Southeastern Synod

Evangelical Lutheran Church in America

God's work. Our hands.

Using breakout rooms in ZOOM
for a "small group" feel

With the onset of virtual gatherings for many folks, you might be wondering how to truly connect. You might find it hard to connect with groups over 10 all in the same Zoom call. If so, consider using the Breakout Rooms feature.
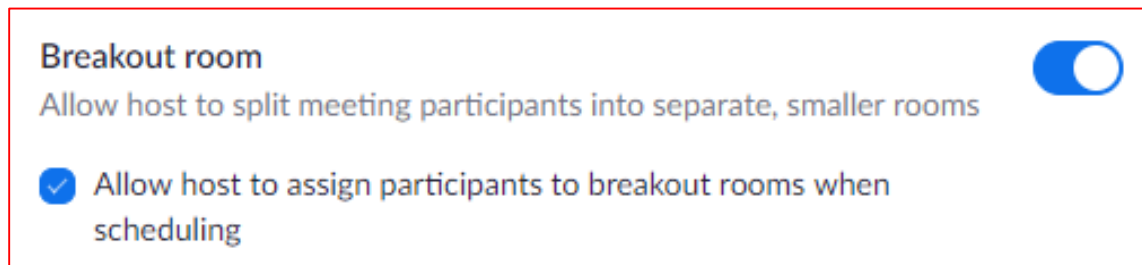
Before you can use Breakout Rooms, you need to "turn it on" in your account settings. See the instructions below.

How to turn on Breakout Rooms in Account Settings:

Log in to Zoom.com. Click on "My Account."

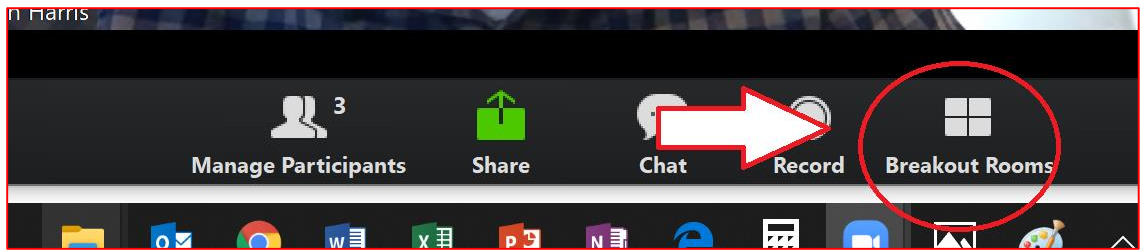Click on Account Management > Account Settings > In Meeting (Advanced) >

Under Breakout Room, make sure it is checked (blue, not grey)

Breakout room
Allow host to split meeting participants into separate, smaller rooms

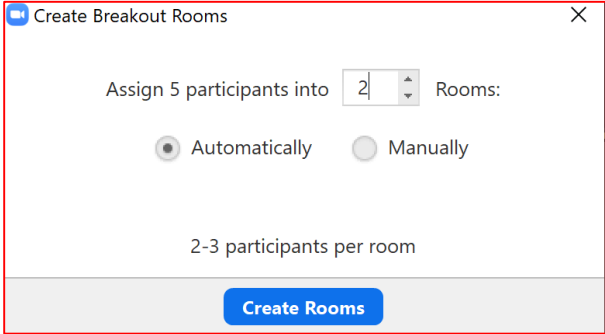☑ Allow host to assign participants to breakout rooms when scheduling

To use the Breakout Rooms:

