Create Breakout Rooms in Teams

Contents

Glossary

Chat: the space attached to every Teams meeting where those invited to the meeting can instant message each other and access files posted for the meeting. A chat can also take place without a meeting.

Internal and External: for Teams purposes, an internal person is one with a Barnardo's email address; an external is someone attending a meeting who has no Barnardo's email.

OneDrive: this is Microsoft's own storage in the Cloud. It works in the background of Office 365 and is your personal storage space. It is secure and cannot be accessed by others.

Cloud: in simple terms, the cloud is the internet. It's all of the things you can access remotely over the Internet, such as data and programmes. When something is in the cloud, it means it's stored on special internet computers ('servers') instead of just on your device.

Icon: the 'logos' of the different applications (e.g. Word is a blue W, Excel is a green E, OneDrive is a blue cloud) or web browsers (e.g. Chrome is a coloured circle). An icon can also be for a command within an application.

Desktop version: applications that are available on your laptop/computer by clicking onto the icon. They may be on your bottom taskbar, or in your Start menu. You don't have to be online to see and access them.

Web version: this means you access the application, such as Teams, Word, etc, using an internet web browser (e.g. Chrome) rather than using your desktop icon. Also called 'online' version.

Window: In computer terms, a window is an area on the screen that displays information about a programme. You can have multiple windows open, displaying different websites, documents and applications.

Presenter: in Teams, this does not mean you are going to present. All internal colleagues are automatically made Presenters for Teams meetings. It gives the ability to share screen content, admit people into the lobby, and record the meeting.

Attendee: All external guests in Teams meetings are automatically made Attendees', rather than Presenters. An Attendee has limited ability and cannot share their screen, start/stop recording, or admit others from the lobby.

Organiser: this is **always** the person who created the meeting, even if that person does not attend the meeting. The Organiser is the only person who can perform the functions of changing meeting options and creating breakout rooms OR assigning room managers.

Room manager: the Organiser can allocate presenters to help manage breakout rooms – known as room managers.

Ellipsis: the 3 dots you will find next to various names and commands. An ellipsis tends to be used when there is not enough room to display all options.

What are breakout rooms?

If you are the Organiser of a meeting, you can create separate smaller groups within the meeting, known as 'breakout rooms'. You can use these for brainstorming session, quizzes, etc, and only the Organiser or allocated room managers can go into all of them.

Every breakout room is a mini-Teams meeting with the ability to record, share content, chat, and use Whiteboard. You can have a maximum of 50 breakout rooms in one main meeting.

Note: you must use Teams desktop version to be able to **create** breakout rooms; it does not work on the web version. However, people can **attend** breakout rooms on a web version, even from a smartphone.

- You can set up breakout rooms either <u>before or during</u> your meeting.

- You can assign participants to rooms either automatically or manually.

- You can rename rooms and start or close them manually.

- You can add new rooms later or can delete any/all of them.

- If you close the meeting and rejoin, room set-up is preserved and will even stay the same across any recurring meeting.

- People can be moved between rooms even when rooms are open.

- You can assign other invited people to be room managers. <u>However, only one person can manage breakout rooms at a time, through handover of controls.</u>

- Everyone in Barnardo's who joins a breakout room will be a 'presenter' in there, even if they are an 'attendee' in the main meeting.

- Organisers can set a timer for breakout rooms. After the timer expires, rooms will automatically close and participants will come back to the main meeting.

## How many people can I have in breakout rooms?

You can only create breakout rooms <u>during</u> a meeting if there are no more than 300 people in the meeting.

If you create the breakout rooms <u>before</u> the meeting, you won't be able to invite more than 300 people.

(For more info about managing large Teams meetings, see Microsoft's page: https://support.microsoft.com/en-us/office/best-practices-for-a-large-teams-meeting-ce2cdb9a-0546-43a4-bb55-34ab98ab6b16)

Create breakout rooms before the meeting

1. Go to your Teams calendar and open the meeting invite. *(This will not work with your Outlook calendar)*

2. Click on 'Breakout rooms' tab along the top.
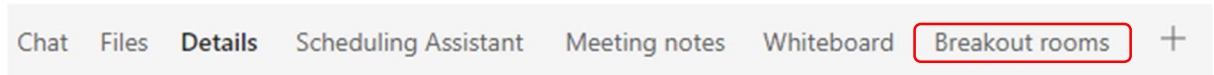
3. Select 'Create rooms' when the page opens as below:
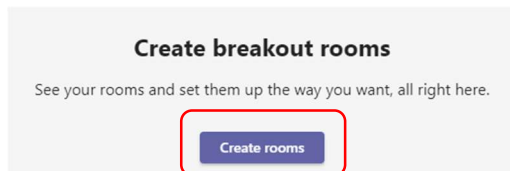
4. Set the number of rooms you want (up to 50) and select 'Add rooms'.

