

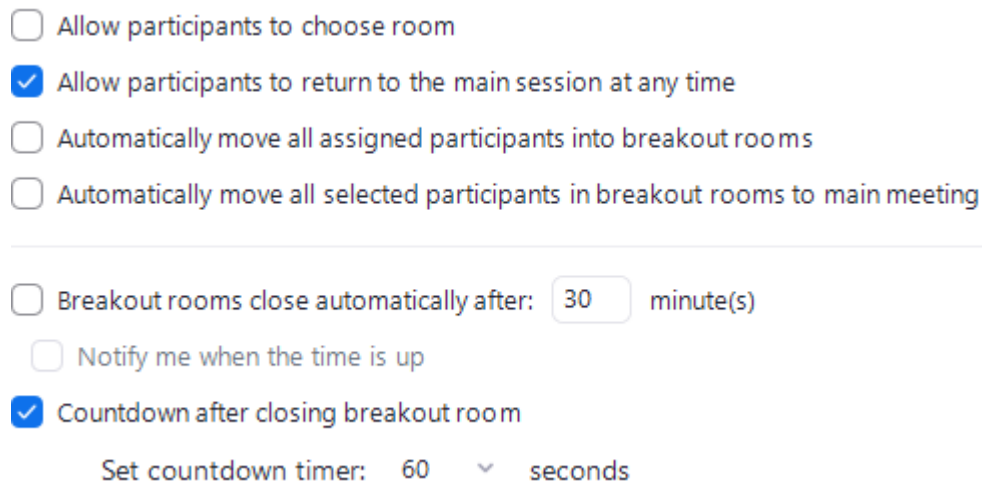
UBC Forestry

Breakout Rooms in Zoom

Before using the breakout room, please check out your Zoom version first.

In versions of Zoom later than 6.0.1:

- The meeting host can allow participants to change from “room” to “room” and return to the main session at any time.



A screenshot of the Zoom breakout room settings interface. It features a list of options with checkboxes. The first option, 'Allow participants to choose room', is unchecked. The second option, 'Allow participants to return to the main session at any time', is checked. The third option, 'Automatically move all assigned participants into breakout rooms', is unchecked. The fourth option, 'Automatically move all selected participants in breakout rooms to main meeting', is unchecked. Below these is a horizontal separator line. The fifth option, 'Breakout rooms close automatically after: 30 minute(s)', is unchecked. The sixth option, 'Notify me when the time is up', is unchecked. The seventh option, 'Countdown after closing breakout room', is checked. Below this is a 'Set countdown timer: 60 seconds' setting.

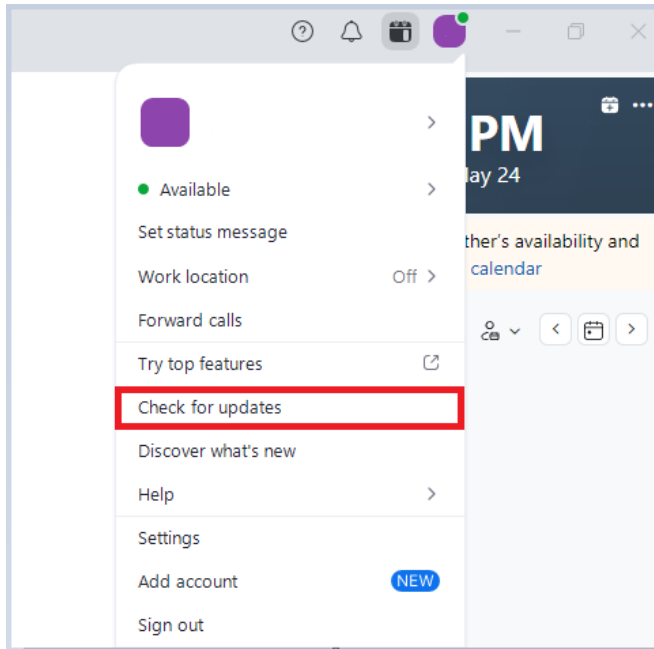
- Allow participants to choose room
- Allow participants to return to the main session at any time
- Automatically move all assigned participants into breakout rooms
- Automatically move all selected participants in breakout rooms to main meeting

- Breakout rooms close automatically after: 30 minute(s)
- Notify me when the time is up
- Countdown after closing breakout room

Set countdown timer: 60 seconds

If the meeting host only wants the teaching team to be able to choose rooms rather than the students, here is what you need to do in the version later than 6.0.11:

- First, when setting up the breakout rooms, the host can turn off the permissions for participants to choose rooms.
 - Students can only be assigned to the breakout rooms in this case.
- Second, the host of the meeting need to make other members in the teaching team as co-hosts.
 - Co-hosts should now be able to choose to join different breakout rooms.
 - To update to the latest version, please click on your profile icon on Zoom and select “Check for Updates”.



- You may also check out the Zoom website to see if you can manually install the latest version: <https://zoom.us/download> After Zoom is successfully updated, you should be able to see:

You are up to date

You are on the latest version 6.1.5 (37534). [Discover what's new](#)

Done

More details about the host and co-host can be found here:

https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0065164&mobile_site=true

Here is the introduction to breakout rooms in Zoom:

<https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms>