

Create and manage breakout rooms during class meetings

Microsoft Teams for Education

Use breakout rooms during class meetings to divide students into smaller groups for discussions, group projects, and more. Open and close rooms more than once during a session or move individuals between rooms. Only meeting organizers using the desktop versions of Teams (Windows or Mac) can create and manage breakout rooms.

Notes:

- Organizing a meeting with breakout rooms is currently only available in the [Teams for Education desktop app for Windows or Mac](#). Make sure you have [updated to the latest version](#).


- Participants can join breakout rooms from [Windows, Mac, mobile, or web browsers including Edge, Chrome, and others](#). On mobile, check to see that you have the minimum build required to run this feature by tapping **Settings** > **About**. Learn how to [update to the latest](#) version.
- Minimum desktop app version (Windows or Mac): 1.3.00.24755
- Minimum iOS build: 1.0.77.2020100603
- Minimum Android build: 1.0.0.2020091301

For educators **For students**

Before you get started, make sure you have the desktop app

You can create meetings in any version of Teams, but you'll need [Teams for Windows or Mac](#) to create breakout rooms for your students. Students can join from any version of Teams.

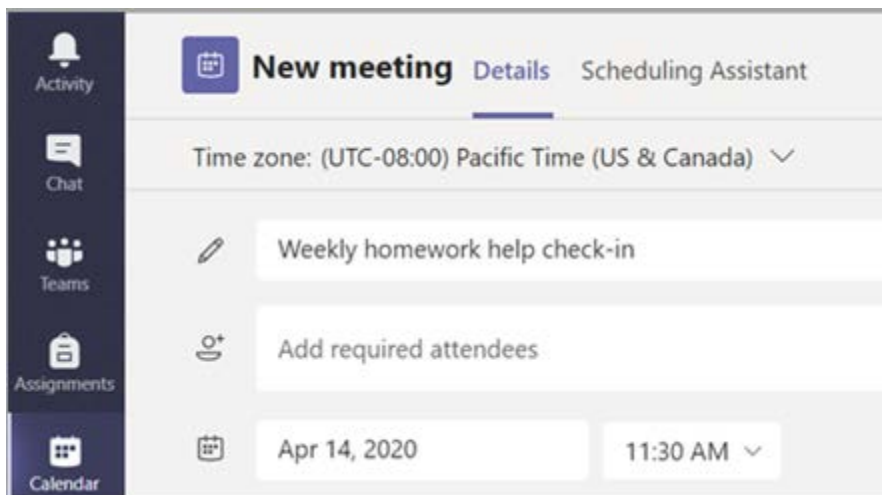
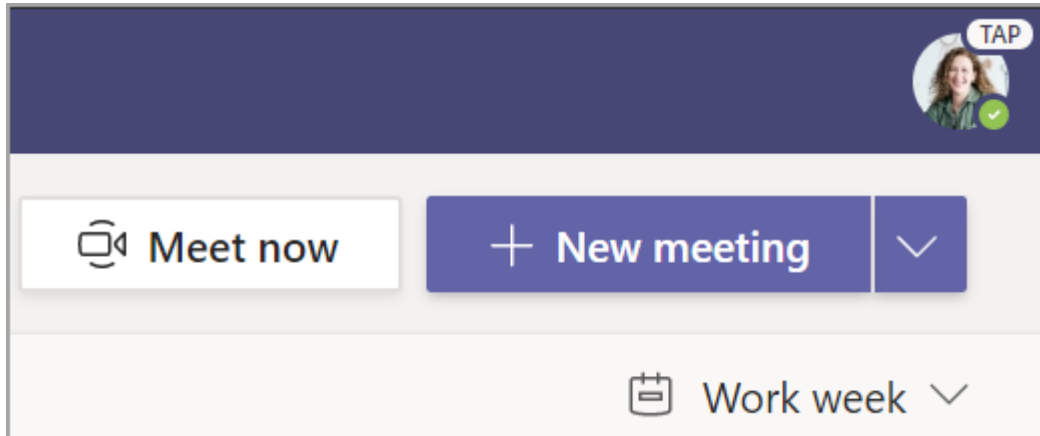
Next, schedule a meeting or Meet now

1. Select **Calendar**  > **+ New meeting**. You must be the meeting organizer in order to create and manage breakout rooms.
2. Choose a channel to meet in or add students from your class as attendees.