4.1. In this example below, two rooms are created but nobody has been assigned to them yet. Note that the participants' initials/pictures are next to the 'Assign participants' button, which means they are awaiting assignment to a room.
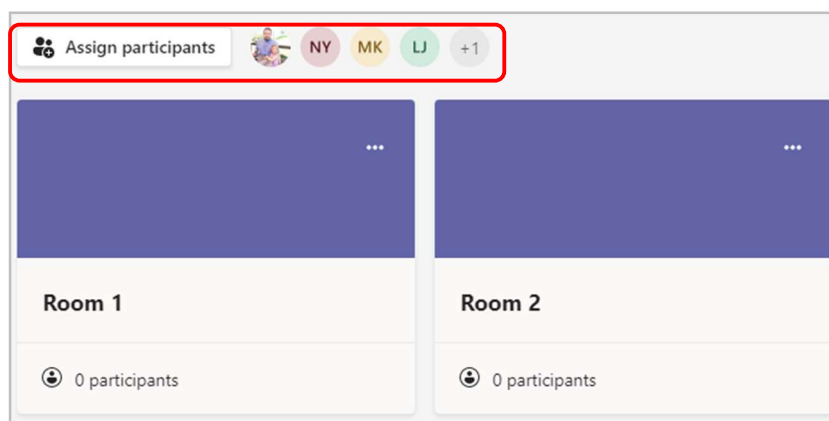
4.2. You can rename a meeting by clicking onto the ellipsis and choosing Edit, then Save.
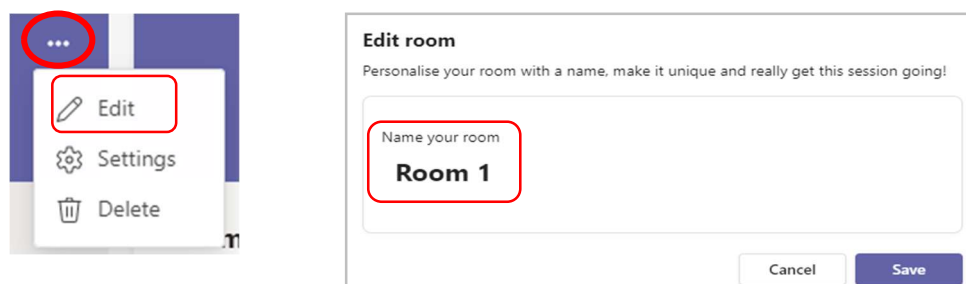
4.3. Within Settings in a room's ellipsis, you can set the Meeting Options for that particular room. Like any meeting options, you can set lobby permissions, participant roles, audio/video controls, and chat availability.
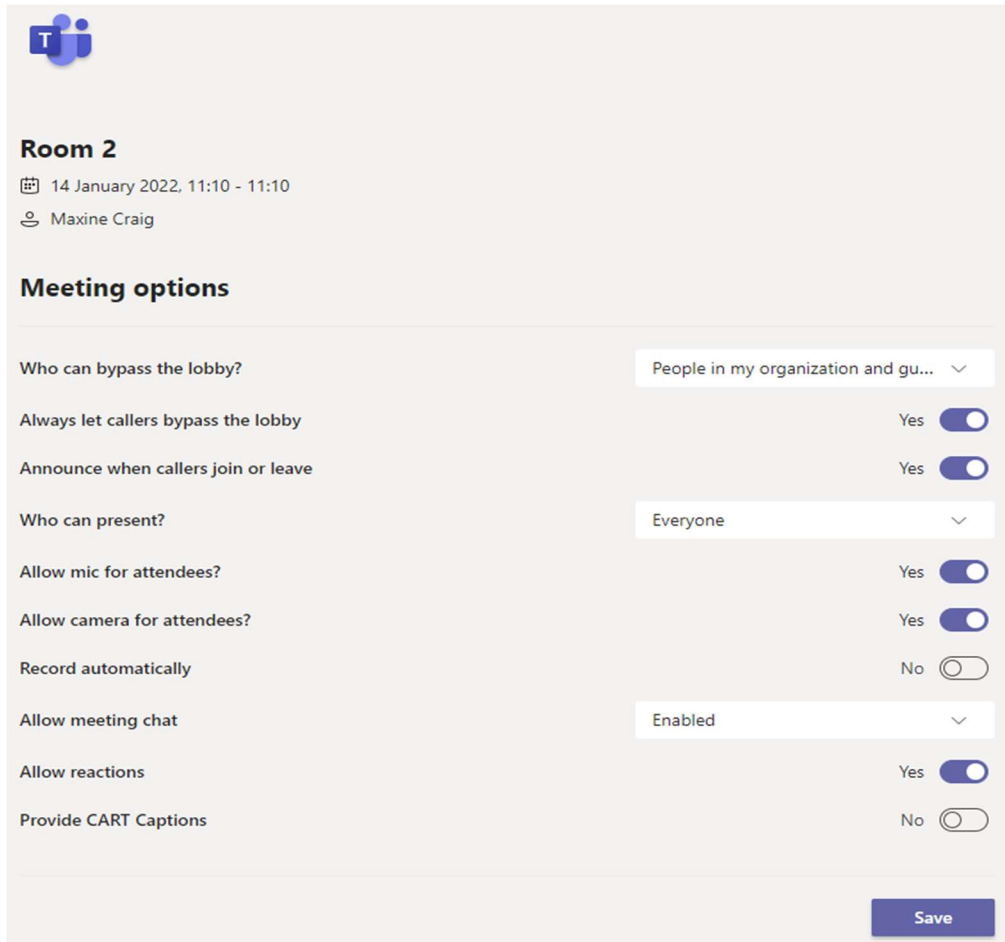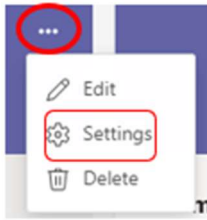
5. Select 'Assign participants'

6. Choose whether you want Teams to assign people to rooms (Automatically) or want to assign people yourself (Manually).

*(Under 'Automatically' option, the number '2-3 people' as per the example will differ depending on how many invitees you have because participants will be split as evenly as possible between however many rooms you choose to have.)*

Important: this is the **only** time you can choose to have people automatically assigned to breakout rooms. You won't be able to change this option later in the meeting although you can move people manually if you have a couple of changes to make.

## Assign people automatically before the meeting

If you chose 'Automatically' in the previous procedure, participants will be assigned to the breakout rooms as soon as you create them.
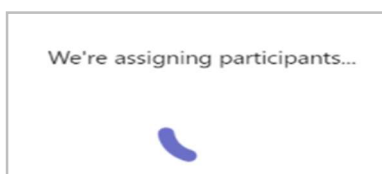
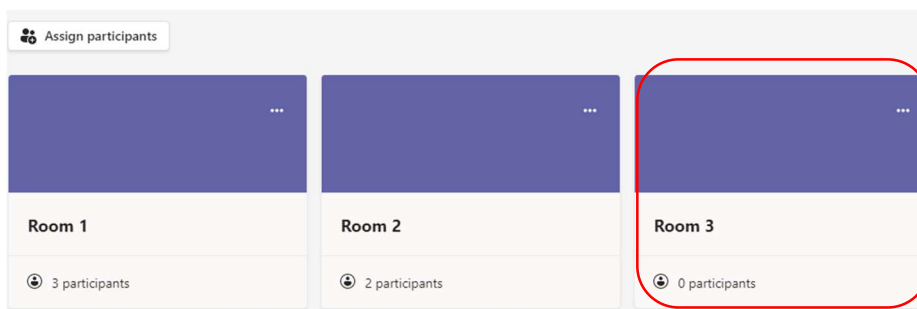Note that all the initials/pictures have now gone from the 'Assign' line.
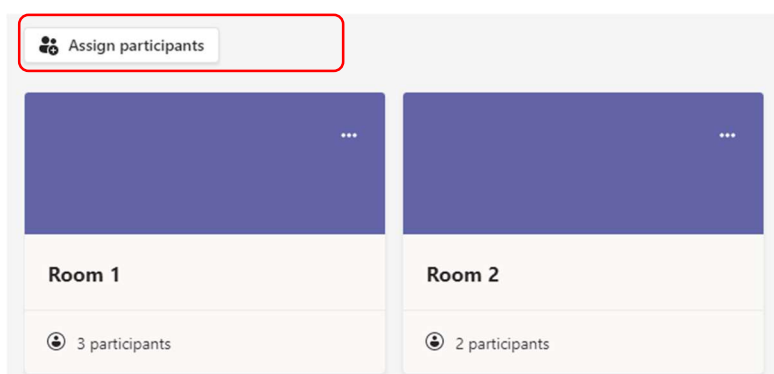
There are some icons on the top right of this screen to allow you to add rooms, recreate rooms, remove rooms and choose room settings.
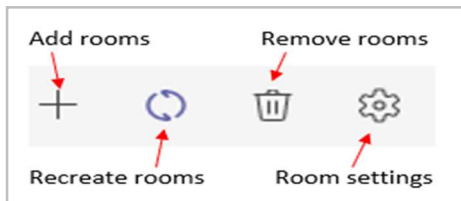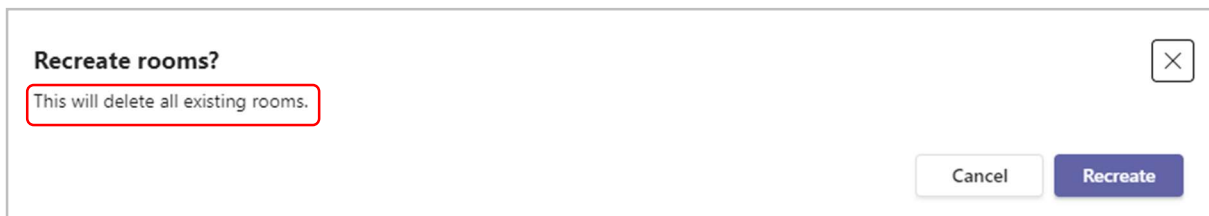

Add rooms

Click on the 'plus' icon and a new room gets added straightaway.

