# Breakout Rooms Beta Test
## Instructions for the McMaster Community

Overview

- Please note this feature is NOT available globally. McMaster University is part of a handful of institutions worldwide testing this feature out.
- We'll find some issues to work out, which will help Microsoft refine before they introduce Breakout Rooms globally later this fall.
- With this feature, meeting hosts can create breakout rooms to be used by meeting participants for smaller group discussion.
- Instructors can assign participants to a room and call them back to the larger group when the breakout is complete.

Instructions

Step 1: Schedule your Teams Meeting within the calendaring function. This enables your use of the Breakout Rooms beta test.
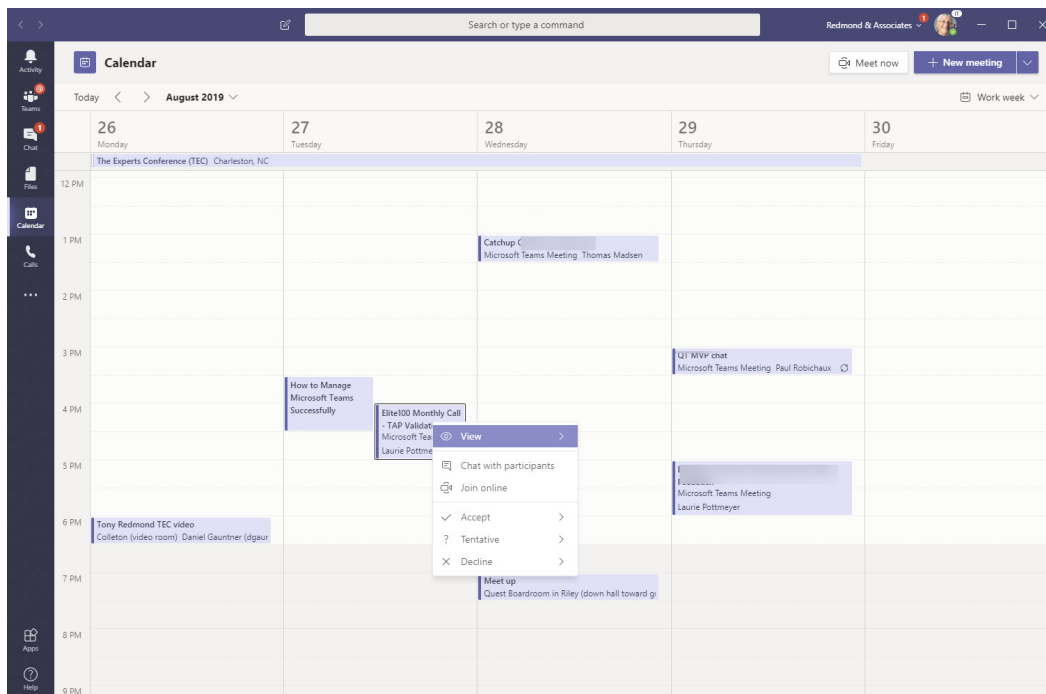
Step 2: Select the Breakout Room icon in the top right of your Teams call
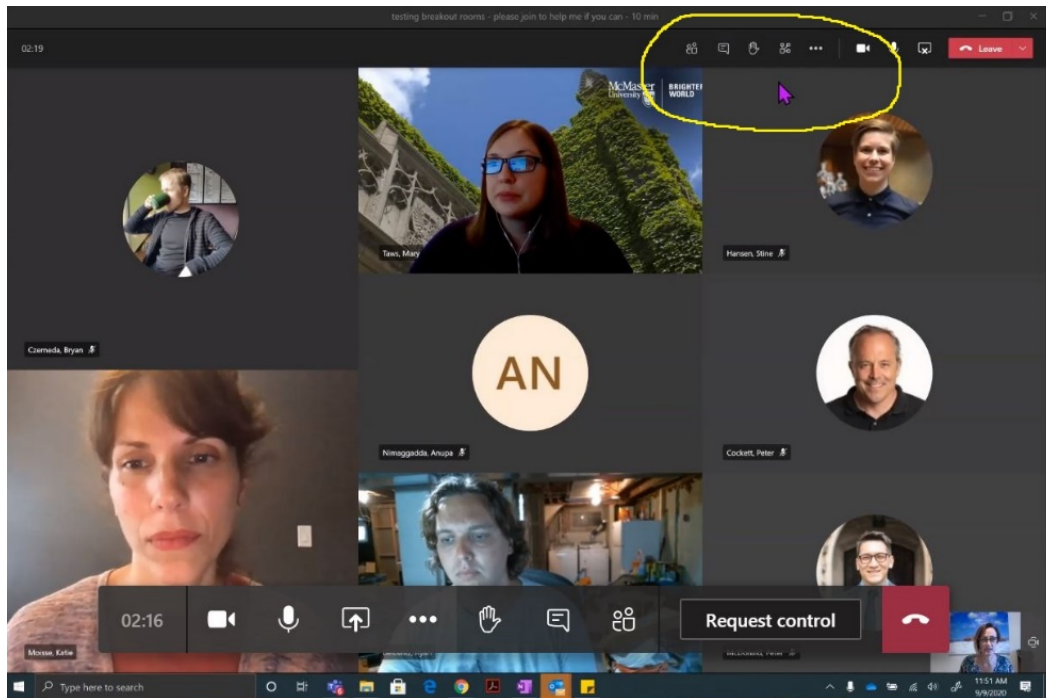