Note that any meeting options you select before or during your meeting will apply to meetings with breakout rooms as well. Learn more about [meeting options](#).

Important: These features are not currently supported in breakout rooms:

- Using **Meet now** from a channel conversation
- Call me
- Copying the link to room meeting
- Adding a guest to meeting or meeting chat

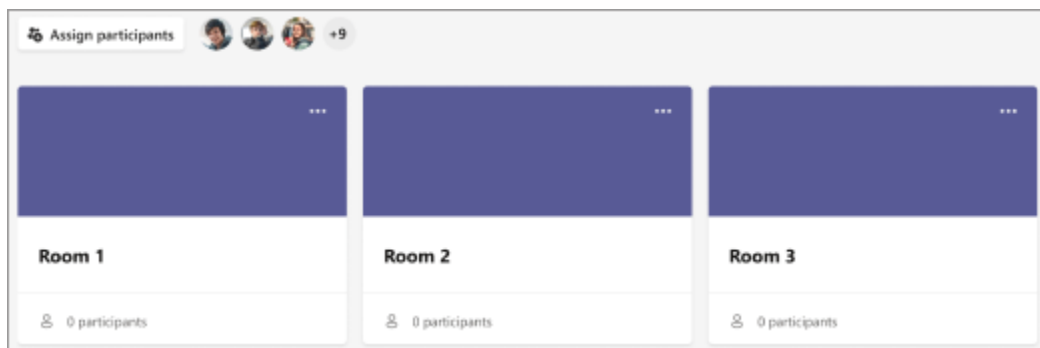


Create breakout rooms before meeting

1. Go to your Teams meeting and open the meeting invite.
2. Go to **Breakout rooms** and select **Create rooms**.
3. From the dropdown, choose how many rooms you'd like to create.

4. Select **Assign participants** and choose whether you'd like students to be assigned to rooms **Automatically** or **Manually**.


As soon as the meeting starts, you can open the breakout rooms.



Create breakout rooms during meeting

1. Join your meeting at its scheduled time and wait for your students to join.

Important: Make sure you join your meeting from the Teams desktop app (Windows or Mac) so you can create breakout rooms.

2. When your students have joined and you are ready, select **Breakout rooms**  from your meeting controls.
3. From the dropdown, choose how many rooms you'd like to create.

4. Choose if you'd like students to be assigned to rooms **Automatically** or **Manually**.
5. Select **Create Rooms**.



Create breakout rooms ✕

Choose the number of rooms you want to create.

2



Assign participants

You can assign people to rooms, or let Teams assign people for you.



Automatically

We'll assign people to rooms for you.



Manually

Choose the people you want in each room.

Assign participants to rooms

If you chose **Automatically**, participants will be assigned to different breakout rooms.

If you chose **Manually**, you'll be able to sort participants into specific rooms:

1. Select **Assign participants**. From this window, organize participants by selecting the down arrow next to **Name** or **Room**.
2. Group students together to place in a particular breakout room by selecting the checkboxes next to their names.
3. Select the down arrow next to **Assign** and choose a room for them.
4. Repeat steps 2 and 3 until each student has been assigned to a room.
5. Select **Confirm**.









If students join the class meeting late, you can still assign them to a room by selecting **Assign participants**.

Note: For recurring class meetings, the same rooms and room assignments will be available for the next meeting.