Recreate rooms

Essentially this is for you to delete all rooms and start again. You get a warning first:
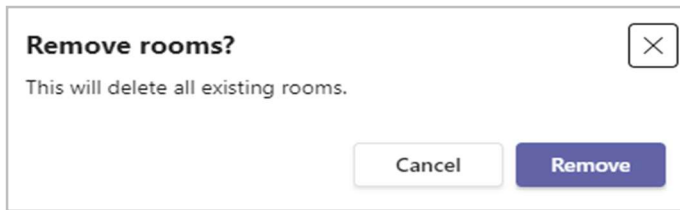

When you click the 'Recreate' button you get taken back to the 'Create rooms' dropdown.

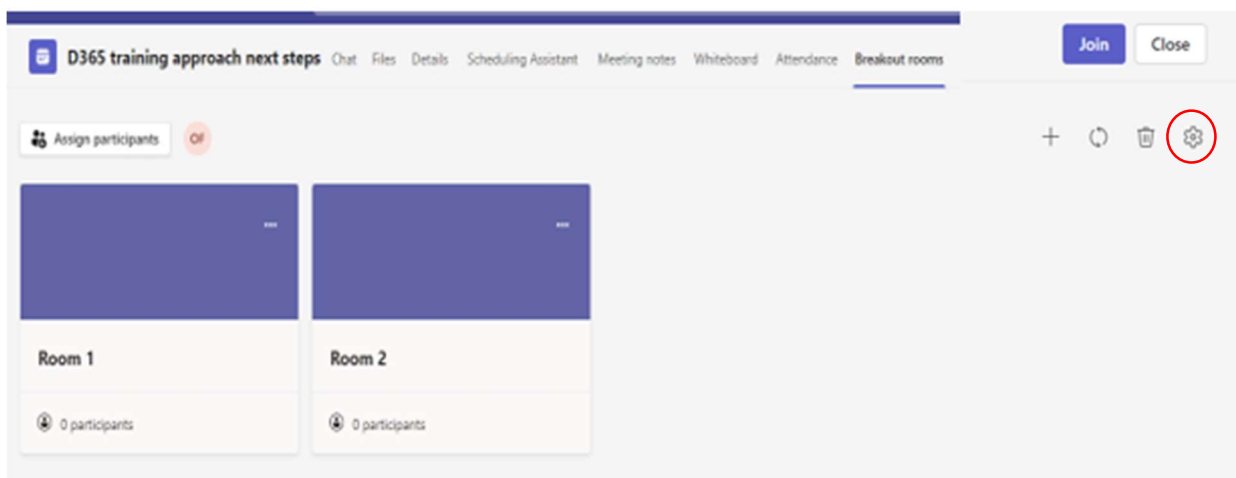You can then re-assign invitees as before.

Remove rooms

This removes all of your rooms but asks you first if you are sure.
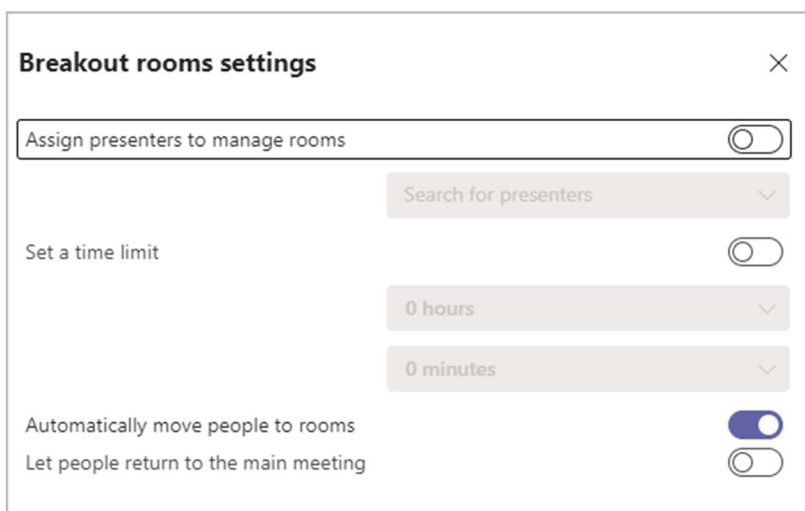

Room settings

You can access this even before you have assigned people to rooms. Click onto the cog in top right corner of your breakout rooms screen.


It brings up a rooms settings options box for you to assign presenters to manage rooms, set a time limit, and let people return to the main meeting after the breakout rooms close.

Assign presenters as Room Managers

You can now hand control of breakout rooms to 'room managers'. This new feature means that the organiser does not have to attend the meeting they set up. As long as the organiser has assigned the host(s) as 'presenters' (aka room managers), those people can create and manage the rooms.

Switching on 'Assign presenters to manage rooms' enables you to add <u>invited</u> presenter(s) from your organisation to be able to manage rooms as well as you. If this toggle is On, you click onto the 'search for presenters' dropdown to find invitees' names to choose from.

Assign presenters to manage rooms	
	Search for presenters ⌄
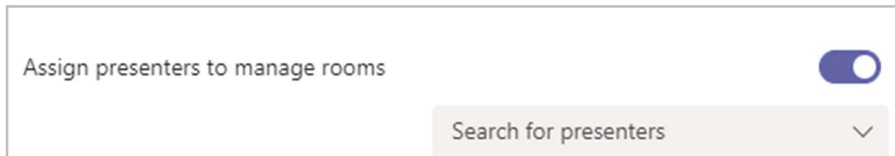
Please see page 17-19 for full details of assigning room managers

Set a time limit for the breakout session

When you set a time limit, a timer is visible in each breakout room so that participants are aware of when the session will end.

The timer starts when the first participant joins the meeting, and it will automatically alert all attendees that the breakout room session will close in 60 seconds.

If the toggle is On, use the hour and minute dropdowns to set how long you want the breakout rooms to last.

Set a time limit	
	0 hours ⌄
	15 minutes ⌄
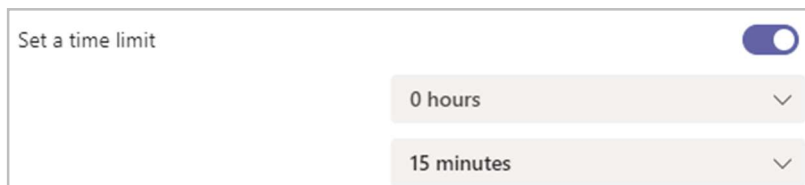
When time is up, the rooms close and participants return to the main meeting.

(If you turned off the **Automatically move people into opened rooms** setting, participants will have the option of returning to the main meeting or leaving the meeting when time is up)

Once you have assigned automatically, you can click onto 'Assign participants' to see who has been assigned into which rooms.

