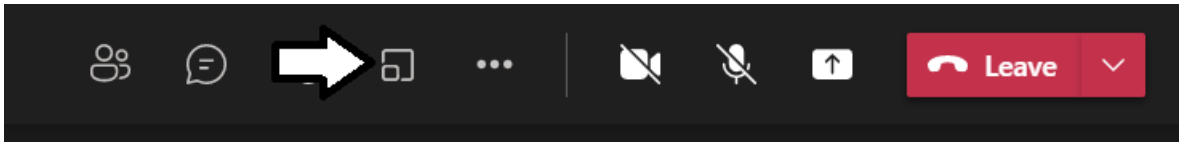
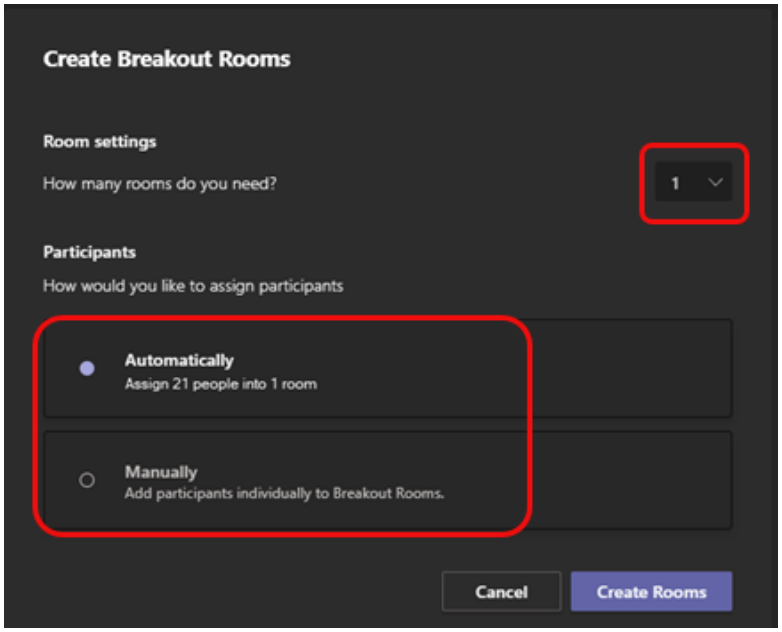
# How to Create Breakout rooms

1. Start or join Microsoft Teams meeting.

2. In the meetings control, Click **Breakout rooms.**




3. Select the number of rooms you want (50 max), and whether you want Teams to assign people to rooms (**Automatically**) or you want to choose the people for each room yourself (**Manually**).




