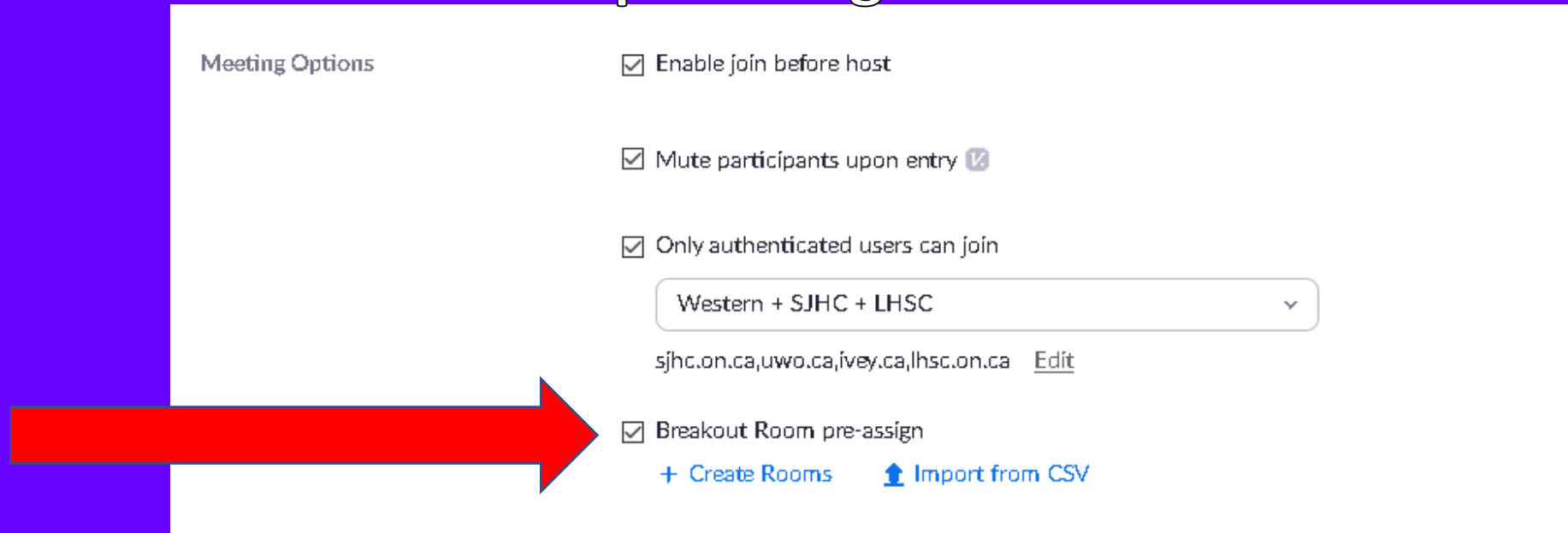


Quick-Guide: Using pre-assigned Breakout Rooms in Zoom





Schedule a meeting with Breakout Room pre-assign enabled

- Sign in to your Zoom account via UWO ID
<https://westernuniversity.zoom.us>
- Schedule a Meeting > press Save
- Edit Meeting Options
 - Select Breakout Room pre-assign



The screenshot shows the 'Meeting Options' dialog box in Zoom. A large red arrow points from the left towards the 'Breakout Room pre-assign' checkbox, which is checked. Below this checkbox are two links: '+ Create Rooms' and 'Import from CSV'.

Meeting Options

- ☒ Enable join before host
- ☒ Mute participants upon entry 
- ☒ Only authenticated users can join
- Western + SJHC + LHSC 
- sjhc.on.ca,uwo.ca,ivey.ca,lhsc.on.ca [Edit](#)
- ☒ Breakout Room pre-assign
 - [+ Create Rooms](#)
 - [Import from CSV](#)

Option 1: Manually Create & Pre-Assign Rooms

Breakout Room Assignment

0 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms

No Groups

Add a room by clicking +

Import from CSV

Cancel

Save

Breakout Room Assignment

1 rooms, 1 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms

Breakout Room 1

1

Breakout Room 1

Add participants

dcreces@uwo.ca

Email addresses MUST be linked to the active Zoom accounts of attendees

Attendees MUST be signed in to Zoom in order for breakout room pre-assignments to work properly

Import from CSV

Cancel


Save

Option 2: Use a CSV* file to Automatically Create & Pre-Assign Rooms

-this is especially useful for recurring large groups-

Import Rooms and Participants from CSV file

CSV format requirements: Breakout room name, email. Click to [download](#) the template.



