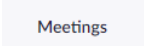
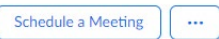


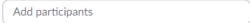






Create pre-assigned breakout rooms in AAU Zoom

The set-up of pre-assigned breakout rooms takes place on the Zoom portal.

This guide only concerns the creation process for AAU-users.

Process	Description	Activity
Go to "Meetings"	Log in on https://aaudk.zoom.us Click " Meetings " in the left side of the screen.	
Schedule a meeting	Click the " Schedule a Meeting " button to the right.	
Create breakout rooms	Select " Breakout Room pre-assign "	<input type="checkbox"/> Breakout Room pre-assign
Create room	Click " + Create Rooms "	
Add room	Click " + " to create or add one or more rooms.	
Add participants	Add participants with their name or email in the " Add participants " box.	
Save room	Click " Save " when you are done creating rooms.	



Finish the set-up	Click "Save" in the bottom when you are ready to create the meeting.	
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