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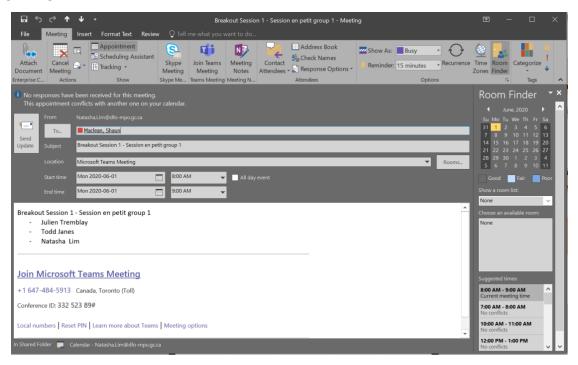
Hosting Breakout Sessions in Microsoft Teams



Although Microsoft Teams does not have a specific "Breakout Session" feature, our colleagues have been creative in creating a potential workaround to facilitate this type of functionality. Please see the instructions below for the proposed workaround for organizing breakout sessions.

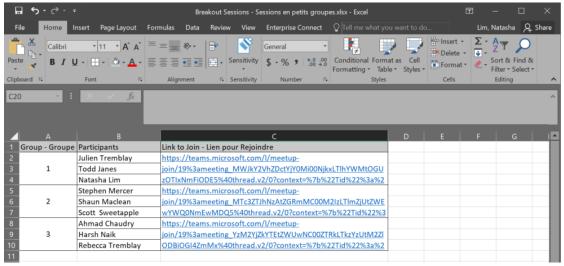
Step 1

Create all Breakout Sessions as Teams
Meetings occurring
concurrently—DO NOT
send these invitations
to all meeting
attendees, only to the
meeting organizers/
presenters



Step 2

Create a spreadsheet that includes the Group Numbers/Names, Participants assigned to each group, and copy/ paste the links to join each of the sessions





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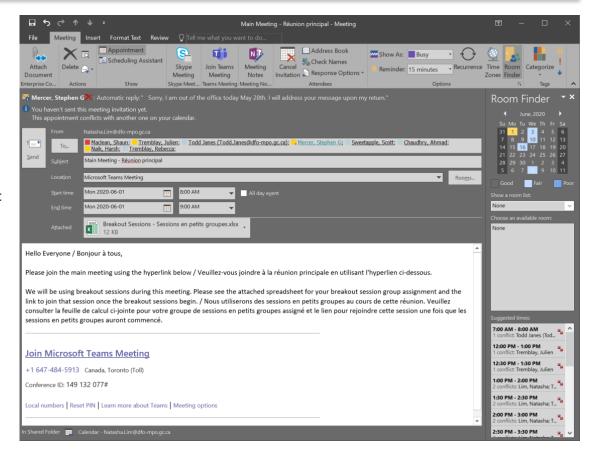
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Step 3

Create the Main
Meeting as a Teams
meeting occurring at
the same time (which
WILL be sent out to all
meeting participants)
including the Breakout
Session spreadsheet
and instructions for
attending the meeting



NOTES

- Participants will be able to join the Breakout Sessions, putting the Main Meeting on hold
- One organizer should remain in the Main Meeting to ensure the call is maintained
- One organizer should be present in each of the Breakout Sessions to ensure attendees are able to join

For more information on how to create Teams meetings please see the <u>Microsoft Teams Meeting Guide</u> and for any questions regarding the information above please do not hesitate to contact the Corporate & Web Solutions team at <u>DFO.IMTS.DWS-SEN.GIST.MPO@dfo-mpo.gc.ca</u>.

