

Breakout Rooms Manual

Breakout Rooms

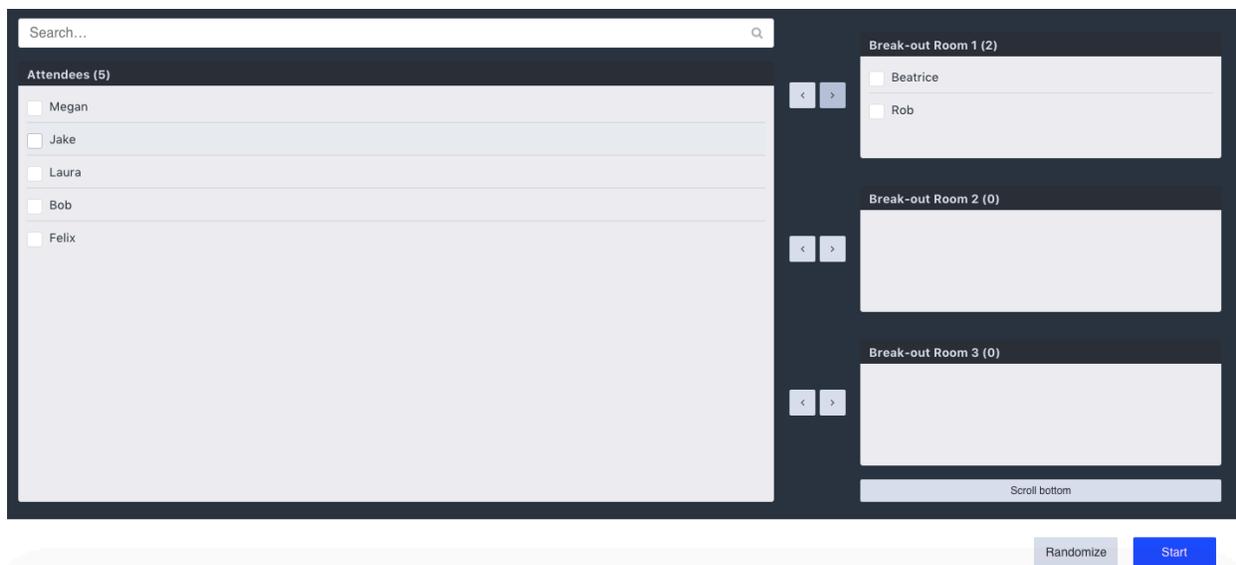


1. Search - you can look for attendees by name
2. Attendees list
3. Left pointing arrow - this arrow moves the participant back in the main Attendee List
4. Right pointing arrow - this arrow moves the participant to one of the Break-out Rooms which you choose (see [Adding Attendees to Breakout Rooms](#))
5. List of Breakout rooms
6. Scroll Bottom
7. Randomize – you can mix your attendees randomly (see [Randomize](#))
8. Start - when you click it you will start the session in Breakout rooms (see [Start session in Breakout Rooms](#))

Adding Attendees to Breakout Rooms

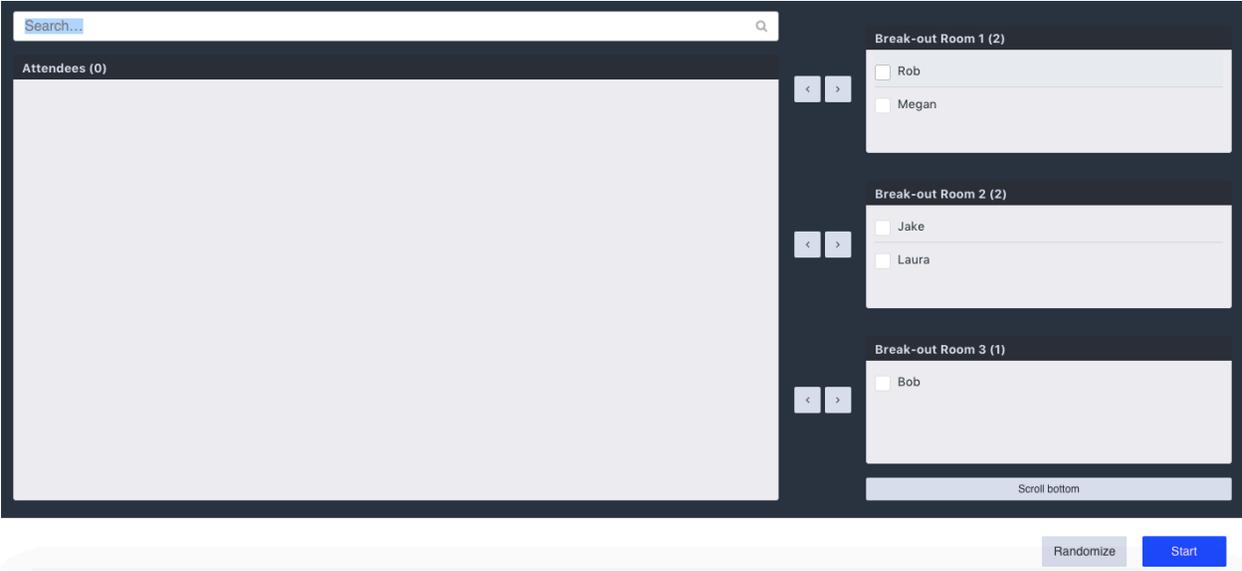


1. Mark the name of the participant to add him to Breakout Room
2. Click on the Right pointing arrow to add an attendee to Breakout Room (see the screen below)



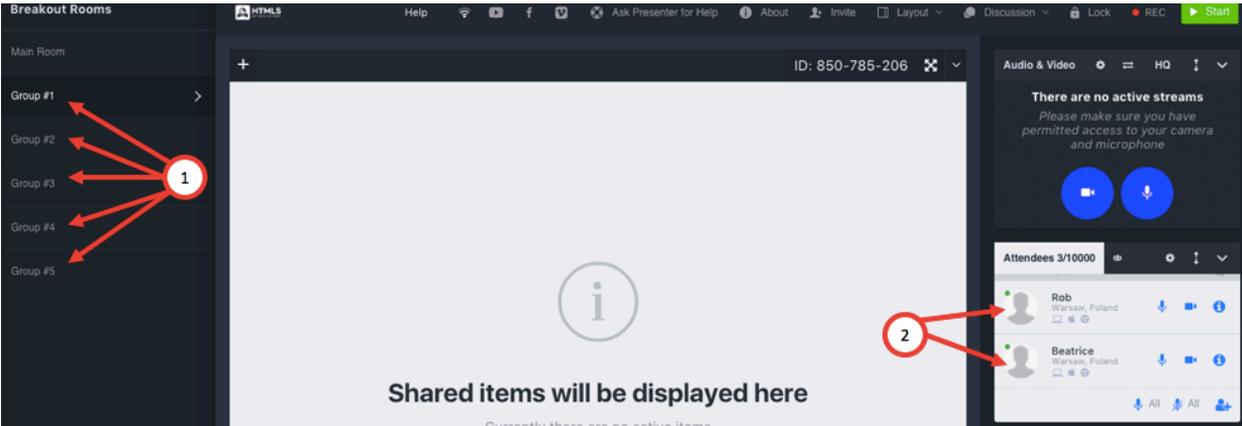
Randomize

When you click “Randomize” button the attendees will be mixed in the breakout rooms



Start session in Breakout Rooms

When you click on “Start” button you will get a Breakout Rooms menu on the left side in your room. You can choose from the rooms which you created as on the screen below.



1. Breakout Rooms groups
2. Attendees who are in the particular group

To finish Breakout Rooms simply click on “Close” button.

