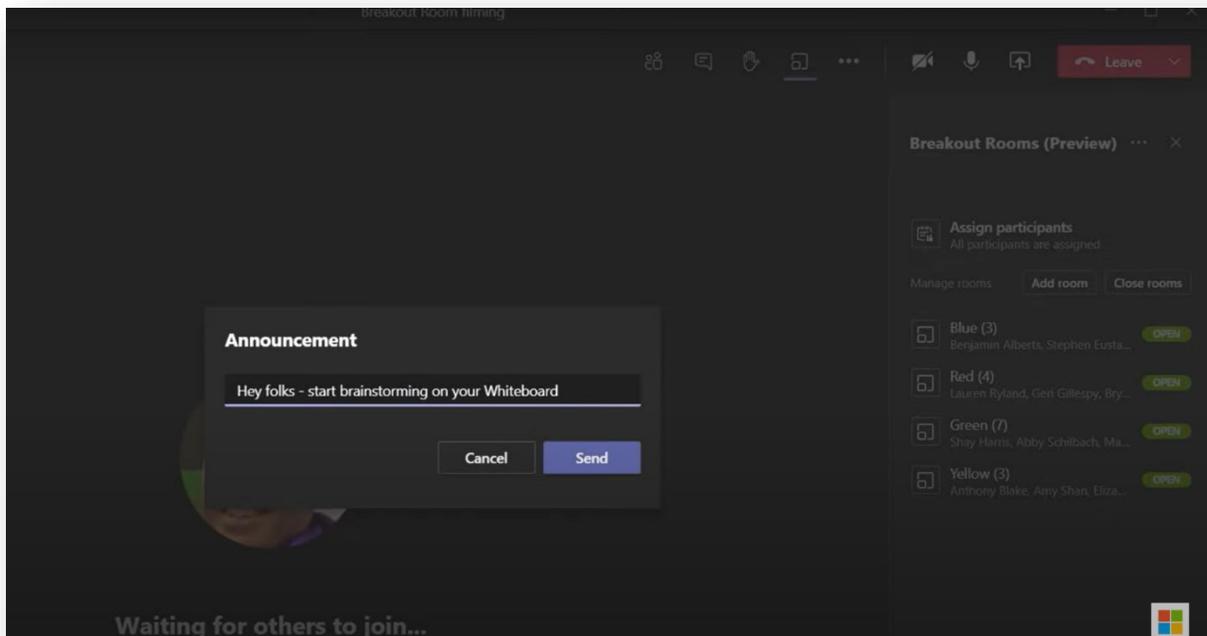
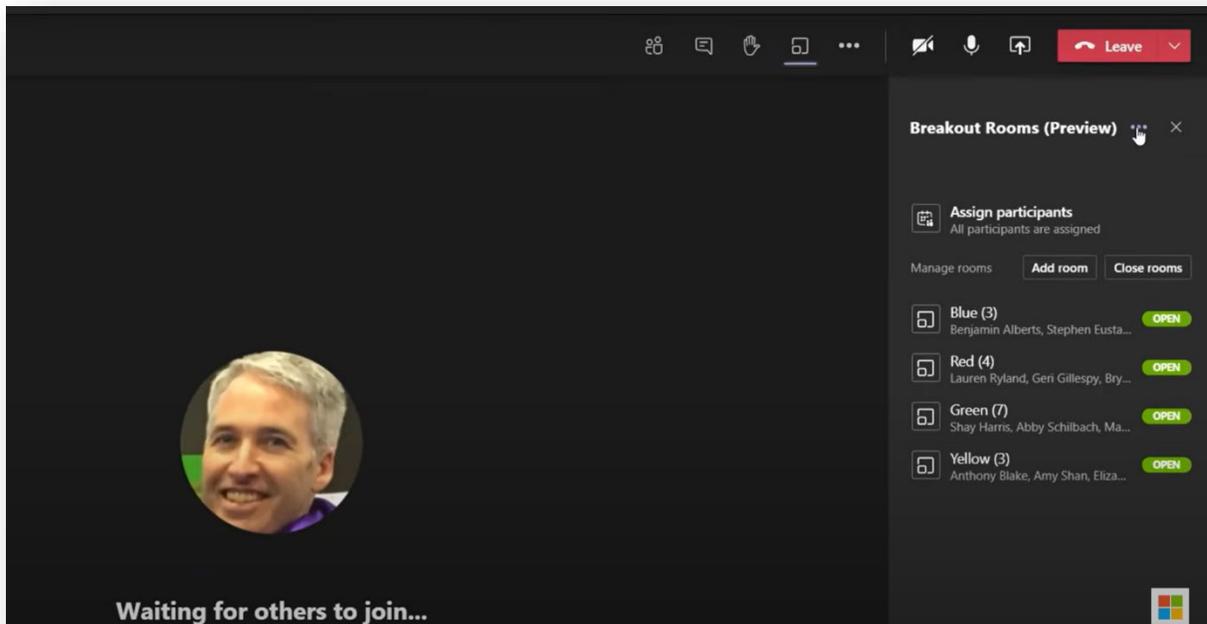
5. Additional rooms can be added or click **“start rooms”** to send participants to respective rooms



