Using Zoom’s Breakout Rooms

What are Breakout Rooms, and how do I use them in Zoom?
Breakout rooms are an optional feature in Zoom meetings.

Breakout Rooms Require Authentication

If you are the host of a meeting that is going to be using Breakout Rooms, you need to ensure you have authenticated as a user in our system to use the feature in Zoom. Please visit our Zoom authentication wiki for instructions on how to do that.

If you are a host of a Zoom meeting and have pre-assigned users/students to Breakout Rooms to use in a Zoom meeting, your students need to be authenticated users to ensure that the Breakout Rooms will work accordingly. Please share our Zoom authentication wiki instructions and/or share this Zoom authentication support video with your students prior to holding the meeting.

If you enable Remote Support for a meeting, you will disable Breakout Rooms for that same meeting. The two options are mutually exclusive.

Enabling Breakout Rooms

Breakout rooms are enabled by default for all meetings; therefore, you are all set and ready to use breakout rooms. To toggle on or off the use of Breakout Rooms in your Zoom meetings please see the instructions under the 'User settings' from Zoom's own support page on Enabling Breakout Rooms as an End-User.

For more on managing Breakout Rooms, and support for participants in Breakout Rooms, please see Zoom's own support articles:

Managing Breakout Rooms
Support for participants in Breakout Rooms

Pre-Assigned Breakout Rooms

The ability to pre-assign Breakout Rooms can ONLY be done from the 'Edit Meeting' view of your scheduled Zoom meeting or when scheduling a Zoom meeting for the first time as shown in the image below.

Once you have checked the box for Breakout Room pre-assign, please refer to Zoom's own support for Pre-assigning participants to Breakout Rooms and decide on which steps work best for you, either creating the rooms or importing them from a CSV file.
Breakout rooms FAQ

How many breakout rooms can I create in a meeting?

You can have up to 50 breakout rooms in a meeting.