4. Select **Create Rooms**.

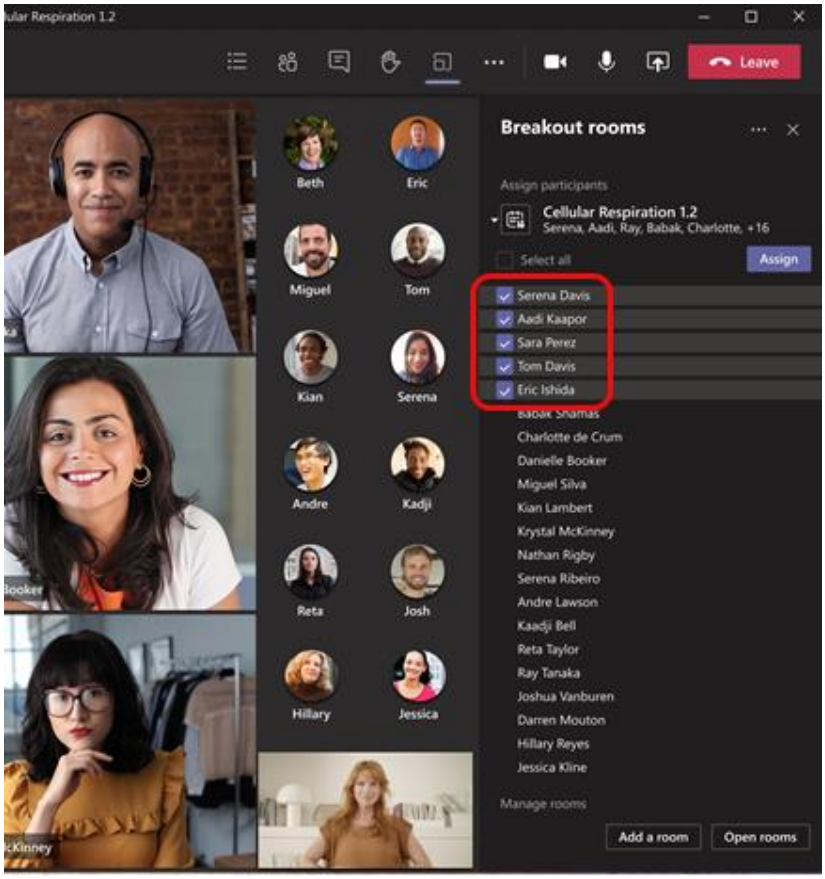
   **NOTE:** Your rooms will be created but will not start automatically. You can manage the rooms prior to starting them by following the instructions below.

# How to Assign people to Breakout rooms manually

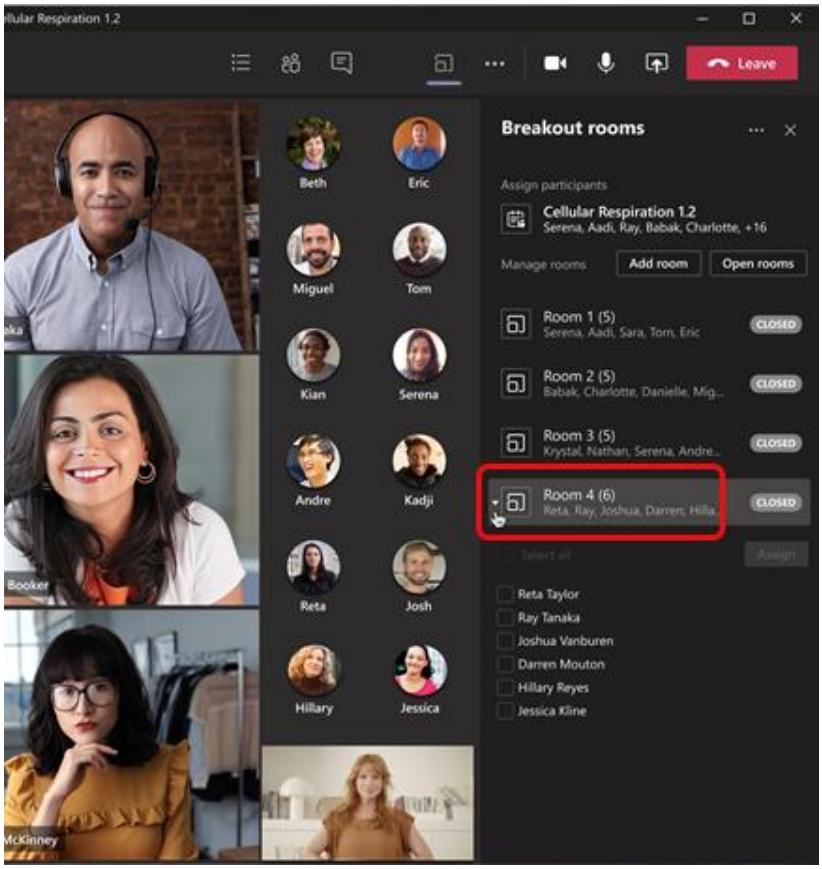
If you chose **Automatically** in the previous procedure, participants will be assigned to breakout rooms as soon as you open the rooms. If you chose **Manually**, follow these steps.