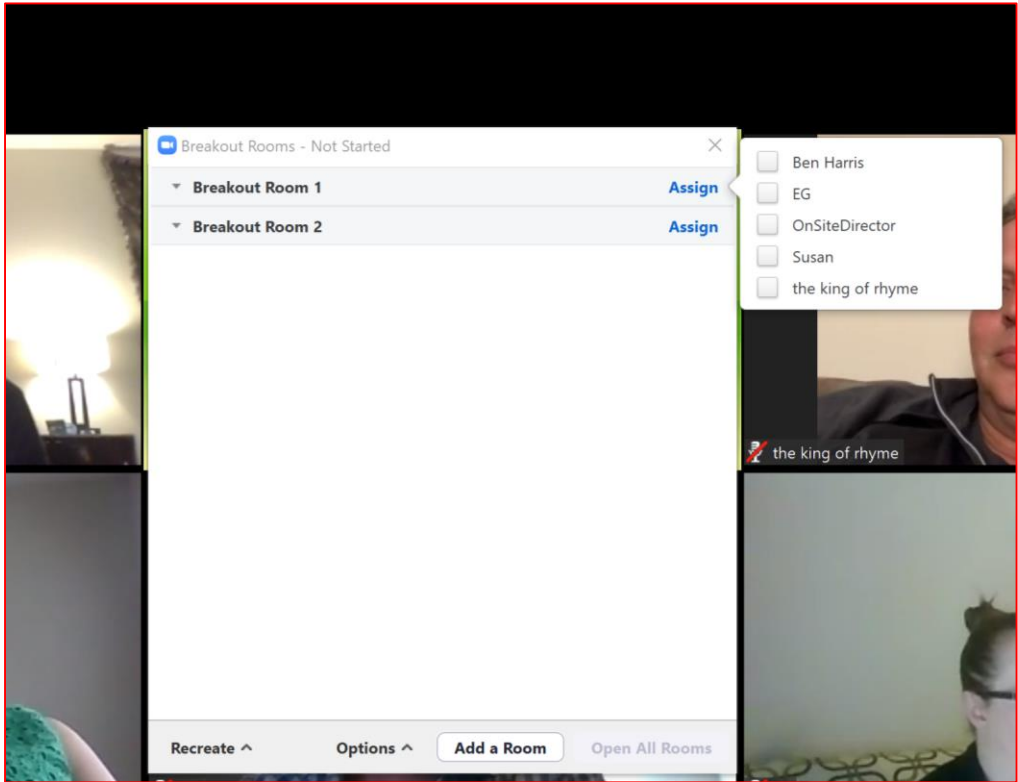First, you must be logged in as the host.

Once you have started your meeting, look to the bottom, where the controls are. You will see the Breakout Rooms icon.

Click the Breakout Rooms button. You will then tell Zoom how many rooms you want to setup. You can check if you want to manually assign people into each breakout room, or if you want folks randomly assigned to groups.
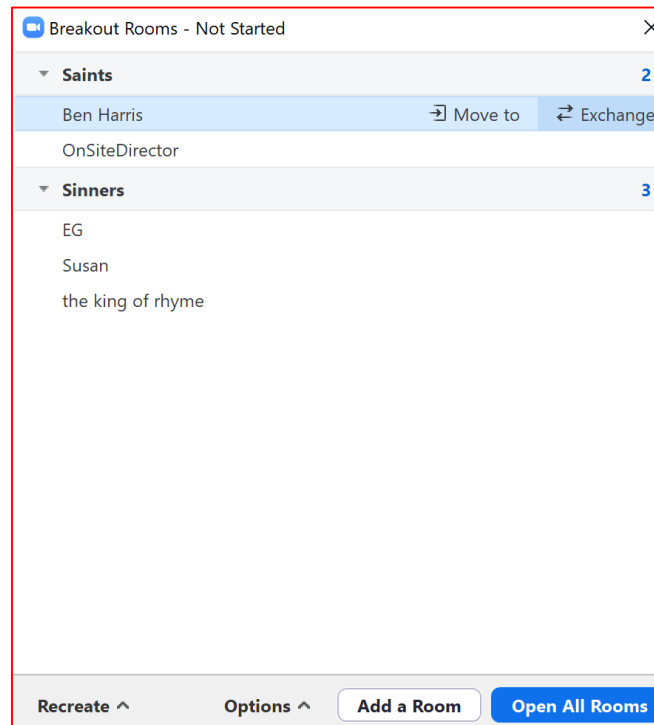

When you choose to manually assign person to Breakout Rooms, it might look like this:
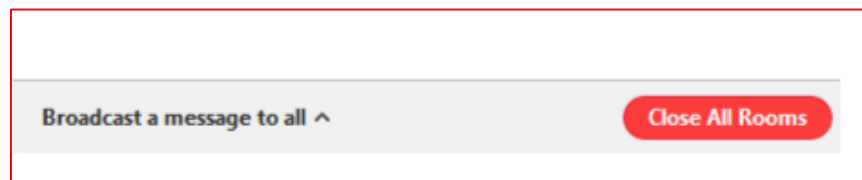
You will also see the option to add a room "on the fly" by clicking "Add a Room." Other Options exist as you have need.

Once folks are in Breakout Rooms, you can swap the rooms they are in, if needed. Also, as the host, you can enter and exit any small group that is available. It might look like this:

After the host determines that the small group / breakout session is over, you can force the breakout room to be closed. When you do so, you can give the breakout rooms up to 2 minutes of a countdown.

To close out the Breakout Rooms, click the Breakout Rooms icon and click "Close All Meetings." See below:

Tip: You can also broadcast a message to all small group rooms.

At this point, all users will be brought back to the main Zoom room.

Other support for Breakout Rooms:

Zoom "Breakout Room" support videos and information:
https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms

Questions?

Contact Pr. Michael Jannett

Assistant to the Bishop for Formation and Communication

ELCA-Southeastern Synod

mjannett@elca-ses.org