
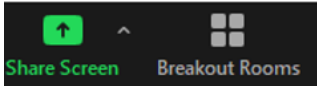
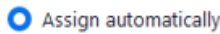




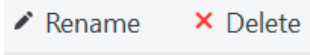
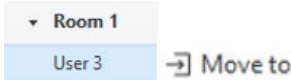




## How to create automatic, manual, and optional breakout rooms



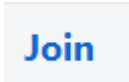
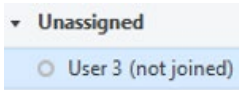
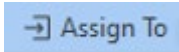
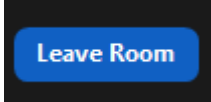

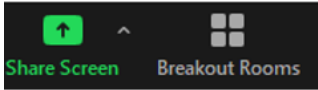
Host and Co-host can create breakout rooms.

Process	Description	Activity
<b>Enable Breakout</b>	<p>Log in at <a href="https://aau.dk.zoom.us">aau.dk.zoom.us</a> via SSO and find "Breakout" under "Settings"</p> <p>Click the slide-button so it turns blue</p>	
<b>Assign automatically</b>		
<b>Create breakout</b>	<p>When all the participants have joined the meeting, you can create a breakout room</p> <p>Click the icon with the four squares</p>	
<b>Automatic breakout</b>	<p>Mark "Assign Automatically"</p>	
<b>Decide number of rooms</b>	<p>Click arrow up/down to select the number of rooms</p> <p>Zoom will automatically assign the participants into breakout rooms</p>	<p><b>Create</b> <input type="text" value="2"/> <b>breakout rooms</b></p> <p>1-2 participants per room</p>



<b>Create the rooms</b>	Click "Create "	
<b>Rename a room</b>	Hover your mouse on the room and click "Rename"	
<b>Delete a room</b>	Hover your mouse on the room and click "Delete"	
<b>Move participants</b>	Place the mouse on the participant and click "Move to"	
<b>Exchange participants</b>	Place the mouse on the participant and click "Exchange"	
<b>More options</b>	Click "Options"	
<b>Set the duration</b>	If needed, mark the box and set the duration	<input checked="" type="checkbox"/> Breakout rooms close automatically after: <input type="text" value="60"/> minutes
<b>Allow participants to change rooms</b>	Mark "Allow participants....." Participants will now be able to change rooms after the automatic assignment	<input type="checkbox"/> Allow participants to choose room




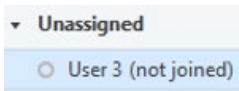
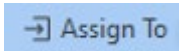
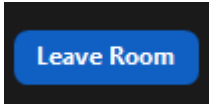



<b>Start breakout</b>	Click "Open All Rooms"	
<b>Send a message</b>	Click "Broadcast Message to All"	
<b>Join a room</b>	Click "Join" Only Host or Co-host	
<b>New participants</b>	Any new participants can be found under "Unassigned"	
<b>Assign a room to new participants</b>	Place the mouse on the participant and click "Assign To"	
<b>Leave a room</b>	Click "Leave Room" Applies to all participants	
<b>Close rooms</b>	Click "Close All Rooms"	
<b>Assign manually</b>		
<b>Create breakout</b>	When all the participants have joined the meeting, you can create a breakout room  Click the icon with the four squares	

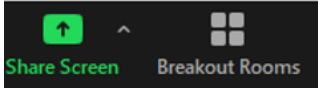



<b>Assign manually</b>	Mark "Assign manually"	<input checked="" type="radio"/> Assign manually
<b>Decide number of rooms</b>	Click arrow up/down to select the number of rooms	Create <input type="text" value="4"/> breakout rooms
<b>Create the rooms</b>	Click "Create "	<input type="button" value="Create"/>
<b>Assign room</b>	Click "Assign" at the room you wish to assign participants to, and tick off the participants you want to join	<input type="button" value="Assign"/> <input checked="" type="checkbox"/> User 1 <input checked="" type="checkbox"/> User 2
<b>More options</b>	Click "Options"	<input type="button" value="Options"/>
<b>Set the duration</b>	If needed, mark the box and set the duration	<input checked="" type="checkbox"/> Breakout rooms close automatically after: <input type="text" value="60"/> minutes
<b>Allow participants to change rooms</b>	Mark "Allow participants....." Participants will now be able to change rooms after the manual assignment	<input type="checkbox"/> Allow participants to choose room

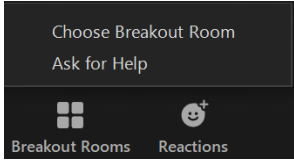
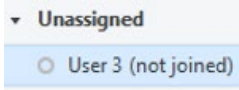
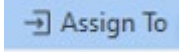

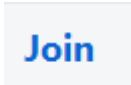
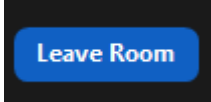


<b>Start breakout</b>	Click "Open All Rooms"	
<b>Send a message</b>	Click "Broadcast Message to All"	
<b>Join a room</b>	Click "Join" Only Host or Co-host	
<b>New participants</b>	Any new participants can be found under "Unassigned"	
<b>Assign a room to new participants</b>	Place the mouse on the participant and click "Assign To"	
<b>Leave a room</b>	Click "Leave Room" Applies to all participants	
<b>Close rooms</b>	Click "Close All Rooms"	



Optional breakout rooms		
<b>Create breakout</b>	<p>When all the participants have joined the meeting, you can create a breakout room</p> <p>Click the icon with the four squares</p>	
<b>Select optional breakout room</b>	<p>Mark "Let participants choose room"</p>	<input checked="" type="radio"/> Let participants choose room
<b>Assign rooms</b>	<p>Click "Assign" and mark a specific participant to join a specific room</p> <p>E.g., a presenter.</p>	
<b>More options</b>	<p>Click "Options"</p>	<b>Options</b>
<b>Set the duration</b>	<p>If needed, mark the box and set the duration</p>	<input checked="" type="checkbox"/> Breakout rooms close automatically after: <input type="text" value="60"/> minutes
<b>Start breakout</b>	<p>Click "Open All Rooms"</p>	<b>Open All Rooms</b>



<b>Participant selects a room</b>	When in a breakout room, click on the icon with the four squares and select "Choose Breakout Room"	
<b>New participants</b>	Any new participants can be found under "Unassigned"	
<b>Assign a room to new participants</b>	Place the mouse on the participant and click "Assign To"	
<b>Send a message</b>	Click "Broadcast Message to All"	
<b>Join a room</b>	Click "Join" Only Host or Co-host	
<b>Leave a room</b>	Click "Leave Room" Applies to all participants	
<b>Close rooms</b>	Click "Close All Rooms"	