MS Teams: Using Breakout Rooms in a Meeting

During a Teams Meeting, you may want to organise participants in smaller groups so they can have discussions in breakout rooms, and then call them back to the main room to feedback to the larger group.

This quick guide steps you through setting up and using breakout rooms in an MS Teams Meeting. We recommend you read through all the steps before you create your first breakout rooms.

**Accustomed to using Breakout Groups in Collaborate?** Please be aware that there are some differences between the two solutions. While the basic functionality is similar, not all features available in Teams are available in Collaborate, and vice versa. See Appendix for comparison.

**Note:** All participants, including the meeting organiser need to be using the latest version of Teams on Windows, Macs, iOS and Android.

**Before you start**

- The maximum number of participants for a meeting containing breakout rooms is **300**.
- You must be using the Teams Desktop app. The ability to create breakout rooms is not currently available for Teams Web or Mobile apps.
- Make sure you are using the correct version of the Teams Desktop app. The minimum required is 1.3.00.24755. To check, click the three dots to the left of your profile picture and select **About > Version**. You will see the version number at the top of the window.

**Getting started**

1. To set up breakout rooms, you must be the Meeting organiser.
2. You must have scheduled the meeting in advance and have invited all participants.
3. As the Meeting organiser, you must be present throughout the entire meeting in order to facilitate and manage the rooms.
4. Make sure you are using the new Teams meeting experience.

**Creating the breakout rooms**

We recommend that you create breakout rooms once the meeting has started and participants have joined. You can then assign participants to rooms automatically or manually, as described below.

You can create breakout rooms in **scheduled** private meetings (including recurring meetings) and **Meet now** private meetings.

1. Click the **Create Breakout Rooms** icon in the meeting toolbar.

2. The Create Breakout Rooms dialog opens.

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2 Click your profile picture and tick the **Turn on new meeting experience** checkbox under **Settings > General**.
3. Choose how many rooms you want to create. You can create up to 50.

4. Select **Automatically** if you want participants randomly and evenly distributed between rooms, or **Manually** if you want to assign them yourself.

5. Click **Create rooms**.
   - Note: If you opted to assign participants manually, click **Assign participants**, tick the check box next to a participant’s name, click **Assign** and select the room you want to move them to.

6. The **Breakout rooms** pane opens, displaying your breakout rooms.

7. By default, all rooms are **closed** to participants, and will remain so until you open them.

8. By default, rooms are named Room 1, Room 2, etc., but you can rename them – see Room options.

9. Once you have created the rooms, you can easily add more (one at a time) using **Add Room**.

**Room options**

Set room options via the **Breakout rooms** pane. There are different options for individual rooms and for all rooms:

**For an individual room**

Click the ellipsis (...) to the right of room name – you may need to hover over the room name to see the ellipsis – for the options:

1. Open room/Close room
2. Rename room
3. Delete room – If the room has participants in it, they are automatically moved to the main room where you can reassign them.

**For all rooms**

Click the ellipsis to the right of the **Breakout rooms** heading at the top of the pane for the following options:

1. Recreate rooms – deletes all existing rooms and displays the Create Breakout Rooms dialog again.
2. Remove rooms – deletes all existing rooms.
3. Rooms settings – options to let you:
   - move participants to rooms automatically when you open a room.
     - If the toggle is **on**, participants will be presented with a 10 second countdown when you open their room before they are automatically joined into their breakout room.
     - If the toggle is set to **off**, participants will be presented with a pop-up box when you open their room asking if they want to join. They will need to acknowledge/accept the prompt.
   - allow participants to return to the main meeting at any time.
   - set an automatic time limit for all rooms so that you don’t have to close them manually.
     - **To set time limit**: toggle **Set a time limit** on and click the down arrows to select the number of hours or minutes as required.
     - **To switch options on/off**: toggle the button to the right of each option.
Open Breakout rooms and disperse participants
As the organiser, you can see who is in each room from the Breakout rooms pane.
To open the rooms and disperse participants into them, you can either:

− Click Start Rooms to open all the rooms at once, or
− Open rooms one by one by clicking on each room’s ellipsis in turn, and selecting Open Room.

What participants can and cannot do in a breakout room
Participants can join breakout rooms from web, desktop, and mobile apps but the features available to them will vary depending on the device they are using and whether they are signed in or are joining as a guest. Guests have limited functionality, so we recommend that participants should sign in where possible.
Once participants have joined their breakout room, they can:

− Share/present content, files, and whiteboard.
− Chat in the breakout session.
− View all chat and items shared during the breakout meeting.
− Record – only if signed in. Guests cannot record.
They cannot:
− Invite other participants.