Assign participants to breakout rooms

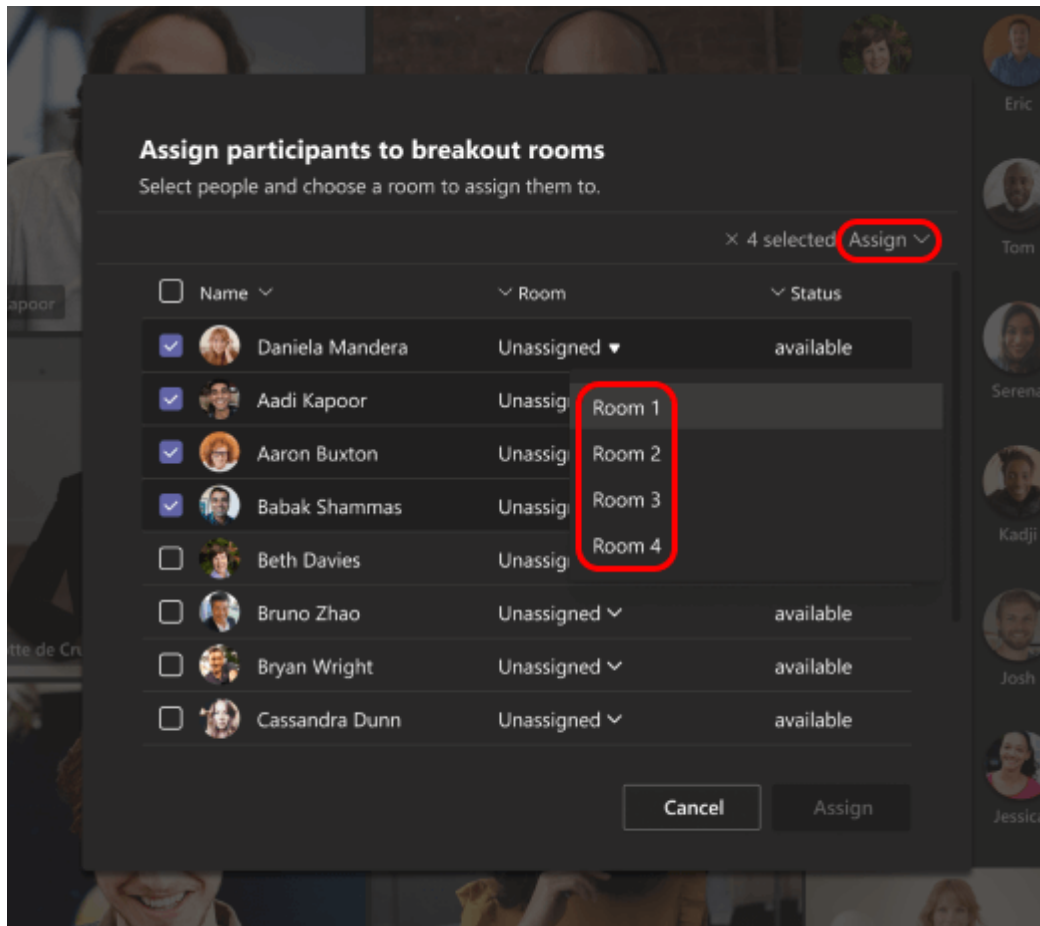
Select people and choose a room to assign them to.

× 4 selected Assign ▾

<input type="checkbox"/>	Name ▾	Room ▾	Status
<input checked="" type="checkbox"/>	 Daniela Mandra	Unassigned ▾	available
<input checked="" type="checkbox"/>	 Aadi Kapoor	Unassigned ▾	available
<input checked="" type="checkbox"/>	 Aaron Buxton	Unassigned ▾	available
<input checked="" type="checkbox"/>	 Babak Shammass	Unassigned ▾	available
<input type="checkbox"/>	 Beth Davies	Unassigned ▾	available
<input type="checkbox"/>	 Bruno Zhao	Unassigned ▾	available
<input type="checkbox"/>	 Bryan Wright	Unassigned ▾	available
<input type="checkbox"/>	 Cassandra Dunn	Unassigned ▾	available