1. Select **Assign participants**.

2. Choose the people who will share a breakout room by selecting the check boxes next to their names.



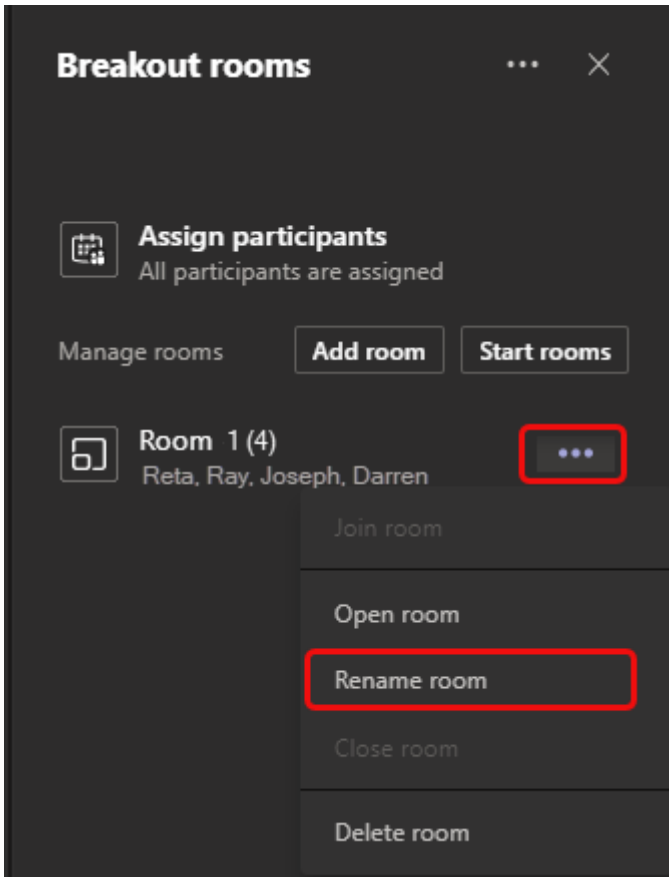
3. Select **Assign** and then select a room for those people.