As you can see from this example, you can even have a room with one person in, if needed – e.g. they may be working on something very specific within the meeting.
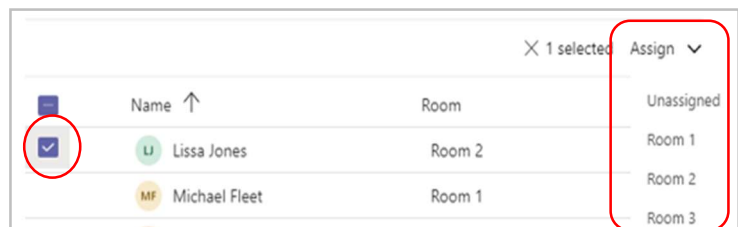

Even with automatic assignment, you can move someone using one of two methods:

a) by clicking next to their name and using the dropdown box next to 'Assign' to choose a new room or unassign them.
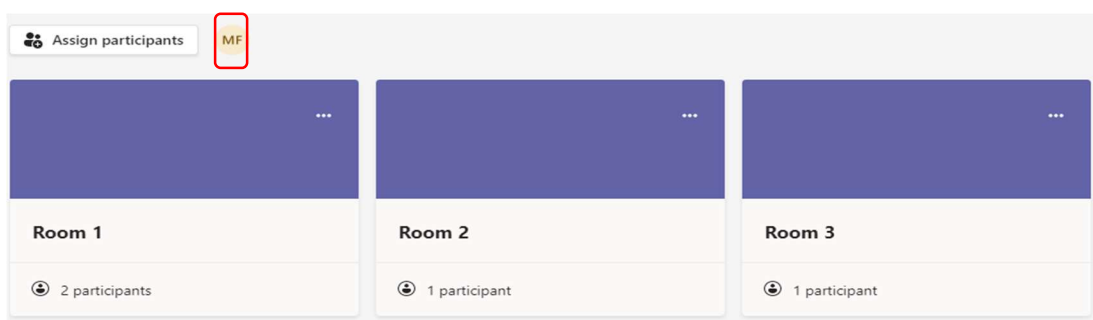

b) by clicking into their room number which brings up a dropdown box to choose a new room or unassign them.
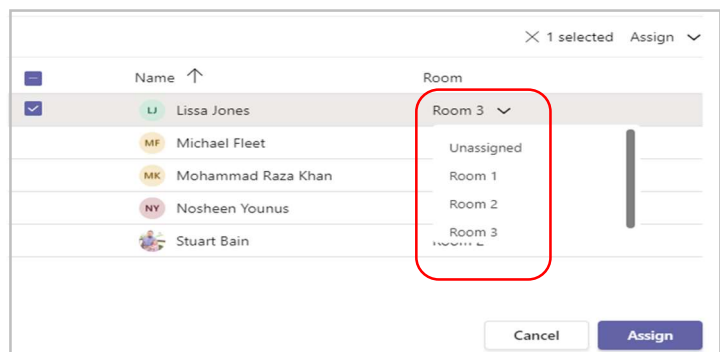
Remember to click onto blue 'Assign' button to okay all changes.

If you unassign someone, their picture/initials will reappear next to the 'Assign participants' at the top so you can keep track of any unassigned people.

Assign people manually before the meeting

For obvious reasons, you cannot use this option if your meeting is a drop-in session or there are no invitees.
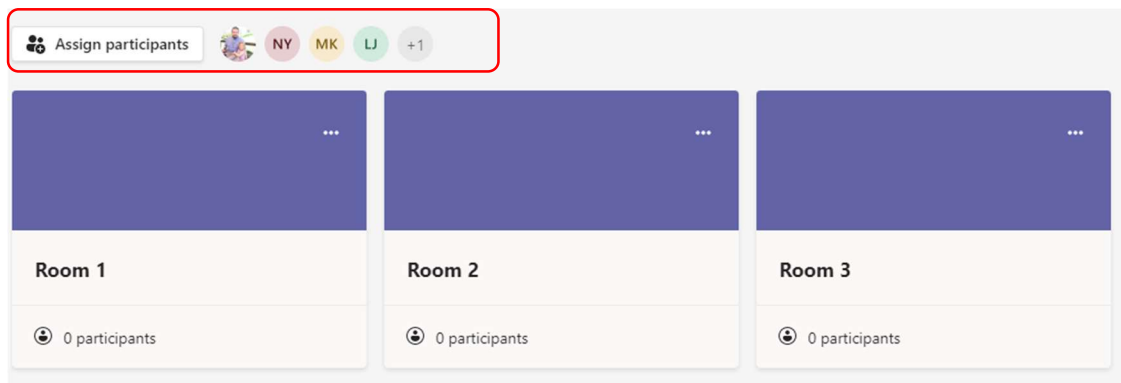
1. Go to your Teams calendar and open the meeting invite.

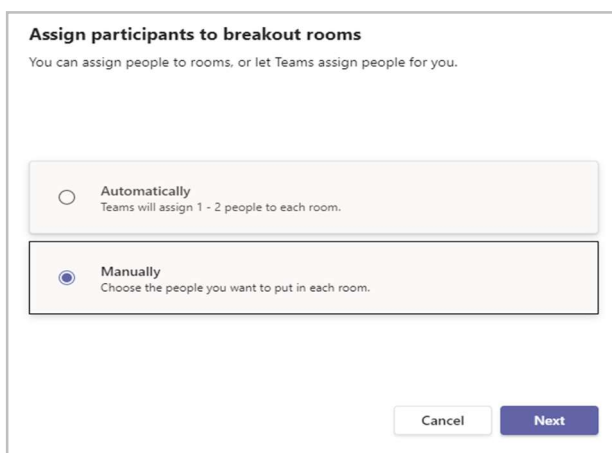2. Go to 'Breakout rooms' tab and select 'Create breakout rooms'
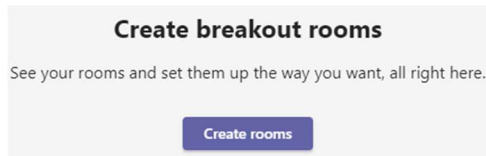
3. Choose how many rooms to create and click 'Add rooms'

The rooms will be created and the participants listed next to the 'Assign participants' button.

4. Select 'Assign participants'.

5. Choose 'Manually' and select 'Next'.

6. Choose the people you want in a room by ticking the boxes next to their names.

	Name ↑	Room
☐	🟢 LJ Lissa Jones	Unassigned
	🟡 MF Michael Fleet	Unassigned
	🟠 MK Mohammad Raza Khan	Unassigned
	🔴 NY Nosheen Younus	Unassigned
	👤 Stuart Bain	Unassigned

7. You can choose one of two methods to assign (and can assign multiple at the same time in both methods).

   a) Select the down arrow next to 'Assign' and choose a room for them.

		✕ 2 selected	Assign ∨
			Unassigned
	Name ↑	Room	Room 1
☑	🟢 LJ Lissa Jones	Unassigned	Room 2
☑	🟡 MF Michael Fleet	Unassigned	Room 3

   b) Or click next to 'unassigned' and choose from the dropdown list.

