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](https://westernuniversity.zoom.us)
- Schedule a Meeting > press Save
- Edit Meeting Options
  - Select Breakout Room pre-assign
Option 1: Manually Create & Pre-Assign Rooms

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.

- **Email addresses MUST be linked to the active Zoom accounts of attendees**
- **Attendees MUST must signed in to Zoom in order for breakout room pre-assignments to work properly**
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

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

Breakout Room Assignment

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.

<table>
<thead>
<tr>
<th>Room</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>room1</td>
<td>1</td>
</tr>
<tr>
<td>room2</td>
<td>1</td>
</tr>
<tr>
<td>room3</td>
<td>1</td>
</tr>
</tbody>
</table>

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

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

Import from CSV
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.
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.