Switch participants between rooms

1. Click the triangle to the left of the breakout room icon in the Breakout rooms pane.
2. Click the checkbox alongside the participant’s name
3. Click Assign and click the room you’d like to assign them to

Breakout room management: Broadcast, communicate, and record
As the organiser you can:

1. Broadcast an announcement (e.g. updates, changes, news) to all breakout rooms via meeting chat.
   − To create an announcement, go to the ellipsis in the Breakout rooms pane and click Make an announcement
   − Type your announcement in the pop-up box and click Send
   − The message is flagged IMPORTANT in the breakout room chat so anyone in the room can see and respond to it, for example @ mentioning the organiser to get their attention if required.
2. Access the chat for each breakout room via the chat icon in the Teams app bar. You don’t necessarily need to join a room to take part in a conversation.
3. Join any breakout room at any time. You cannot, however, be in all rooms at once.
   − To join a breakout room, click its ellipsis, and select Join room.
     Note: There is no warning that you are entering the room. It is considerate to announce that you have joined so everyone knows you are there. Or to send a chat message before you join.
4. Record a breakout room session.
− To start a recording in a breakout room, you need to be in it. In the meeting toolbar, click the ellipsis, then click Record.
− There is currently no way to set all breakout rooms to start recording automatically upon opening.

5. Access all chats, files, and recordings from every room. Only you have permission to do this.

Close breakout rooms
To bring all participants back to the main meeting when the breakout period is over, click Close rooms in the Breakout rooms pane. This will notify all the meeting participants that they are being asked to leave the breakout rooms.

You should close the breakout rooms BEFORE ending the main meeting. If you don’t, the meeting rooms will remain active.

After the meeting is over...
Participants who signed in (not Guests):
− can still see the breakout room chat, but will not be able to add to it.
− can see any files shared within the breakout room.
− can find whiteboards shared in the breakout room via the Whiteboard app.

Persistent meeting rooms and assignments
Rooms and participant assignments are persistent, meaning that once set up, the organiser can keep the same rooms and allocations for a series of recurring meetings. Once the organiser has created the rooms and made the initial assignments, the same settings will apply in each meeting until the organiser changes them.

Further information and help
− Create and manage breakout rooms during class meetings – Microsoft support
− Overview of Breakout Rooms – Microsoft Teams Blog
− Breakout rooms in Microsoft Teams – video introduction
− How to use the New Breakout Rooms in MS Teams – video tutorial
− Guide to Teams breakout rooms

For further guidance on using MS Teams, visit our MS Teams resource on Toolkit, or contact the IT Service Desk: https://myit.abdn.ac.uk
**Please remember**

Information or files you post on a Teams site may be available to other team members. Teams is for communication related to your job role and should not be used for personal chat not related to your work. Information you record on Teams could be disclosed in response to a freedom of information request or to someone you refer to in Teams chat. Consider the appropriateness of what you record; only record what is relevant and necessary; and do not share anything that impacts on the privacy of individuals. If you are unclear about how and where to appropriately record information, please contact the Information Governance Team at dpa@abdn.ac.uk.
## Appendix