Drag & Drop your CSV file

or [browse](#) to choose a file


Tips: You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Cancel

Breakout Room Assignment

3 rooms, 3 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms	+	
room1	1	<input type="text" value="Add participants"/>
room2	1	 @uwo.ca
room3	1	

Email addresses MUST be linked to the active Zoom accounts of attendees

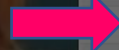
Attendees MUST be signed in to Zoom in order for breakout room pre-assignments to work properly

Import from CSV

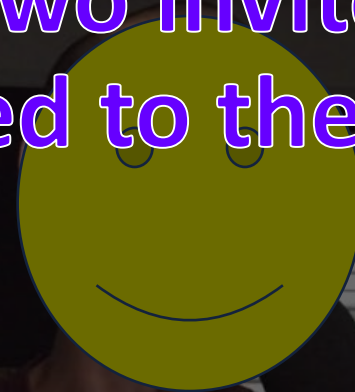
Cancel Save

What to Expect
When Using
Pre-Assigned
Rooms...

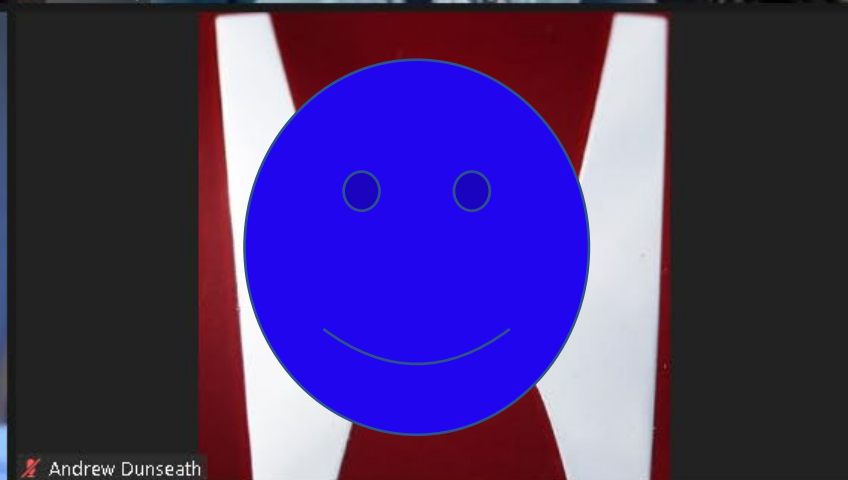
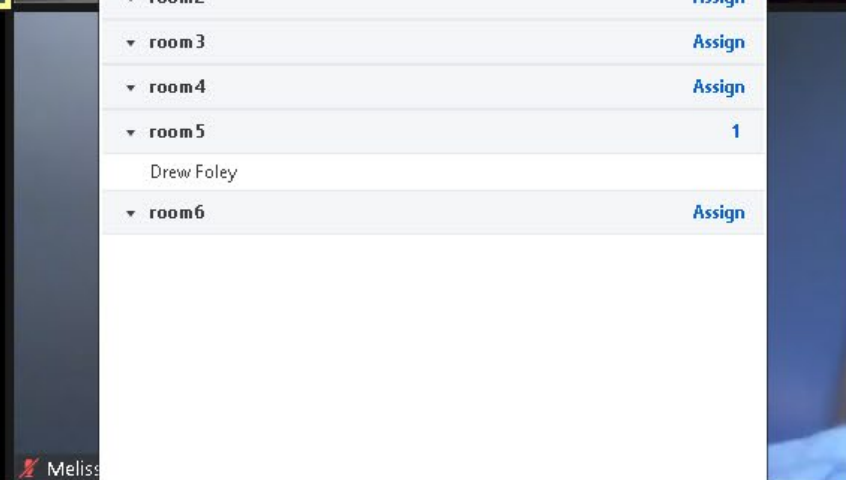
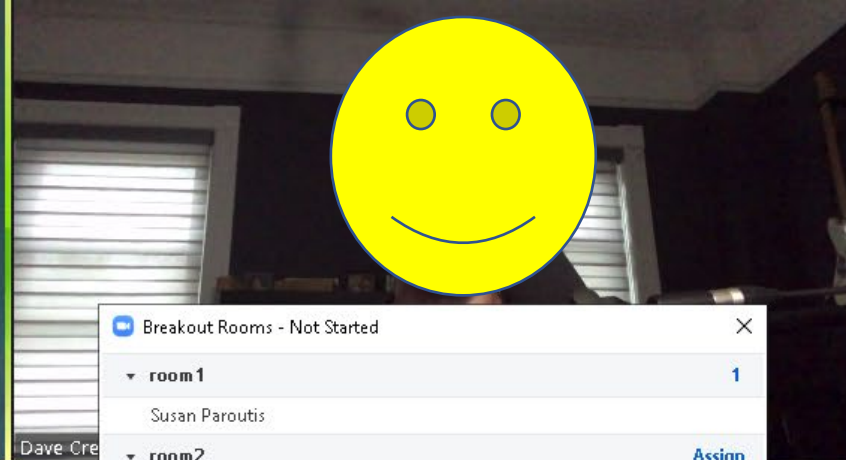
At the time of a scheduled meeting, two invitees join before the Host & are properly assigned to their rooms



