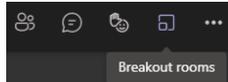
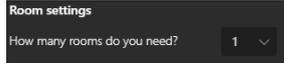
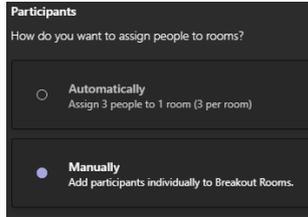
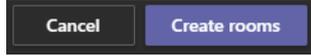
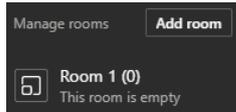
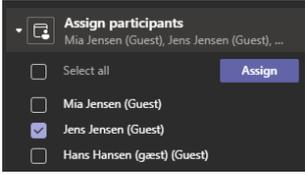
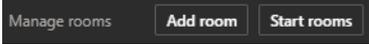
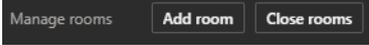




Breakout rooms in MS Teams

Process	Description	Activity
	<p>For MS Teams invitations sent from MS Outlook, only the meeting creator can create a breakout room. This role cannot be transferred to others.</p> <p>When attending a team meeting/channel meeting, it is the first member/owner to join the meeting who has the right to create breakout rooms.</p> <p>A guest cannot create breakout rooms even if the guest is an organizer in a channel meeting.</p>	
Start breakout room	<p>Click the button "Breakout rooms".</p> <p><i>If you cannot see the button "Breakout rooms", you are not an organizer or you have joined the meeting as a guest</i></p>	
Select number of rooms	<p>Under "Room settings" you select how many rooms you need. You can also change this setting later.</p>	
Select "Manually"	<p>We recommend that you select "Manually", to assign participants into breakout rooms individually.</p> <p><i>If you select "Automatically", all participants will randomly be assigned into rooms. When the rooms have been created, you will be able to manually move participants between rooms.</i></p>	
Create room	<p>Click the button "Create rooms", and your room/rooms will now be created.</p>	
Add new room	<p>If you need to create an extra room, click the button "Add room" and another room will be created automatically.</p>	



Assign participants	Click the button " Assign participants ", and a list of meeting participants will appear. Click on the participant/s you wish to assign a room.	
Assign to rooms	When you have marked the participant/s you want move into a room, click the button " Assign ". A list of created rooms will then appear. Select the room you want the participant/s to join.	
Start rooms	When you have assigned rooms to the participants, you are ready to move the participants into their rooms. Click the button " Start rooms " and the participants will be moved into the breakout rooms.	
Close breakout rooms	When you are done using the breakout rooms you can close them. Click the button " Close rooms ". Any participants still inside the breakout rooms will automatically come back to the main meeting.	
If you want to know more about breakout rooms, you can find a Microsoft guide here: Create and manage breakout rooms during class meetings		