4. Repeat steps 2 and 3 until everyone has been assigned to a room.

# How to Rename Breakout Rooms

1. Hover over the room you want to rename and select **More options** ··· , and then **Rename room**.

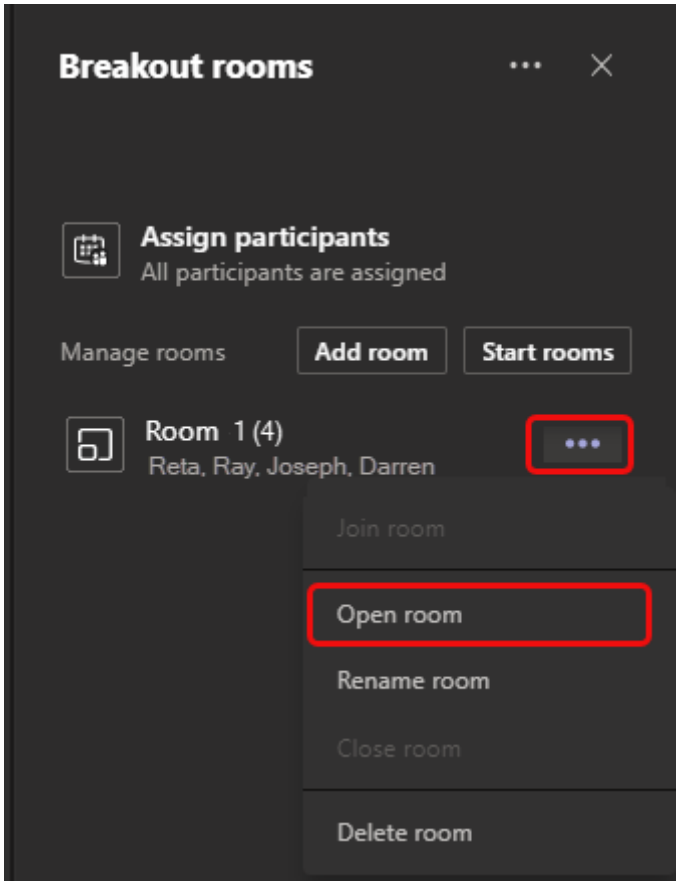



2. Enter the new name and select **Rename room**.

# How to Start Breakout Rooms

1. To open all the rooms at the same time, select **Start rooms**.

2. To open a single room, select **More options** ··· next to the room and then **Open room**.

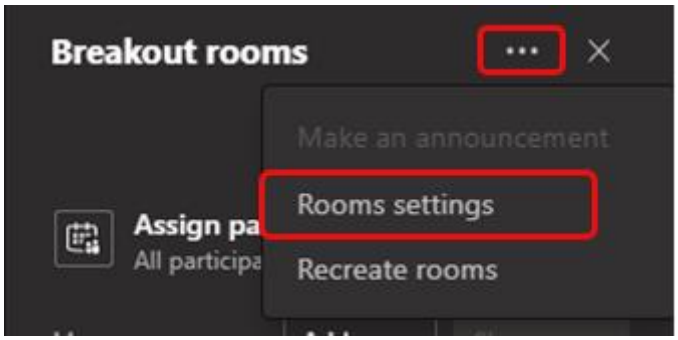



3. You can open and close breakout rooms more than once during a meeting.

**Note:** By default, meeting participants are moved to their assigned rooms as soon as you open the room, but you can turn off this setting.

# How to turn off automatic entry to breakout rooms

1. Select **More options** ··· at the top of the Breakout rooms pane and then select **Rooms settings**.




2. Switch the toggle next to **Automatically move people into opened rooms** to off.

# How to Close Breakout Rooms

To close rooms individually:

- Select **More options** ··· next to the room, and then **Close room**.

To close all the rooms at the same time:

- Select **Close rooms**.

**NOTE:** You'll know rooms have successfully closed when their status changes to Closed.

When everyone is back from their breakout rooms and you're ready to meet as a larger group again, select **Resume**.

# Allow participants to return to main meeting

1. Select **More options** ··· at the top of the Breakout rooms pane and then select **Rooms settings**.

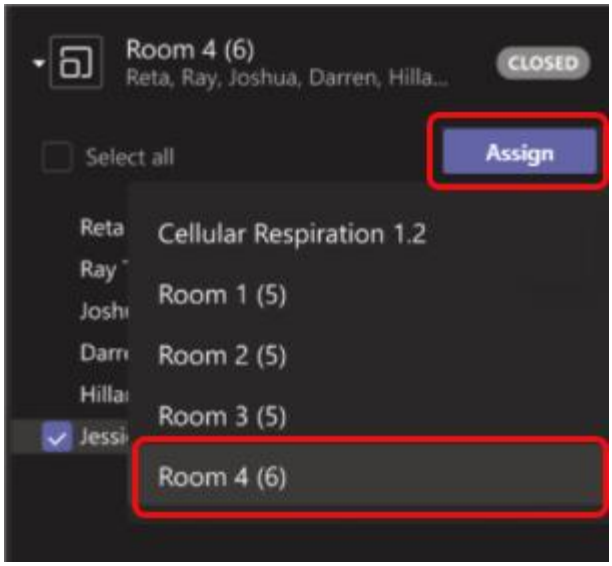
2. Switch the toggle next to **Participants can return to the main meeting** to on.

# How to move someone to a different breakout room

1. Expand the list of participants under a breakout room.

2. Point to someone's name and select the check box that appears.

3. Select **More options** ··· and then the breakout room you want to move that person to.




**NOTE:** Currently, participants can be moved only when breakout rooms are closed.