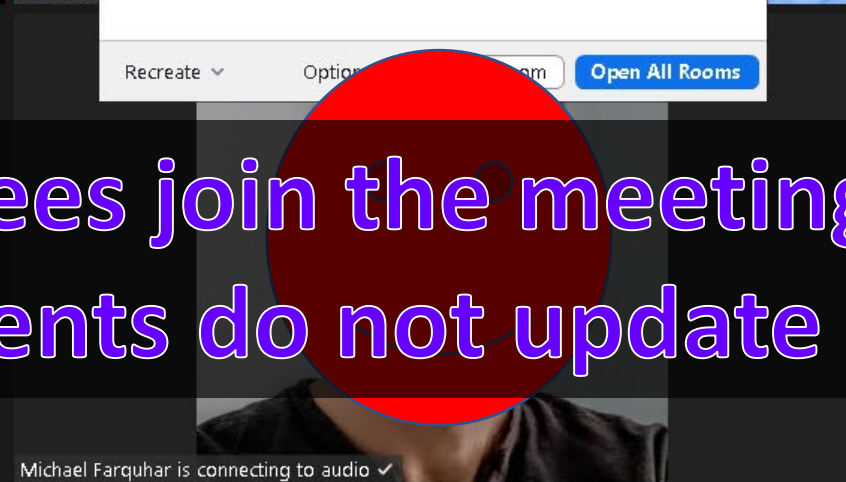
Breakout Rooms - Not Started		×
▼ room1		1
Susan Paroutis		
▼ room2		Assign
▼ room3		Assign
▼ room4		Assign
▼ room5		1
Drew Foley		
▼ room6		Assign
Recreate ▼ Options ▼ Add a Room Open All Rooms		



Susan Paroutis



As more attendees join the meeting, breakout room pre-assignments do not update automatically