Eric
Tom
Serena
Kadji
Josh
Jessica

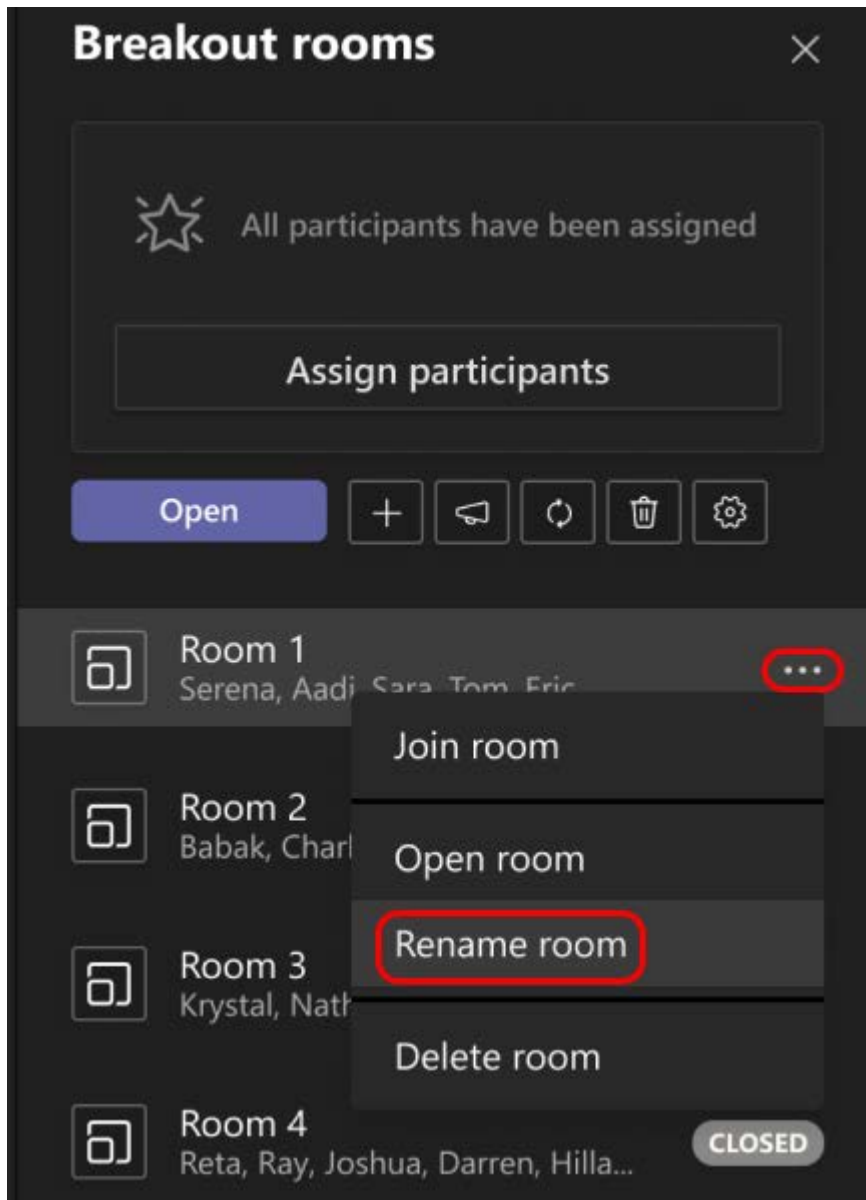
Cancel Assign



Rename rooms



Name your breakout rooms to represent smaller student groups or projects.