Step 3: Select the number of rooms you need and identify that you want the individuals to be sorted into that room automatically. *Note: you can select the manual option, but this takes time to sort participants individually.*
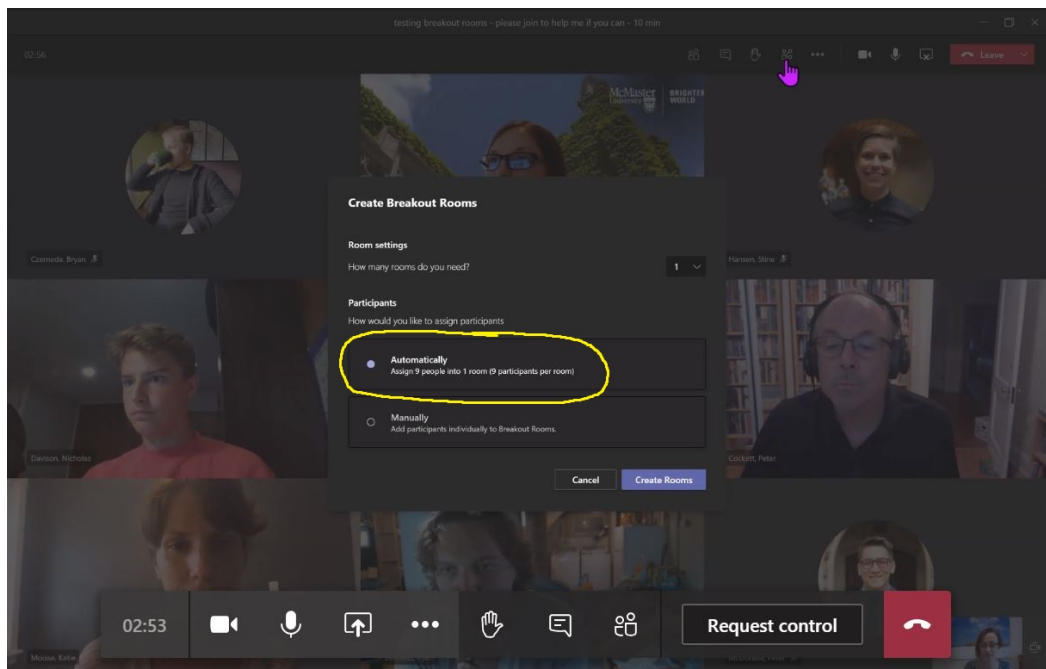
Step 4: Once you click the "Create Rooms" button, you will be provided with final setting options before sorting participants into their rooms.
