



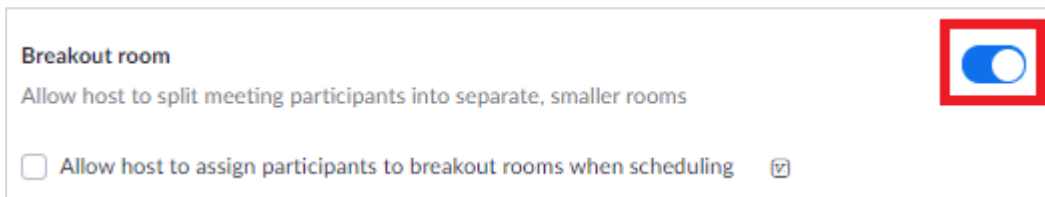
Breakout rooms

Purpose

- Allows you to split a group virtual health visit into up to 50 separate sessions. The host and co-hosts can choose to split the participants into separate sessions automatically, manually assign participants to breakout rooms, or allow participants to choose their breakout room.

Requirements

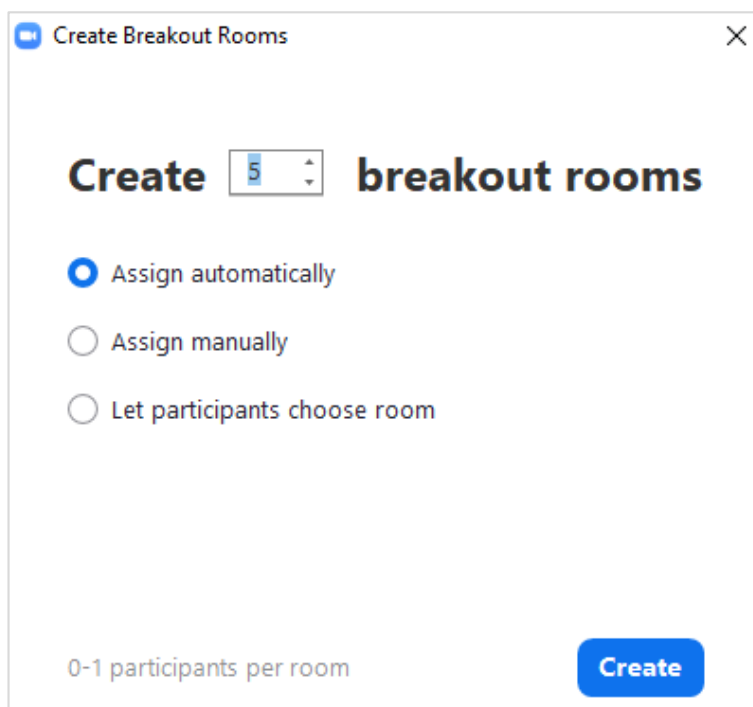
- Use the Zoom desktop application to host the group virtual health visit.
- If letting participants choose their breakout room, both the meeting host and participants need to be on desktop client version 5.3.0 or later.
- Breakout room function is enabled:
 - Sign into your Zoom for Virtual Health Visits account on the web browser - <https://zoom.us/>
 - Click **Settings**.
 - Scroll to **Breakout room**.
 - Toggle **Breakout room** to 'on'.



Open the breakout rooms

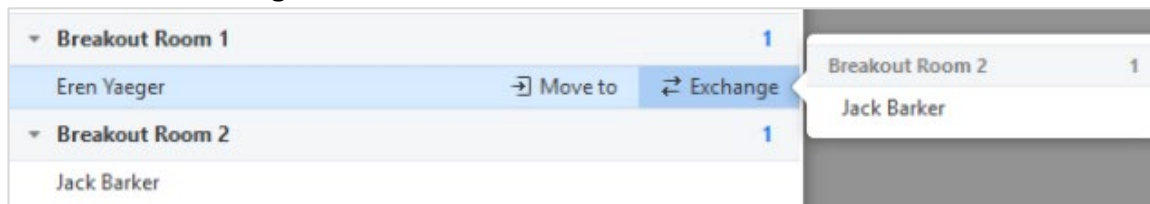
After starting the virtual health visit and admitting participants from the waiting room:

- From the toolbar, click **Breakout Rooms**.
- Enter the **number of breakout rooms** you want to create.
- Choose to assign participants **automatically, manually, or let participants choose*** their breakout room.
- Click **Create**.