☐	Name ↑	Room
☐	🟢 LJ Lissa Jones	Room 1 ∨
	🟡 MF Michael Fleet	Room 1
☐	🟠 MK Mohammad Raza Khan	Unassigned ∨
	🔴 NY Nosheen Younus	Unassign — Unassigned
	👤 Stuart Bain	Unassign — Room 1
		Room 2
		Room 3

8. Repeat the previous steps until everyone in the meeting is assigned to a room. When you're done, select the blue 'Assign' button.

9. You will see that the initials/pictures are no longer next to the 'Assign participants' button and each room now tells you how many participants are in there.

👥 Assign participants

Room 1	Room 2	Room 3
...	...	...
👤 2 participants	👤 2 participants	👤 1 participant

10. You have exactly the same setting and commands as with assigning automatically.

See pages 7-10 for how to add rooms, recreate rooms, delete rooms or use the room settings to assign presenters or set a time limit.

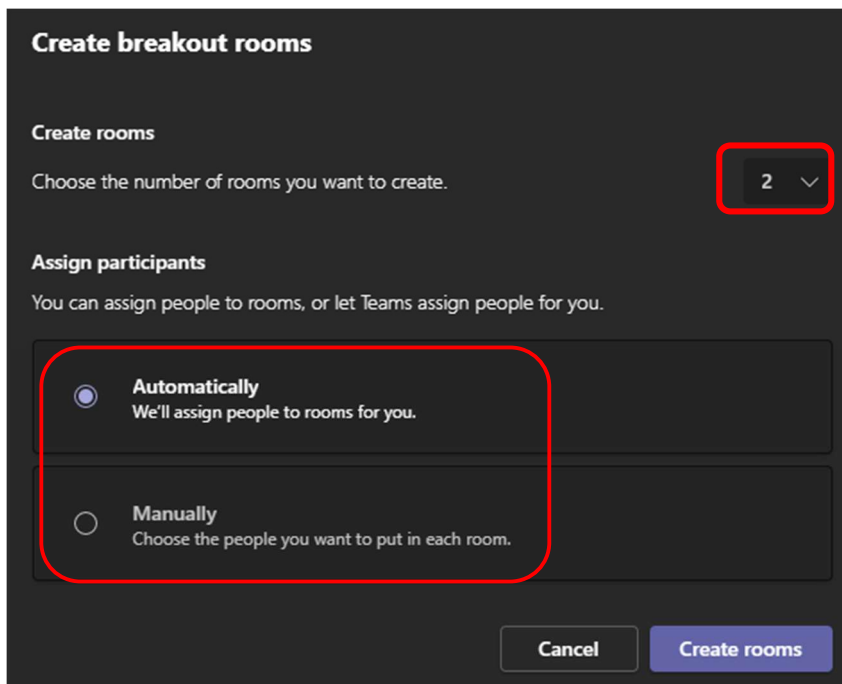As soon as the meeting starts, you can open the breakout rooms you have previously created.

Create breakout rooms during a meeting

1. Click onto the 'Breakout rooms' icon in your meeting's control panel.
Note: *you will only get this icon if you yourself have created the meeting.*

The 'create breakout rooms' will appear:

2. Select the number of rooms you want (50 max).

3. Choose whether you want Teams to assign people to the rooms (Automatically) or you want to choose the people for each room yourself (Manually).

Note: *This is the* ***only*** *time you can choose to have people automatically assigned to breakout rooms. You won't be able to change this option later in the meeting although you can move people manually if you have a couple of changes to make.*
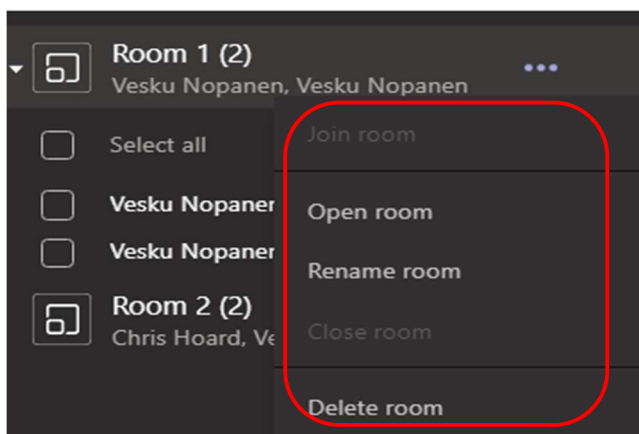
4. Click on 'Create Rooms'.

Assign people automatically during the meeting

If you chose 'Automatically' in the previous procedure, participants will be assigned to the breakout rooms as soon as you create them. The allocated names are displayed under the room name.
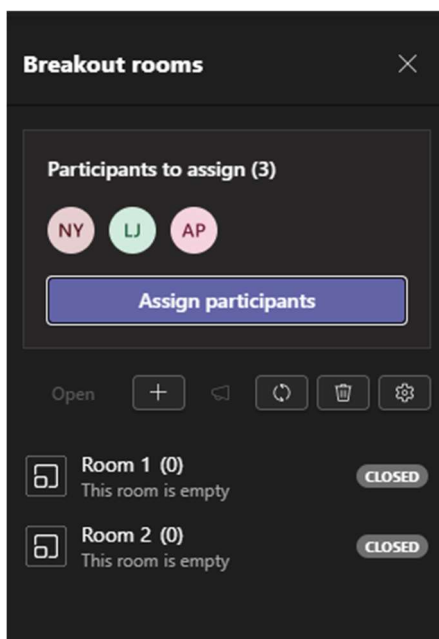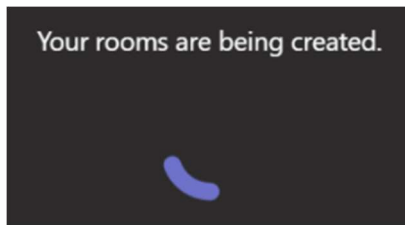

If you click onto a room, you can get the menu and can edit.

- *Rename* is useful to make any sense about the rooms
- *Join* and *Close room* options are available when room is opened/started
- *Delete room* removes the room.

If you have any people you'd prefer to have in another room, tick their name and click onto Assign which brings up a list of the room names, then choose the room you want.