### Collaborate/MS Teams comparison

<table>
<thead>
<tr>
<th>Term</th>
<th>Collaborate</th>
<th>Teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakout Group</td>
<td>Breakout Room</td>
<td></td>
</tr>
<tr>
<td>Limits</td>
<td>For &lt; 250 attendees</td>
<td>Up to 50 Breakout Rooms</td>
</tr>
<tr>
<td></td>
<td>Up to 20 groups</td>
<td></td>
</tr>
<tr>
<td>Set number of groups/rooms</td>
<td>Yes – 2 groups default – add others</td>
<td>Yes – asks for number</td>
</tr>
<tr>
<td>Control</td>
<td>Can have multiple moderators with control over Breakout groups</td>
<td>Only the one organiser</td>
</tr>
<tr>
<td>Rename rooms</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Allocation</td>
<td>Automatic or manual</td>
<td>Automatic or manual</td>
</tr>
<tr>
<td>Allocation differences</td>
<td>Can allocate yourself to a group</td>
<td>Auto allocate only works when people are already in the main meeting.</td>
</tr>
<tr>
<td></td>
<td>Auto allocate is similar except that if you change number of rooms attendees are auto allocated again.</td>
<td>If others join, you have to manually add them to rooms.</td>
</tr>
<tr>
<td></td>
<td>[If groups change people are reallocated automatically rather than having to do manually]</td>
<td>If you add another room it won’t automatically re-allocate</td>
</tr>
<tr>
<td>Start</td>
<td>Start</td>
<td>Start rooms</td>
</tr>
<tr>
<td></td>
<td>Start rooms</td>
<td>Can open/close individual rooms</td>
</tr>
<tr>
<td>Delay</td>
<td>Minimal pause when move happens</td>
<td>There is a delay opening rooms</td>
</tr>
<tr>
<td></td>
<td>There is a delay closing rooms</td>
<td></td>
</tr>
<tr>
<td>Once attendee is moved</td>
<td>It is clear to attendee which room they are in</td>
<td>Attendees can see the room name at the top of the window (or by tapping the screen on a mobile device)</td>
</tr>
<tr>
<td>Movement during meeting</td>
<td>Can allow attendees to switch groups</td>
<td>Organiser can move attendees between rooms</td>
</tr>
<tr>
<td></td>
<td>Organiser can move attendees or remove completely</td>
<td></td>
</tr>
<tr>
<td>Share slide with...</td>
<td>Share panel – share with groups – share with all groups or just individuals</td>
<td>Not so easy to share a file directly. Have to go into each room to share file or give instruction in a different way. Can’t share same presentation to multiple groups – would have to delegate.</td>
</tr>
<tr>
<td></td>
<td>Files: PPT; PDF or image</td>
<td></td>
</tr>
<tr>
<td>Visit each and main room</td>
<td>Join group (door icon)</td>
<td>Join room</td>
</tr>
<tr>
<td></td>
<td>Join Main room to go back</td>
<td>Return to come back to main room</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Or click other rooms (if open) and choose Join Room.</td>
</tr>
<tr>
<td></td>
<td>Collaborate</td>
<td>Teams</td>
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<td>------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Guests</strong></td>
<td>Guests can be added to a collaborate room via a link and can be allocated to breakout groups</td>
<td>Guests can be added to a Teams meeting via a link and can be allocated to breakout rooms</td>
</tr>
<tr>
<td><strong>Attendees can...</strong></td>
<td>Breakout groups are designed for group collaboration. Every attendee in the group is a presenter. This means that all attendees (including guests) can share the whiteboard, files, and applications with the rest of their group.</td>
<td>Every attendee in the group is a presenter. This means that all attendees can share the whiteboard, files, and applications with the rest of their group. Permissions are independent from those in main room – so might just be attendee in main room but in breakout room will be able to present. Guests cannot use whiteboards.</td>
</tr>
<tr>
<td><strong>Recording</strong></td>
<td>Groups are not recorded</td>
<td>Depending on device, attendees can record in breakout rooms. The recording sits in Chat history.</td>
</tr>
<tr>
<td><strong>Chats</strong></td>
<td>Everyone chat</td>
<td>Main room chat</td>
</tr>
<tr>
<td></td>
<td>Individual chats</td>
<td>Breakout room chat</td>
</tr>
<tr>
<td></td>
<td>Moderator only chat</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Group chats</td>
<td></td>
</tr>
<tr>
<td><strong>Announcement</strong></td>
<td>Chat panel</td>
<td>Make Announcement</td>
</tr>
<tr>
<td><strong>End</strong></td>
<td>End breakout groups using Stop icon in share panel or in attendees panel</td>
<td>Close individual room – 10 sec warning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Or Close rooms</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: End Meeting <strong>does not</strong> close breakout rooms so make sure to close rooms first!</td>
</tr>
<tr>
<td><strong>Afterwards</strong></td>
<td>Files need to be saved back to main from group at end.</td>
<td>Organiser and attendees can find files that were used in room in chat.</td>
</tr>
<tr>
<td></td>
<td>From Share Files - Move to main room files</td>
<td>Whiteboard can be found in Whiteboard app by attendees.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attendees can also take image of whiteboard worked on before leaving breakout room.</td>
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<tr>
<td><strong>Support</strong></td>
<td>- Blackboard help</td>
<td>- Microsoft Help</td>
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<td></td>
<td>- CAD training package</td>
<td>- Microsoft Tech Community Blog</td>
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