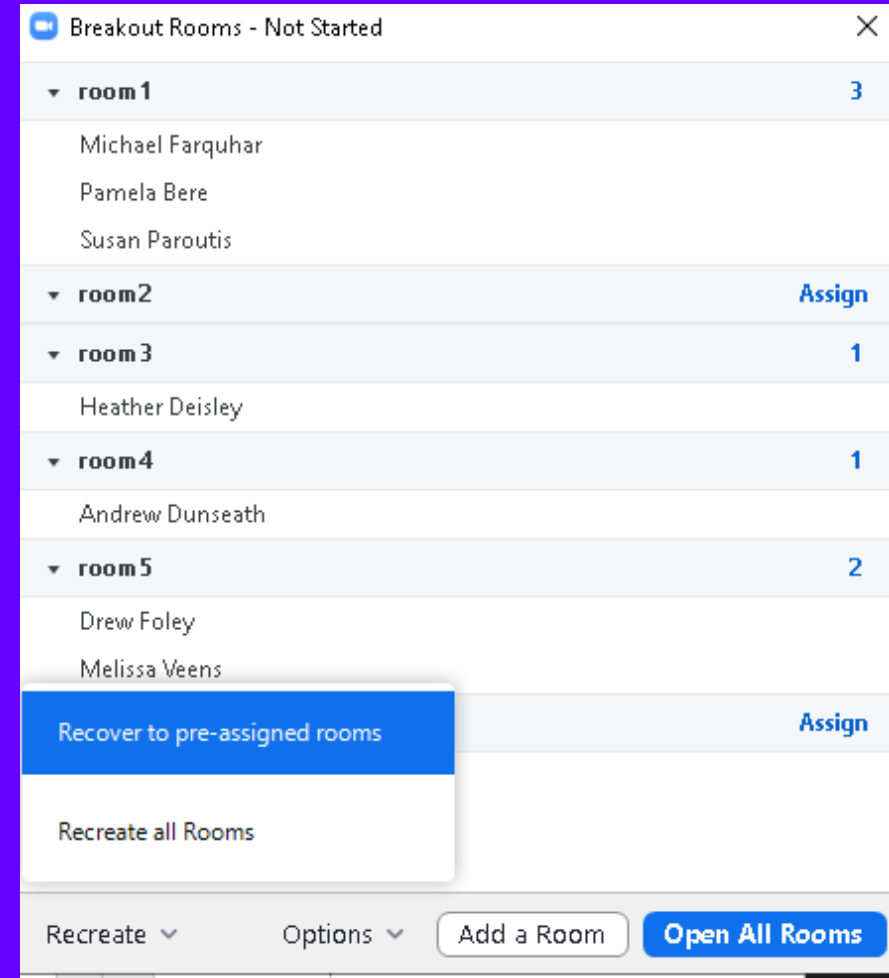


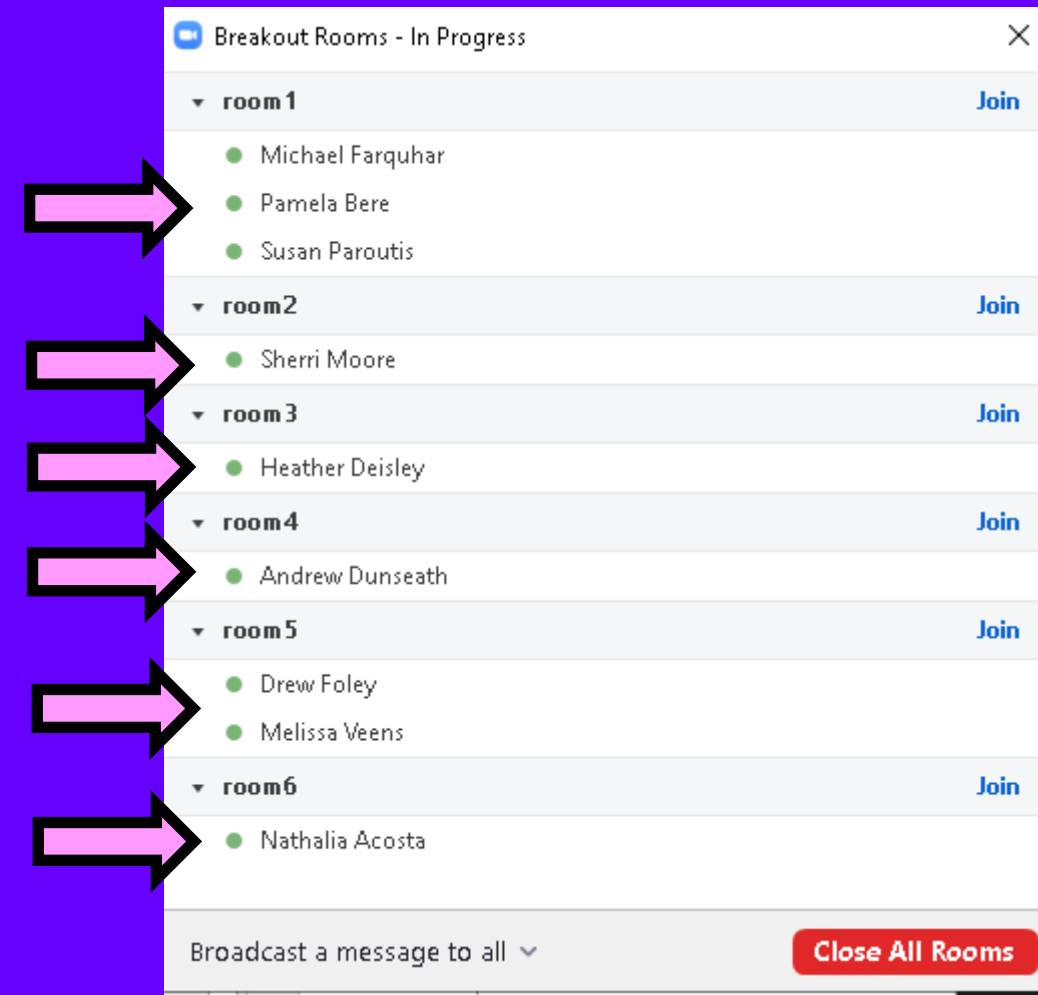
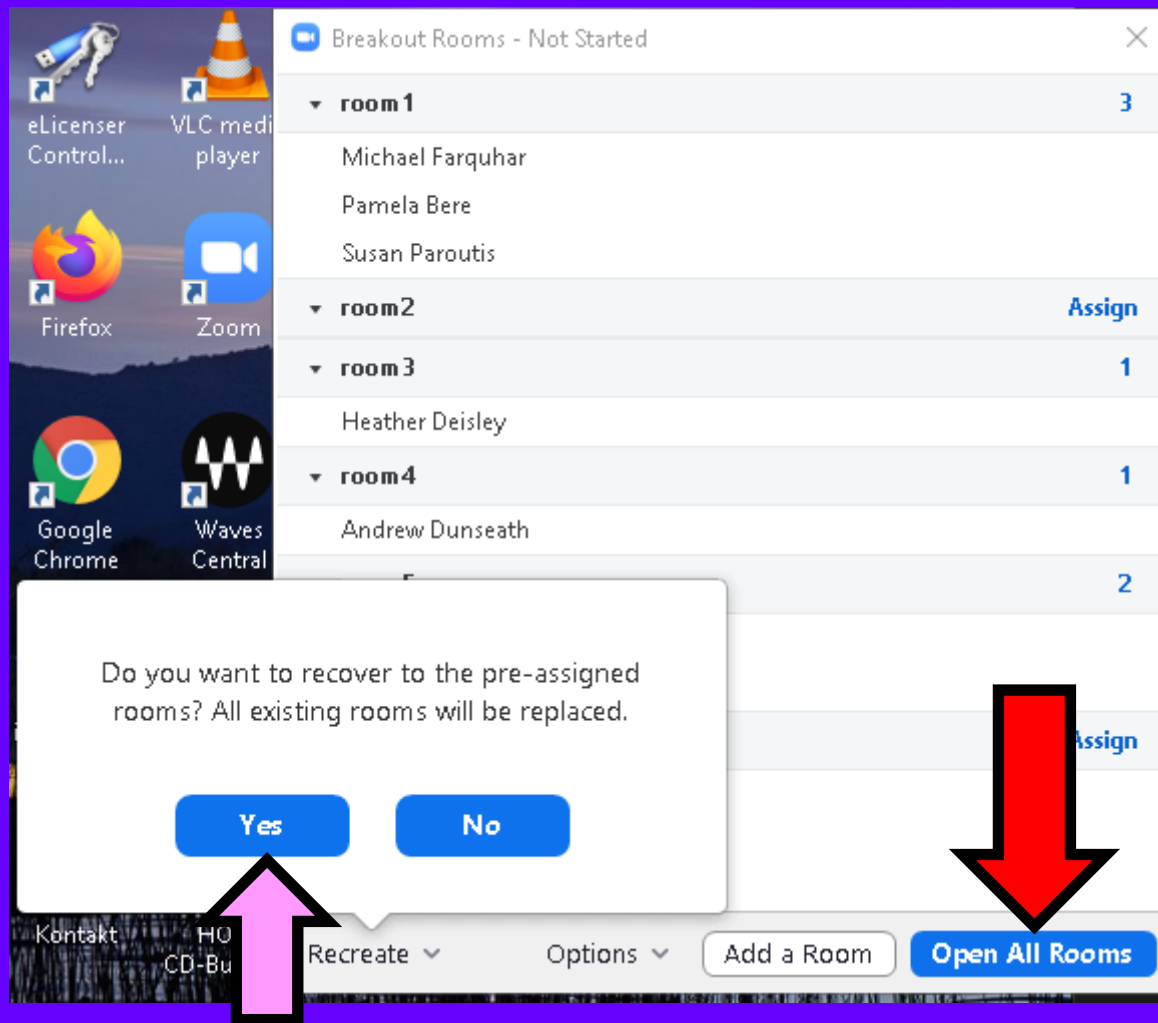
Updating Pre-Assigned Rooms

The HOST has the ability to update breakout room assignments as more attendees join

Press:

- Breakout Rooms >
- Recreate >
- Recover to Pre-assigned rooms





Once attendees have been recovered to their pre-assigned rooms, press Open All Rooms to begin using breakout rooms

Press Close All Rooms to empty the breakout rooms and resume the main meeting

Breakout Rooms - In Progress

▼ room 1

Join

● Michael Farquhar

● Pamela Bere

● Susan Paroutis

▼ room2

Join

● Sherri Moore

▼ room3

Join

● Heather Deisley

▼ room4

Join

● Andrew Dunseath

▼ room5

Join

● Drew Foley

● Melissa Veens

▼ room6

Join

● Nathalia Acosta

Broadcast a message to all ▼

Close All Rooms