If you click on Breakout Rooms ellipsis menu you can choose from a few options
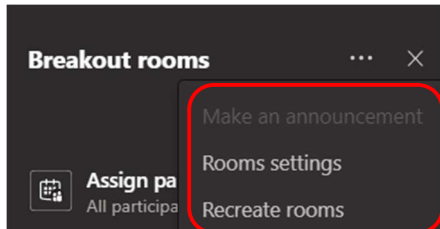
- **Make an announcement** is only available when rooms are running. It sends messages to all breakout rooms into chat.
- **Rooms settings**
- **Recreate rooms** discards all current rooms and lets you start again. Breakout Rooms are part of the meeting they were created on – if you revisit the meeting later the old rooms are there. Recreate rooms lets you start from the scratch.
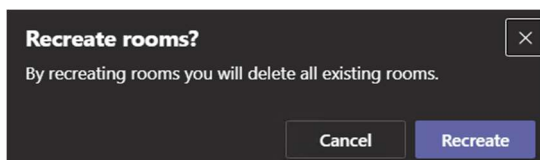
Room settings let you add other invited presenters to be room managers (must be from your organisation), set a timer and allow participants to return to the main meeting once the timer has closed the rooms.
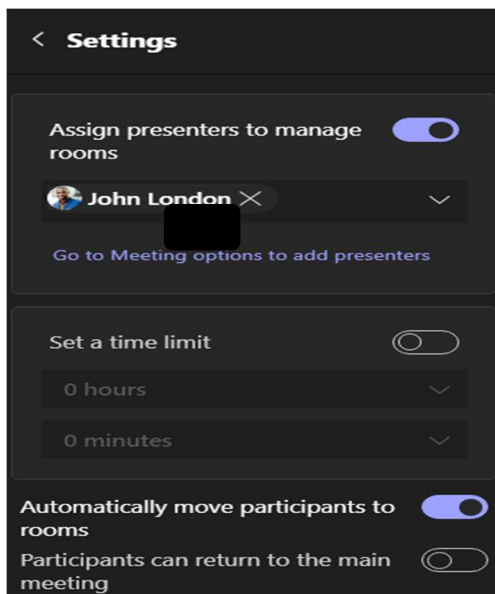

When the 'Participants can return to the main menu' switch is off (default) it will prevent participants returning to the main meeting: they don't get to see **Return**-button while in the Breakout Room.

Assign people manually during the meeting

If you chose to **Manually** allocate, you must be a meeting Organiser or presenter who's been appointed a breakout rooms manager.

1. In the meeting controls, select the 'Breakout rooms' icon.
2. Select 'Assign Participants'. From this window, sort people to see who's been assigned where by selecting the down arrow next to Name or Room.

3. Choose the people who will share a breakout room by ticking next to their names. You can assign one of two ways:

    a. Tick next to their name (you can do more than one person) then click Assign in top right and choose a room.
    b. Use the dropdown next to their name to select a room.
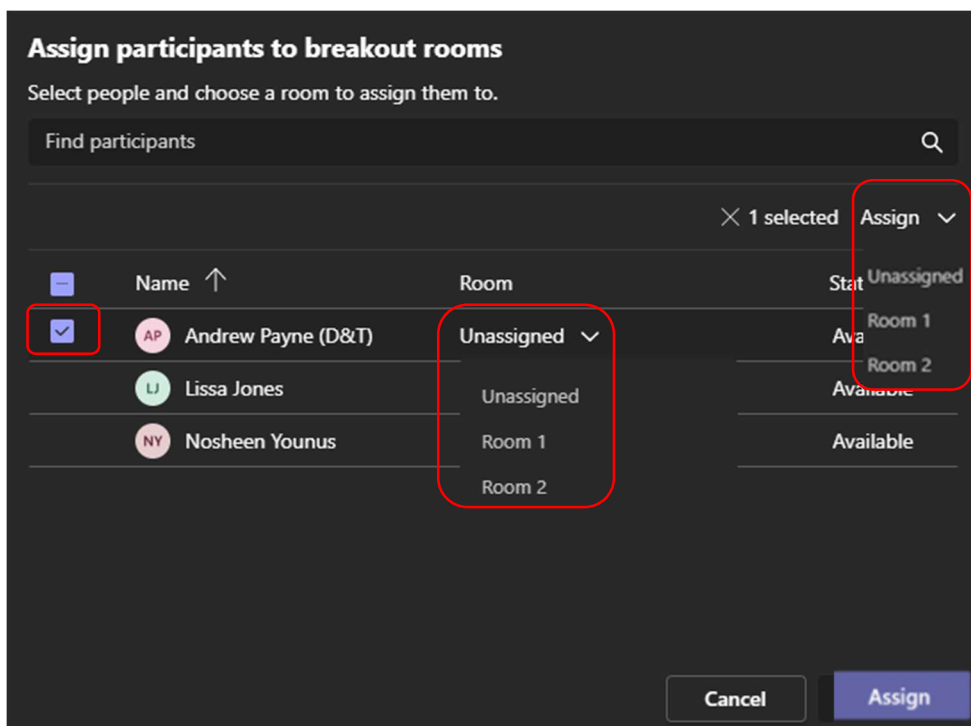
Always click the blue 'Assign' button to make your allocations.

4. Repeat steps 2 and 3 until everyone has been assigned to a room.
5. If someone joins the meeting late, select 'Assign participants' again to assign them to a room.

Teams will keep room configuration and assignments over recurring meetings or multiple sessions. This means that all attendees will remain assigned to their breakout rooms, and the meeting Organiser will need to manually move them if changes are needed.

Appoint breakout room managers

If you're the meeting Organiser, you can delegate presenters (aka room managers) to manage the meeting's breakout rooms.
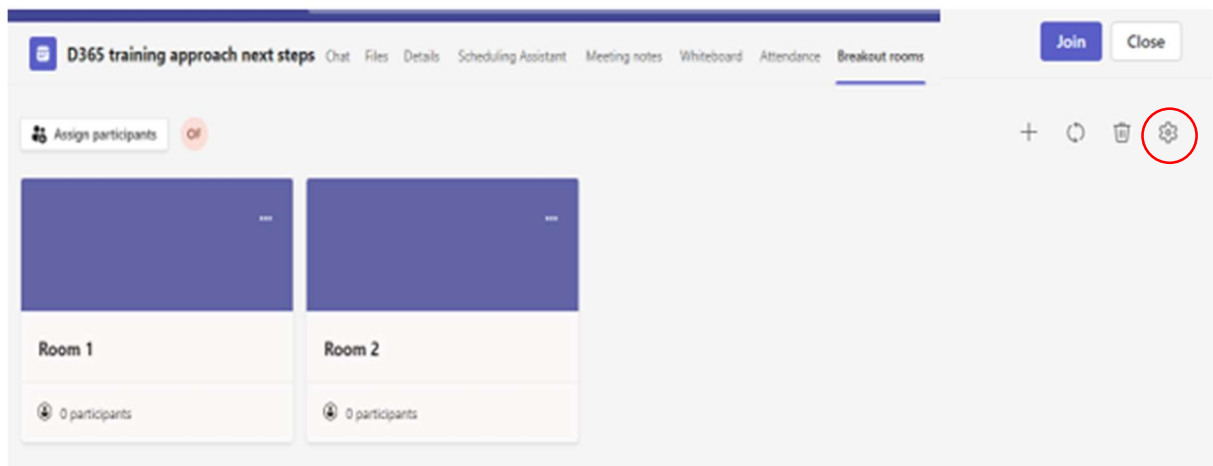
Breakout rooms managers can:

- Add and delete rooms
- Assign and reassign participants to rooms
- Open and close rooms
- Join any of the rooms
- Set time limits for room sessions
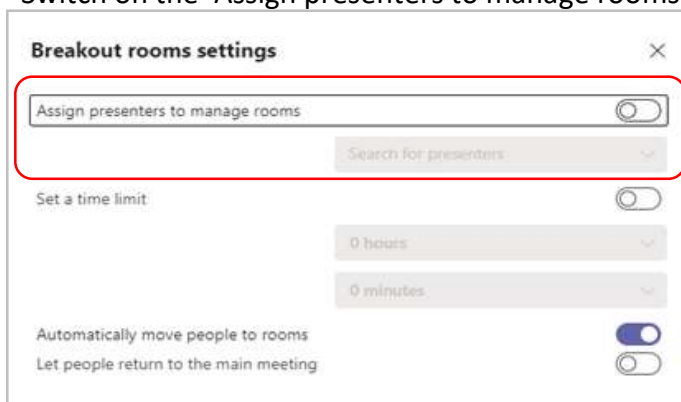- Send announcements
- Recreate rooms

Important: Only one person can manage a meeting's breakout rooms at a time.