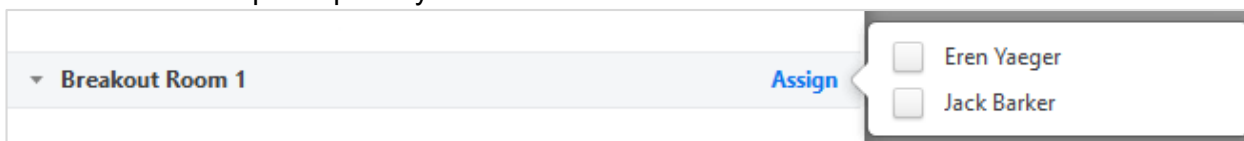




5. After creating the breakout rooms, click **Options** to view additional breakout room options.
6. If you chose to **automatically assign participants**, participants will be assigned to waiting rooms automatically.
 - If you would like to change participants, hover over the participant's name and click **Move to** or **Exchange**.

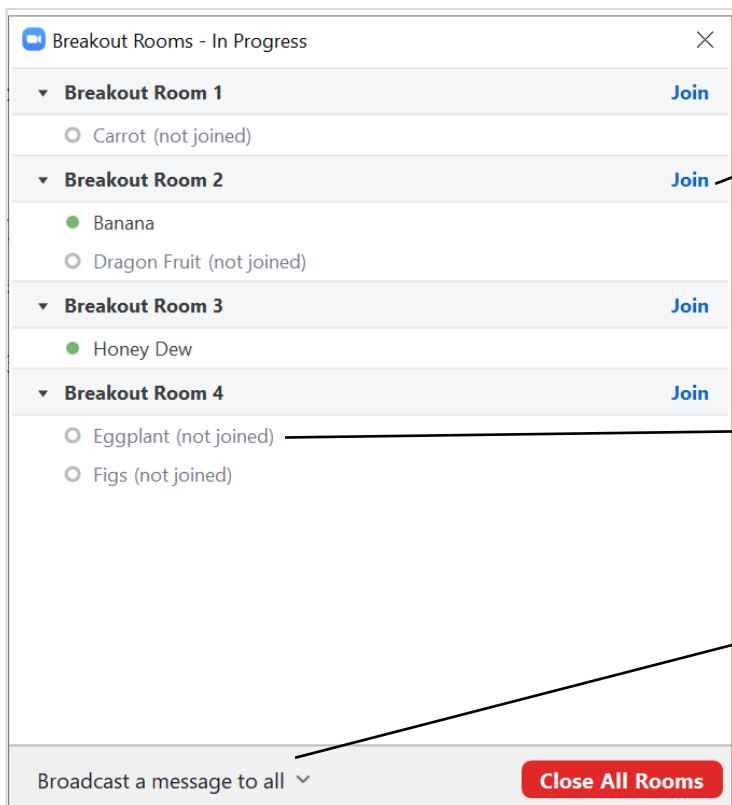


If you chose to **manually assign participants**, click **Assign** next to the breakout room and tick the box next to the participants you want in the room.



If you chose to **let participants choose room**, a pop up will appear on each participant's screen and allow them to choose their breakout room.

7. If the breakout rooms are ready, click **Open All Rooms**.



As the virtual health visit host, you will stay in the main meeting. You can click **Join** to join any of the breakout rooms.

If a participant has not joined their breakout room, it will be noted by **(not joined)** next to their name.

Optional: Send a message to all participants while they are in their breakout room.



Close the breakout rooms

1. Click **Close All Rooms**.
2. A countdown timer will appear and participants will receive a notification that their breakout room is closing.

All Breakout Rooms will close in 53 seconds

3. All participants will be returned to the main virtual health visit after the breakout rooms close.