



# Using Breakout Rooms in Teams Meetings

Quick Reference Guide



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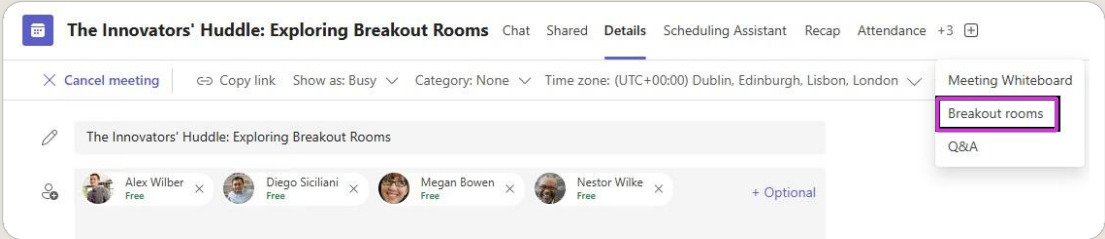
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Breakout rooms in Microsoft Teams allow meeting organisers to split participants into smaller groups for focused discussions or collaboration. They are useful for workshops, brainstorming sessions, and team activities.

Creating & Managing Breakout Rooms

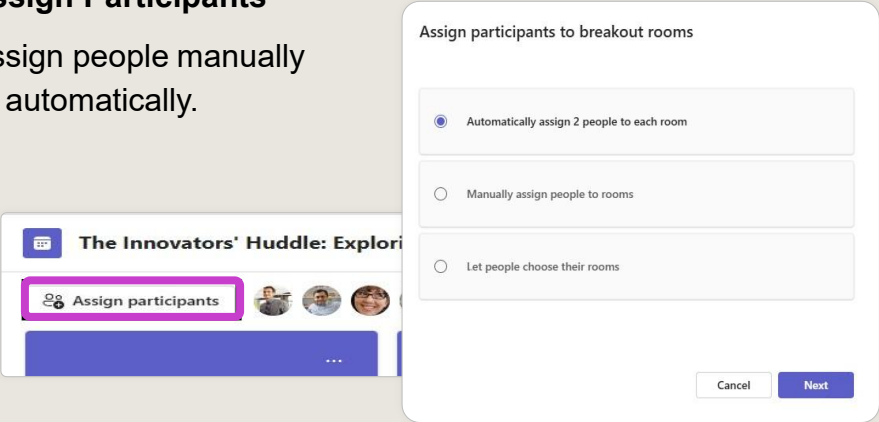
Start a Meeting

Edit your Teams meeting and select the “Breakout Rooms” button.



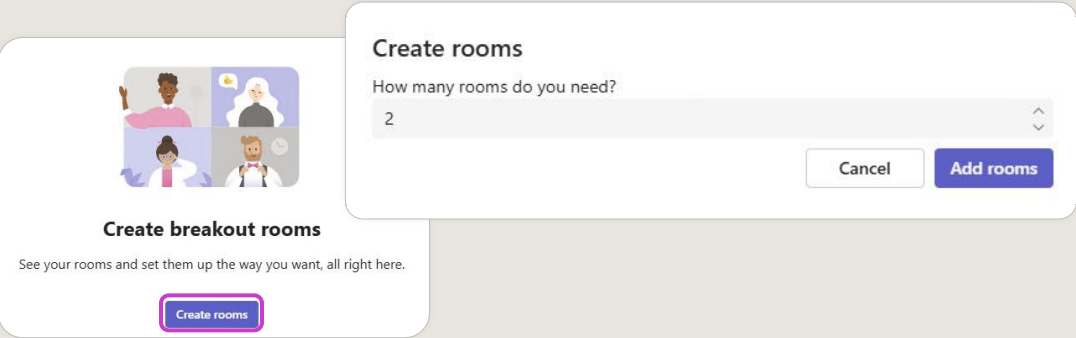
Assign Participants

Assign people manually or automatically.