Appoint managers before the meeting

1. Go to your <u>Teams calendar</u> and open the meeting invite.
2. Go to the 'Breakout rooms' tab along the top and select 'Room settings' which is the cog icon.
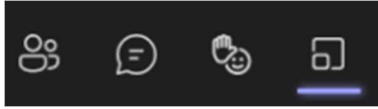

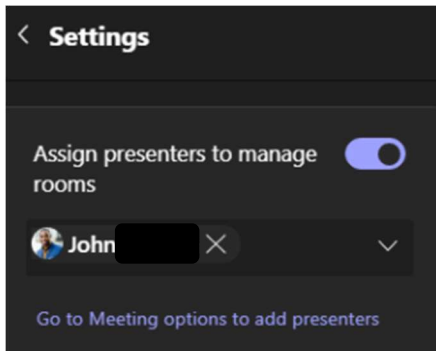3. Switch on the 'Assign presenters to manage rooms' toggle.

4. Select 'Search for presenters' and choose who you want to be breakout rooms managers.

## Appoint managers during the meeting

1. In the meeting controls, select the breakout rooms icon.

2. Select Room settings.

3. Switch on the 'Assign presenters to manage rooms' toggle.

4. If nobody in the meeting is designated as a Presenter yet, select 'Go to Meeting options to add presenters' and choose who you want to be a room manager.

5. Choose presenters from the dropdown menu.
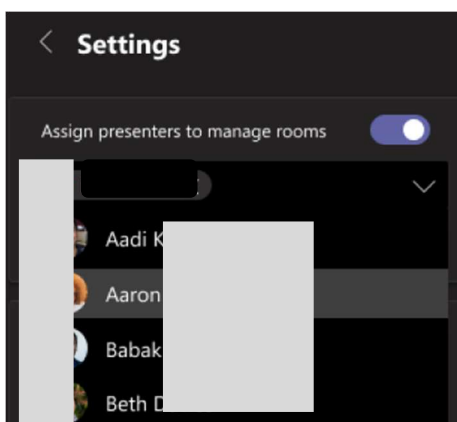
6. Select the back button before the word 'Settings' to save your changes.

Take control of breakout rooms

You might be one of a few breakout room managers in your meeting but **only one of you can control the rooms at a time.**

In the meeting controls, select 'Breakout rooms' using the icon.

You can see who the current manager is (e.g. it will say 'Daniela is managing rooms')
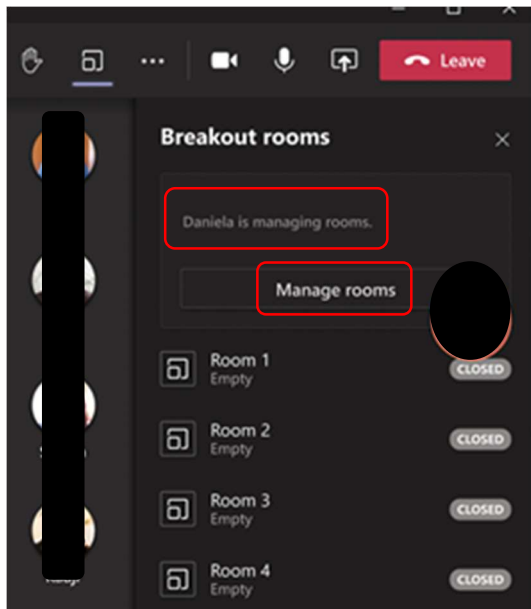

Select 'Manage rooms'.

You're now the breakout rooms manager and can join open rooms, make an announcement, and more.

Once the rooms are open, all Room Managers can choose which room they join.

Rename the breakout rooms

If you want, you can rename each room to reflect the group of people it contains, what they'll be working on, etc.

Hover over the room, go into the ellipsis and then choose 'Rename room'.
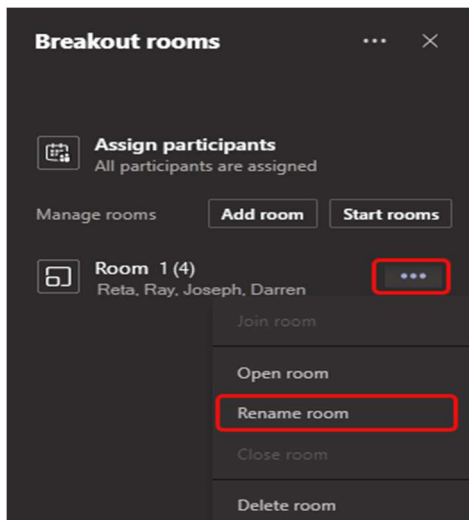
Enter the new name and select 'Rename room'.

Tip: During the meeting, you can delete all the breakout rooms and set them up differently (see Recreate breakout rooms from scratch).

Start using the breakout rooms

By default, meeting participants are moved to the assigned rooms as soon as you open the room, but you can turn this off by using 'turn off automatic entry to breakout rooms'.

To open **all** the rooms at the same time, select Open Rooms
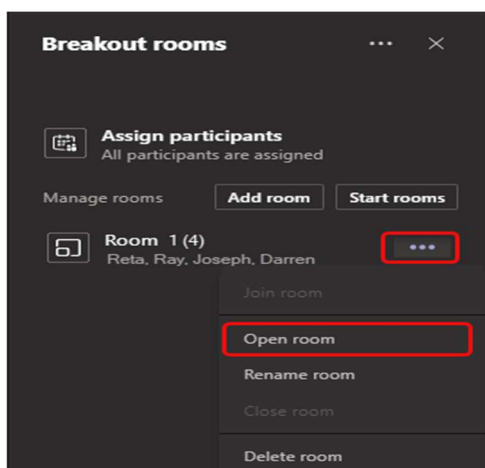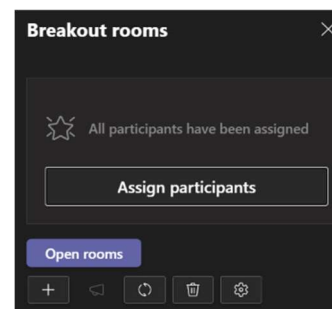

To open a **single** room, select the ellipsis next to the room and then 'Open room' from the drop-down options

Attendees will then get pulled into their allocated breakout room.

