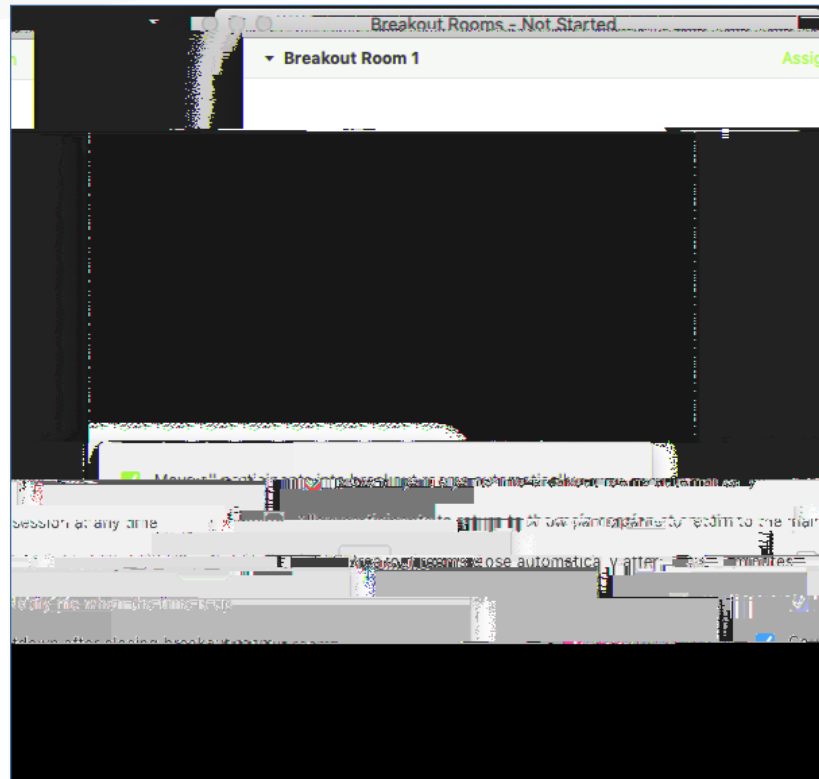


Information

Options for Breakout Rooms

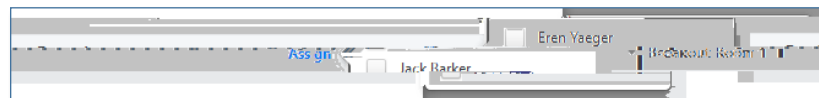
1. After creating the breakout rooms, click **Options** to view additional options.



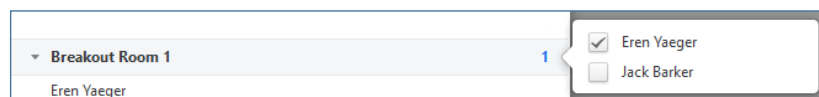
2. Check any options that you would like to use for your breakout rooms. You can move all participants into breakout rooms automatically, allow participants to return to the main session at any time, and set time limits.
3. Follow the steps below to assign participants to rooms or click **Open All Rooms** to start the breakout rooms.

Assigning Participants to Rooms

To assign participants to your rooms, select **Assign** next to the room you wish to assign participants to and select participants you want to assign to that room. Repeat this for each room.



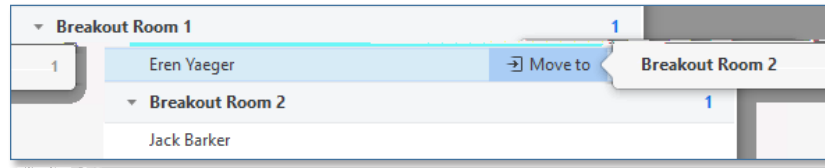
Once a participant has been assigned (manually or automatically), the number of participants will show in place of the Assign button.



Preparing Breakout Rooms

After manually or automatically assigning participants to rooms, you can rearrange the participants. Participants who are not assigned to breakout sessions will remain in the main meeting when the rooms are started.

- **Move to (participant):** Select a room to move the participant to.



- **Exchange**

Ask for help

Participants in breakout rooms can request that the meeting host join their meeting by clicking **Ask for Help**.