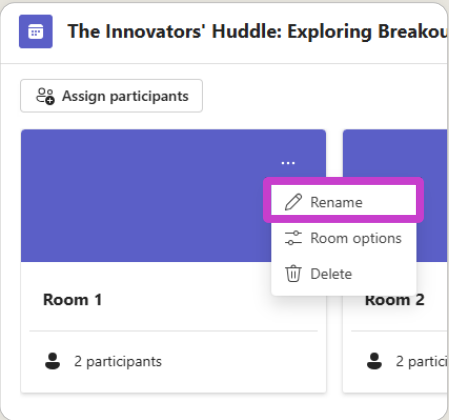
Create Rooms

Choose the number of rooms you need (up to 50).



Rename Rooms

Click the room name and enter a new one for clarity.

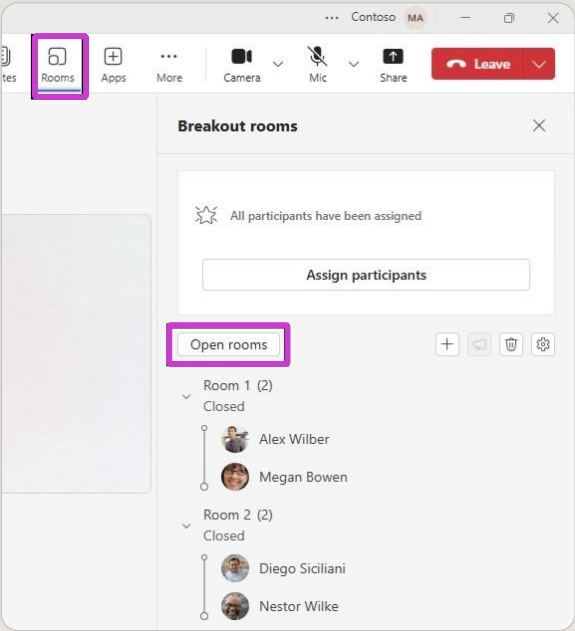


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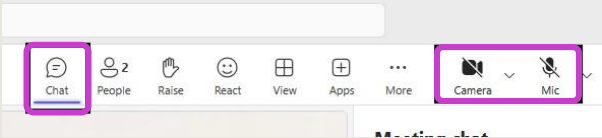
Open Rooms

In a meeting select Rooms Tab then click Open rooms to send participants to their breakout spaces.

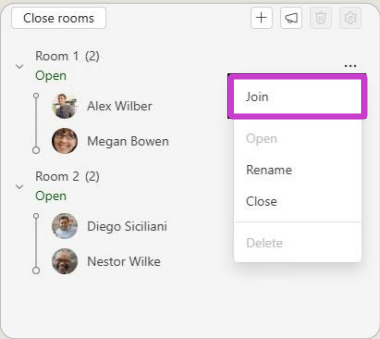


Inside Breakout Rooms

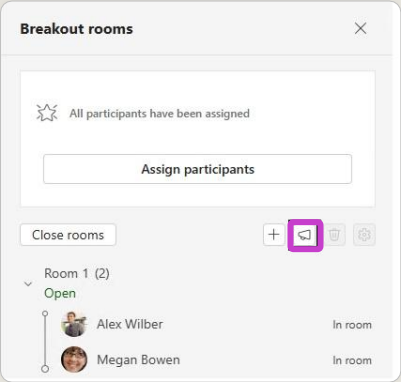
Participants can mute/unmute, turn video on/off, and chat within their assigned room.



Hosts (organisers) can join any room to check in.

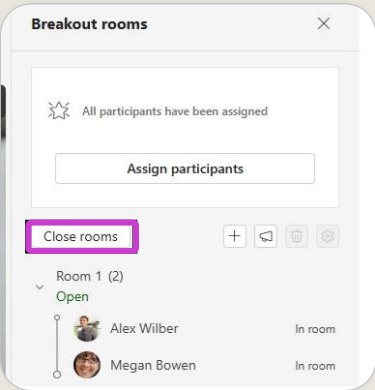


Hosts can send announcements to all rooms at once.



Closing & Returning

Click Close rooms to bring everyone back to the main meeting.



Participants will receive a prompt to return or will be automatically moved.