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

<u>Late Arrivals</u>: If someone arrives after you have assigned rooms, you can still assign them by ticking their name under 'Assign participants' and choosing the room they'll go into.
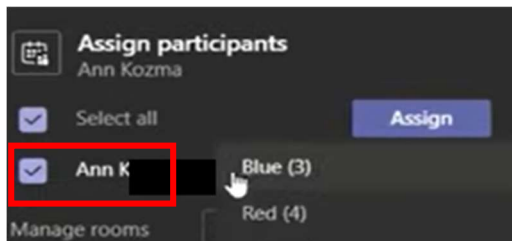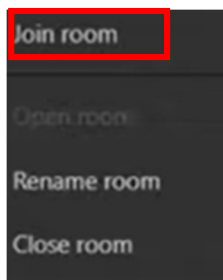

Interact with breakout rooms

As meeting Organiser or a room manager, you can join any of the breakout rooms, contribute to any of the room chats, and send announcements to everyone.

Join a breakout room

If you're the meeting Organiser or a breakout rooms manager, you can join any of the rooms.
Select the ellipsis next to the room and then 'Join room'.

To leave a room, select 'Leave' in that breakout room meeting, then click onto Resume to get back into your main meeting. Or click onto Return.

Send an announcement to all breakout rooms

You may want to send announcements to give time updates or share discussion prompts. Select the ellipsis at the top of the Breakout Rooms pane and then select 'Make an announcement'. Type your announcement and click Send.
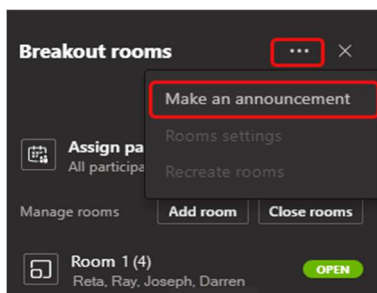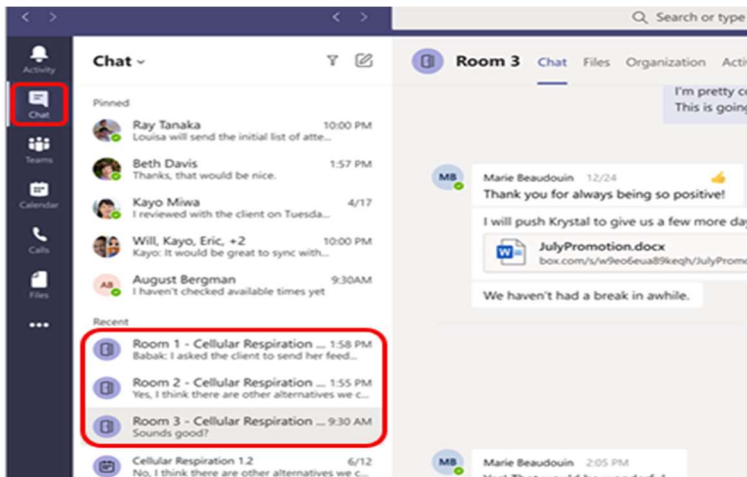
An alert will appear in the rooms for the rooms to open their Chat panel to look at the announcement.

New announcement message from organiser
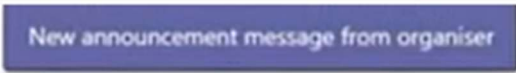
Chat in breakout rooms

Each breakout room has its own chat, and all of the chats are available in your main Teams Chat list.

Note: When the breakout room closes, the room chat ends and cannot be continued. However, you'll still be able to view the chat history and any shared files.
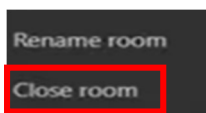
Close breakout rooms

When you close the rooms, the participants will return to the main meeting UNLESS you have turned off the 'automatically move people into opened rooms' setting.
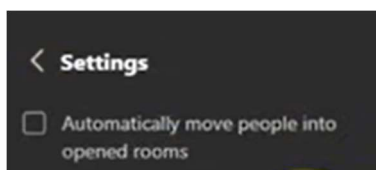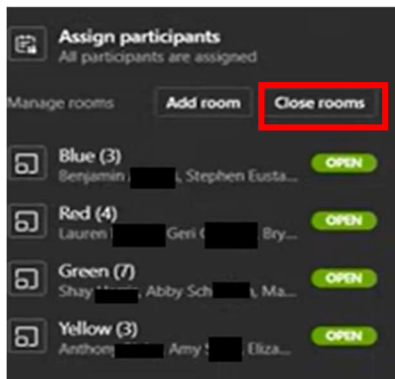

If so, they will have the choice of returning to the main meeting or leaving.
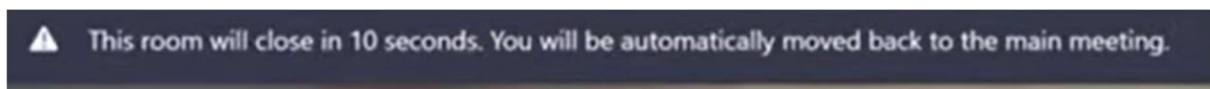
To close rooms individually, select the ellipsis next to the room, and then 'Close room'.

To close all the rooms at the same time, just select 'Close rooms'.

The attendees will get a message in their rooms

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.

Breakout rooms remain open until the Organiser manually closes them, unless you have set a timer.

If the rooms are reopened later in the meeting, participants keep the same room assignments they had before.

Allow participants to return to main meeting

By default, this setting is off. Turning it on gives participants the option to leave their breakout rooms and return to the original meeting to re-join the larger discussion.
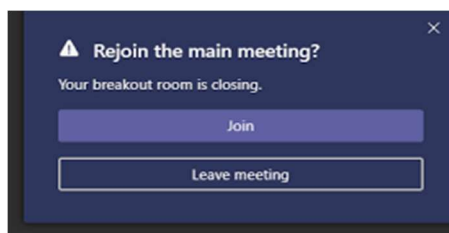
Select the ellipsis at the top of the Breakout Rooms pane and then select 'Rooms settings'. Switch the toggle next to Participants can return to the main meeting to On.
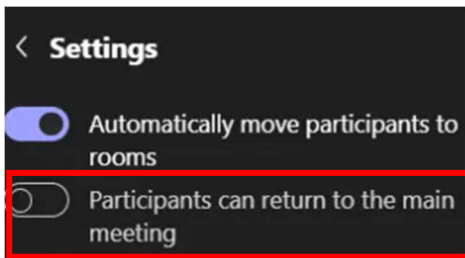
Room assignments in recurring meetings

Unless the Organiser manually unassigns people from their breakout rooms, the same rooms and room assignments will be available for the next meeting.

Move someone to a different breakout room

Participants can be moved when breakout rooms are open as well as when they're closed. Expand the list of participants under a breakout room and tick the box next to the person's name.

Select Assign and then choose the breakout room you want to move that person to.

Turn off automatic entry to breakout rooms

By default, participants are automatically moved into breakout rooms when they're opened. When you turn off this option, participants receive a message asking them to join a breakout room. They select Join room (Join on a mobile device) before being moved.

1. In the meeting controls, select Breakout rooms icon.

2. Select 'Room settings', the cog icon.

3. Switch the 'Automatically move people to rooms' toggle off.

4. Select the back button to save your changes.

Recreate breakout rooms from scratch

During a meeting, you can delete all the breakout room and create new ones and reassign participants.

In the meeting controls, select the Breakout rooms icon

Select 'Recreate rooms' and confirm the decision.

Follow the instructions above to create new breakout rooms and assign people to them.