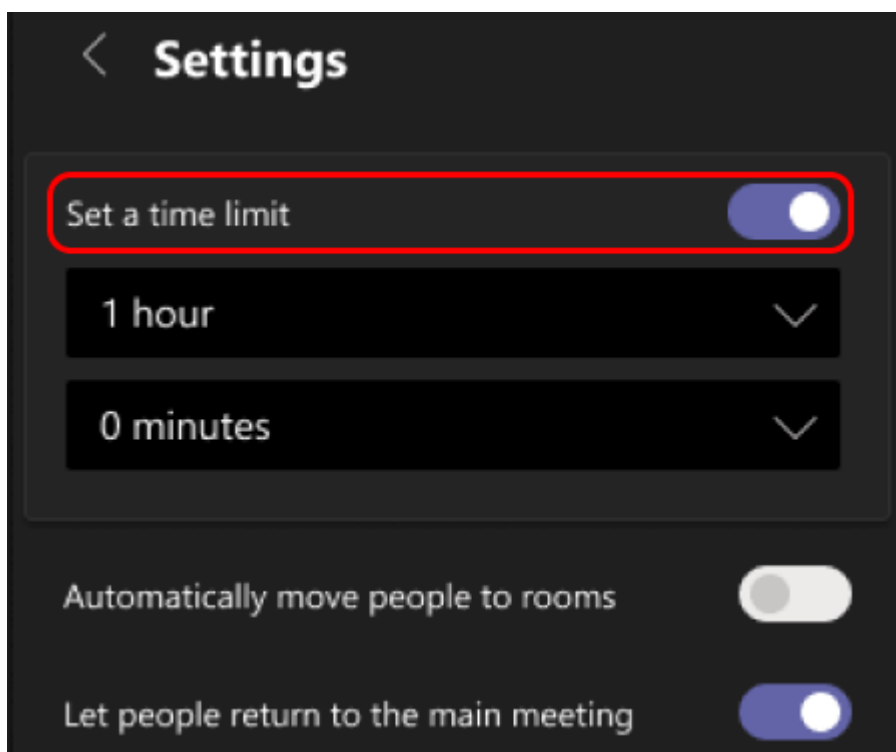
1. Select **Breakout rooms** .
2. Hover over the room and select **More options**  > **Rename room**.
3. Type in the new name and select **Rename room**.



Set a time limit for the breakout session

Keep your class on schedule and aware of the time they have left by setting a timer. A timer will be visible in each breakout room. When time is up, breakout rooms will close automatically, and your students will return to the main class meeting.


1. In the meeting controls, select **Breakout rooms** .
2. Select **Rooms settings** .
3. Select **Set a time limit**. Select the down arrow and choose a session length.
4. When you're done, select the back button to save your changes.



Start breakout rooms

First, select **Breakout rooms** .

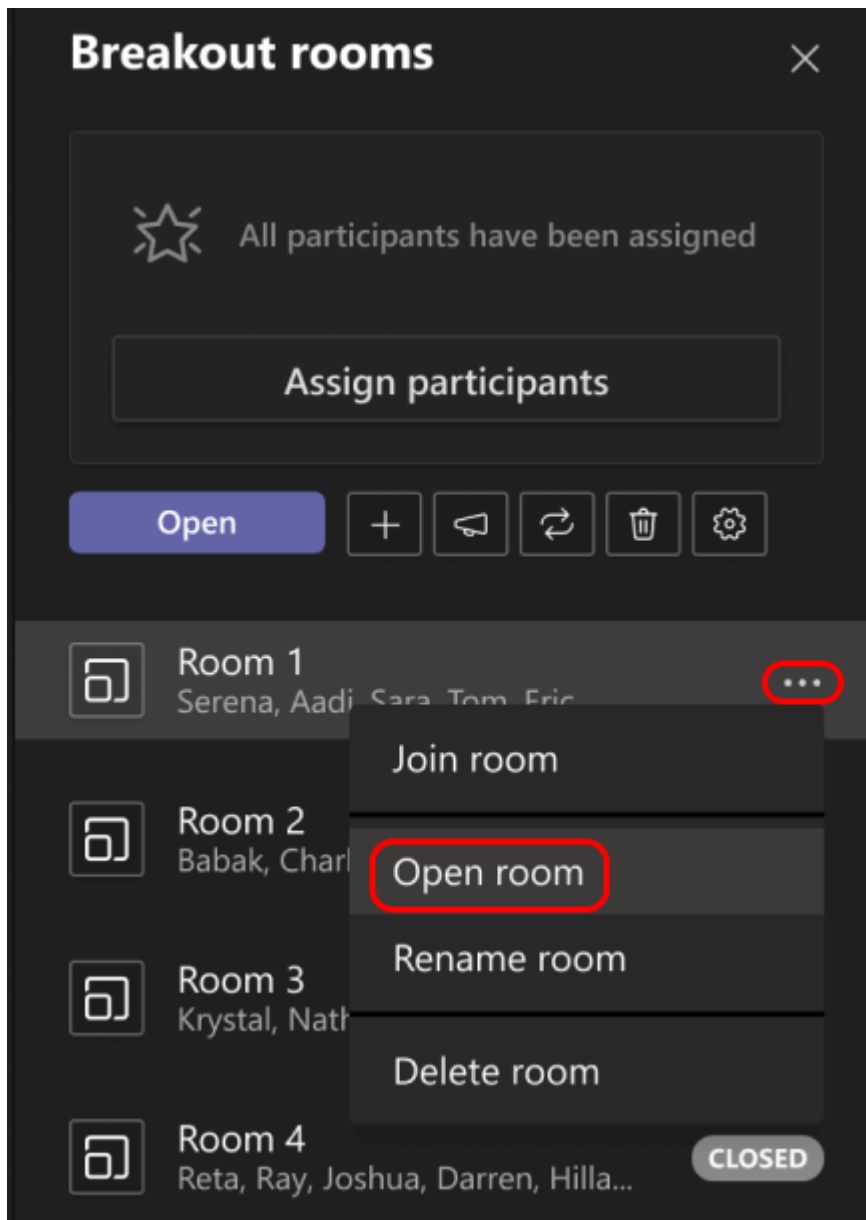
To start rooms individually:

