Breakout Rooms Manual

Breakout Rooms

	5
Search Attendees (7) Mark Peter	Break-out Room 1 (0)
Rob Bob Megan Laura Jake	Break-out Room 2 (0)
	Break-out Room 3 (0) 6 Scroll bottom
	Randomize Start

- 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

	Search Q	Y	Break-out Room 1 (0)
	Attendees (7)	t	
	V Rob	< >	
\sim	Beatrice		
	Megan		
	Jake		Break-out Room 2 (0)
	Laura	< >	
	Bob		
	Felix		
			Break-out Room 3 (0)
		< >	
			Scroll bottom
			Randomize Start

- 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)

Search	Q		Break-out Room 1 (2)
Attendees (5)			Beatrice
Megan			Rob
Jake			
Laura	_		
Bob	_		Break-out Room 2 (0)
Felix		< >	
		< >	Break-out Room 3 (0)
			Secol hoteon
			Scron Bottom

Randomize

Search	2	Break-out Room 1 (2)
Attendees (0)		Rob
		Break-out Room 2 (2)
	< >	Jake
		Break-out Room 3 (1)
		Bob
		Scroll bottom
		Randomize Start

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.

Breakout Room	IS
Main Room	>
Group #1	
Group #2	
Group #3	
Group #4	
Group #5	
Manage	Close