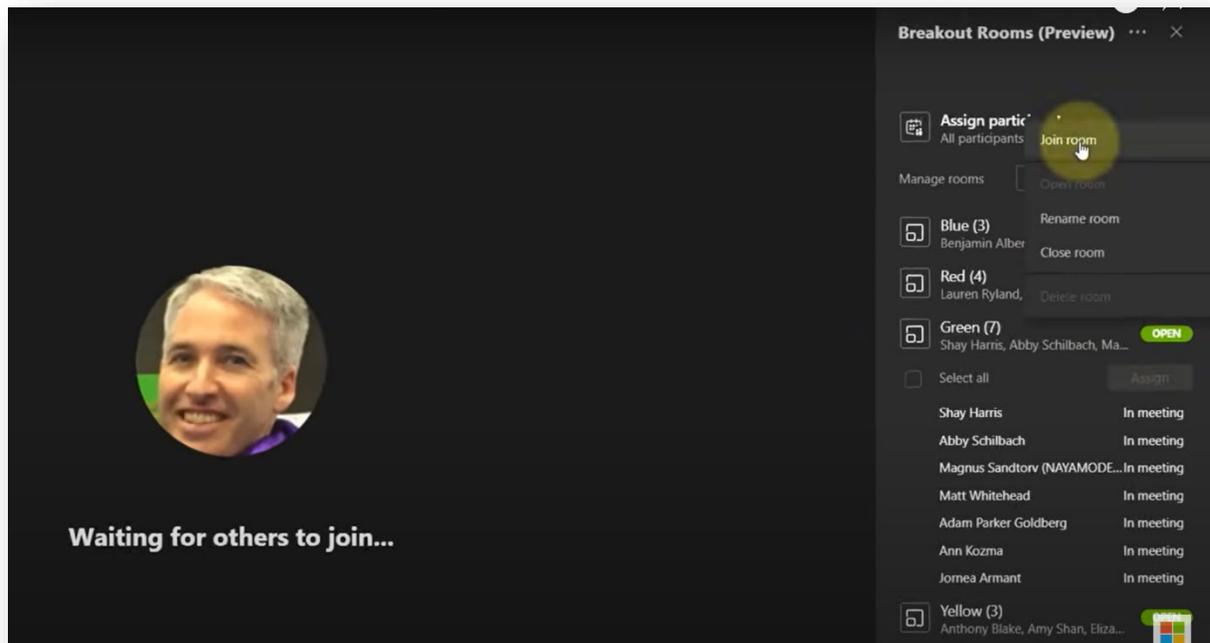
6. Rooms can be **Renamed** by clicking the ellipsis next to the name of the room.



7. Message can be sent to all the **Rooms**; the organizer can click the ellipsis and send an **announcement** to everyone.



8. Organizer can go into any room by clicking the ellipsis and clicking **join room** button.



9. Once the organizer wants the participants to come back to the main room they can send an **announcement** and **close** the room letting participants know that the main room is open.