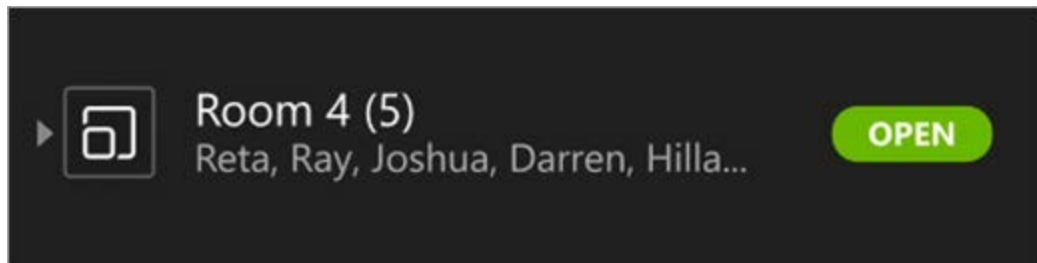
- Hover over the room and select **More options**  **> Open room.**

To start rooms all at once:

- Select **Open**.



You'll know rooms have successfully opened when their status changes to **Open**.







Join a breakout room

To join a room and check on its progress:

1. Select **Breakout rooms** .
2. Hover over the room and select **More options**  **> Join room.**
3. Select **Return** when you're ready to leave the breakout room and return to the main meeting.


Send an announcement to breakout rooms

Once breakout rooms have started, send announcements to share time updates or prompts.


1. In the meeting controls, select **Breakout rooms** .
2. Select **Make an announcement** .
3. Type in your announcement and then select **Send.**
4. Students will receive a notification in their meeting chat for your announcement.

Move students to different rooms

Move participants to different breakout rooms individually.