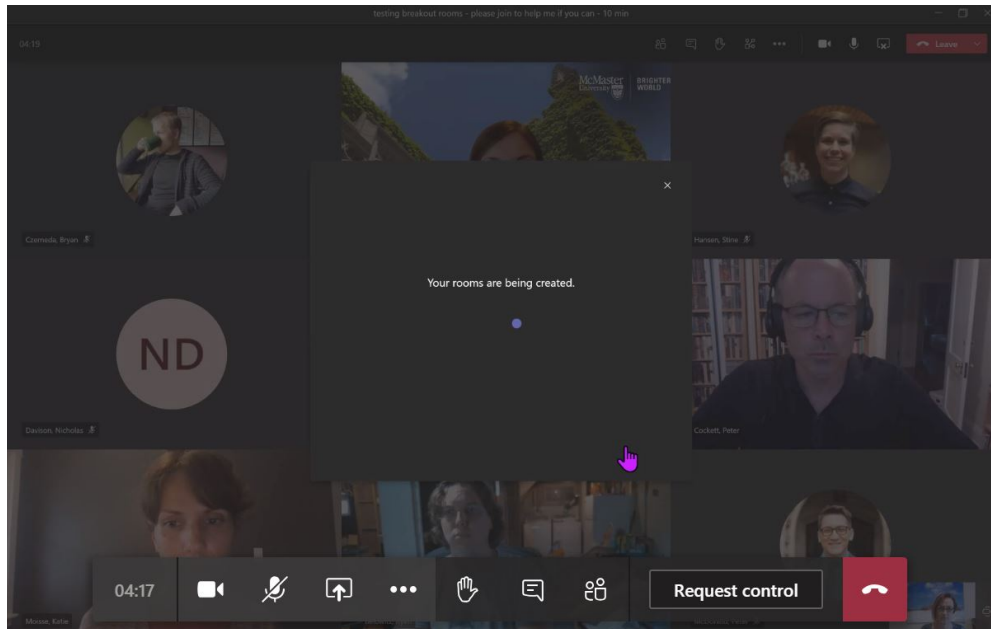
Step 5: Under settings, you can still assign any individuals to a particular room at this stage. Click start rooms to sort participants.
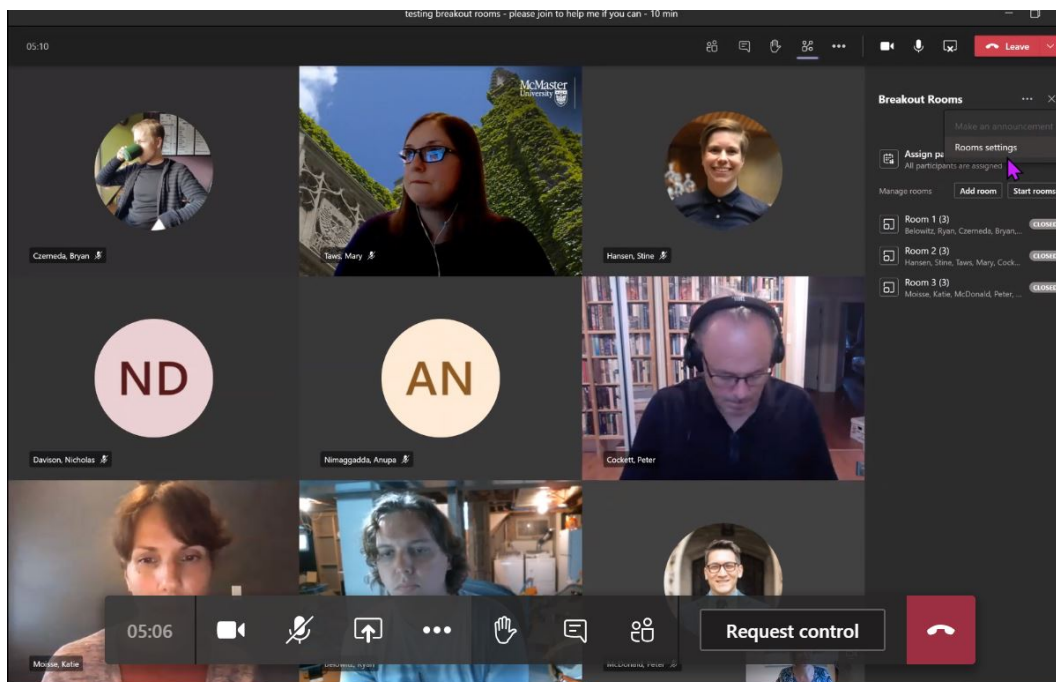
Note: You can always add another room if needed and close breakout rooms when you are ready to bring people back. There is no warning to individuals within the rooms that this is happening.