

Zoom... Tips to make your teaching life easier!

Pre-assign participants to breakout rooms

One-Time Task in Settings (may already be done):

1. Sign in to Zoom.
2. Click on Settings.
3. Scroll down to the **In Meeting (Advanced)**
4. Click on the toggle to select **Breakout room**

Pre-assign participants

1. Click [Meetings] and [Schedule a meeting]
 - a. Note: Make sure to enable [join before host]
2. In the **Meeting Options section**, select **Breakout Room pre-assign** and click [**Create Rooms**].
3. Click the plus icon beside Rooms to add breakout rooms.
4. Hover over the default breakout room name (the right column) and click the pencil icon to rename it.
5. In the **Add participants** text box, search for participants' name or email address to add them to the breakout room.

(Optional) Use these options to edit your breakout rooms and participants:

6. Click and drag a participant's email address to change the order.
7. Hover over a participant's name to see options to move them to another room or remove them from the current room.
8. To delete a breakout room, hover the room name in the left panel and click the trash bin icon.
9. Click **Save**.