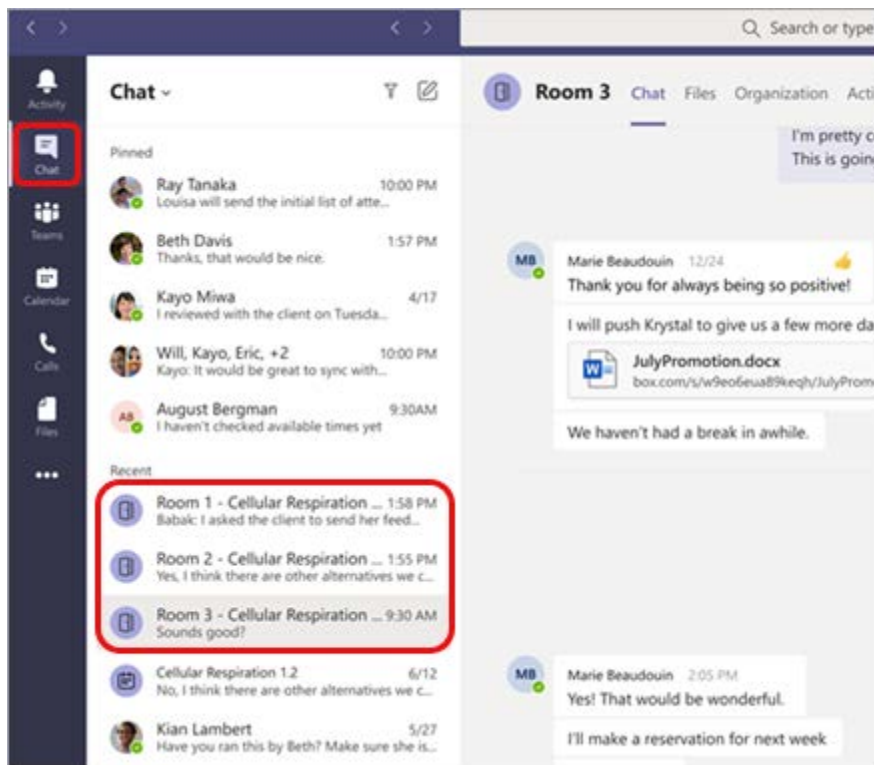
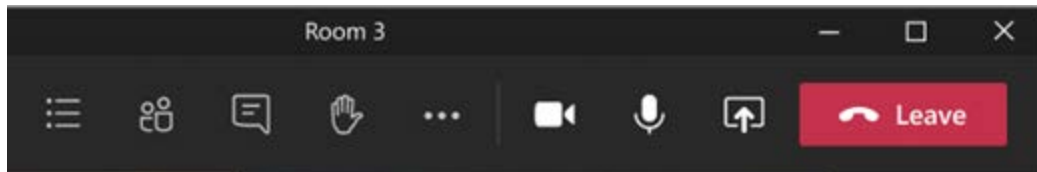
1. In the meeting controls, select **Breakout rooms** .
2. Select **Assign participants** and select the checkbox next to the person's name you want to move.
3. Choose a new room for the person and select **Assign**, then **Move**.

Chat with participants in a breakout room

Each breakout room will have its own chat. You and your students will be able to access it from your chats list and from **Chat**  in the breakout room, just like regular meetings.

- Students will be added to a breakout room chat when you open the room and removed when the room is closed.
- You will have access to all breakout room chats.

- After a breakout room is closed, so is the chat; no more messages can be sent.
- You and your students can still access chat history and shared files after the breakout room is closed.




Add or delete a breakout room

To add an additional breakout room:

- In the meeting controls, select **Breakout rooms** .

- Select **Add room** +.
- Add participants to the room using the instructions above.

To delete an individual breakout room:

- In the meeting controls, select **Breakout rooms** .
- Hover over the room, select **More options** ... > **Delete room**.


To delete all breakout rooms at once:

- In the meeting controls, select **Breakout rooms** .
- Select **Remove rooms**  > **Remove**.

Close breakout rooms

When you close a breakout room, the participants will automatically return to the main meeting.

To close rooms individually:

- Select **Breakout rooms** .
- Hover over the room, then select **More options** ... > **Close room**.

To close rooms all at once:

- Select **Breakout rooms** .
- Select **Close**.

You'll know rooms have successfully closed when their status changes to **Closed**.

- Select **Resume** when everyone is back from their breakout rooms and you're ready to meet as a larger group again.

Tip: If you reopen rooms later on, room assignments will remain the same unless you reassign participants or recreate rooms from scratch.

Save files, recordings, and notes from breakout rooms

Files, recordings, and notes from a breakout room can be accessed in its chat. You and your students will be able to access these materials after the room has closed, but students will not be able to continue chatting or add additional materials.

Edit breakout room settings

To edit settings, select **Breakout rooms**  > **Rooms settings** .

- **Automatic room setting**

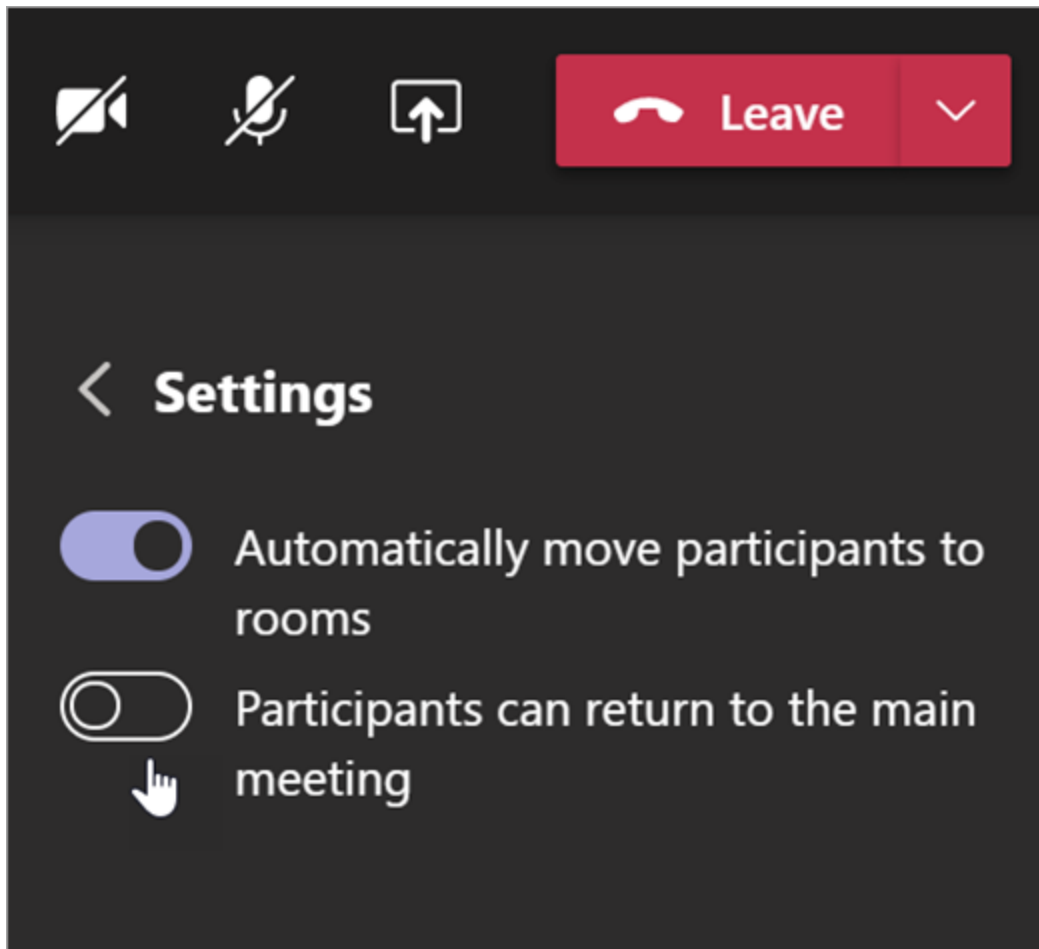
By default, breakout rooms will be set to automatically move students into opened rooms. If you'd like to change this setting, switch the toggle for **Automatically move people into opened rooms** to off.

When the automatic setting is turned off, students will receive a message asking them to join a breakout room. They will need to select **Join room** before being moved.

- **Allow students to return to main meeting**

By default, this setting will be off. To turn it on, switch the toggle next to **Participants can return to the main meeting** on.

This will allow students to leave their breakout rooms and return to the main meeting.



View breakout room participation in attendance reports

Gain insight into your students' activity in their class meeting breakout rooms with attendance reports. See which room each student joined, when they entered, and when they left.



To see breakout room details from your class meeting:

1. Open Teams and select **Calendar**.
2. Select the class meeting you'd like insight into and expand it to view details.
3. Select **Attendance**.
4. Under **Participants**, select a student to see which breakout room they entered and what time they joined and left it.

Note: Attendance reports don't include data from deleted breakout rooms.

Recreate rooms from scratch

Reconfigure rooms and assignments by returning to the meeting controls and repeating the breakout room creation process.

1. In the meeting controls, select **Breakout rooms** .
2. Select **Recreate rooms**  and confirm your decision.
3. Follow the instructions mentioned in the beginning of this article to create new breakout rooms and assign students to rooms.