|  |
| --- |
| Department of Fisheries and Oceans (DFO) | Ministère de Pêches et Océans (MPO) |
| Breakout Rooms in Microsoft Teams Meetings Guide |
| A user-focused guide for organizers on how to create and manage Breakout Rooms in scheduled Microsoft Teams meetings. |

|  |
| --- |
|  |
| Lim, Natasha  **Fisheries Management & Corporate Solutions (FMCS) | Gestion de la Pêche et Solutions Corporatives (GPSC)**  Created: December 7, 2020 Last Modified: December 8,2020 |
|  |

Table of Contents

[Breakout Rooms Overview 3](#_Toc58326244)

[Create Breakout Rooms 3](#_Toc58326245)

[Manually Assigning Participants to Breakout Rooms 4](#_Toc58326246)

[To assign participants to a breakout room: 5](#_Toc58326247)

[To change a participant’s breakout room: 6](#_Toc58326248)

[Renaming Breakout Rooms 8](#_Toc58326249)

[Add an Additional Breakout Room 8](#_Toc58326250)

[Delete a Breakout Room 9](#_Toc58326251)

[Options for Sending Participants to Breakout Rooms 9](#_Toc58326252)

[Opening Breakout Rooms 10](#_Toc58326253)

[Opening Breakout Rooms Simultaneously 10](#_Toc58326254)

[Opening Breakout Rooms Individually 11](#_Toc58326255)

[Send an Announcement to All Breakout Rooms 11](#_Toc58326256)

[Joining a Breakout Room as an Organizer 12](#_Toc58326257)

[Recording in Breakout Rooms 13](#_Toc58326258)

[Sharing and Accessing Files in Breakout Rooms 15](#_Toc58326259)

[Attendee Restrictions in Breakout Rooms 16](#_Toc58326260)

[Closing Breakout Rooms 16](#_Toc58326261)

[Closing Breakout Rooms Simultaneously 16](#_Toc58326262)

[Closing Breakout Rooms Individually 17](#_Toc58326263)

[After Closing Breakout Rooms 17](#_Toc58326264)

[Re-opening Breakout Rooms Simultaneously 18](#_Toc58326265)

[Re-opening Breakout Rooms Individually 18](#_Toc58326266)

[Recreating Breakout Rooms 18](#_Toc58326267)

# Breakout Rooms Overview

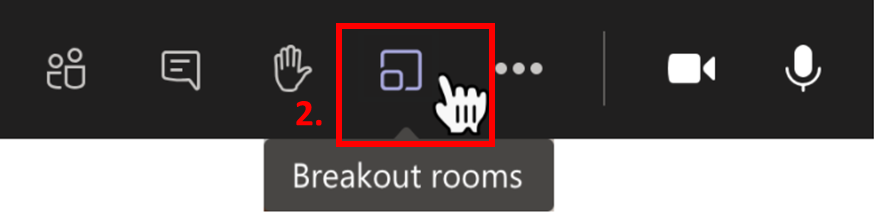
Breakout rooms are “mini meetings” or sessions within a scheduled meeting whereby the organizer can separate participants of the meeting into smaller groups for collaboration, brainstorming, training etc. These sessions can only be initiated by the organizer of the meeting, who must remain present during the course of the meeting. This function can currently only be utilized in the desktop client of the Microsoft Teams application (the web client currently does not support this feature). Please note that organizers can only assign participants to breakout rooms once they have joined the meeting.

# Create Breakout Rooms

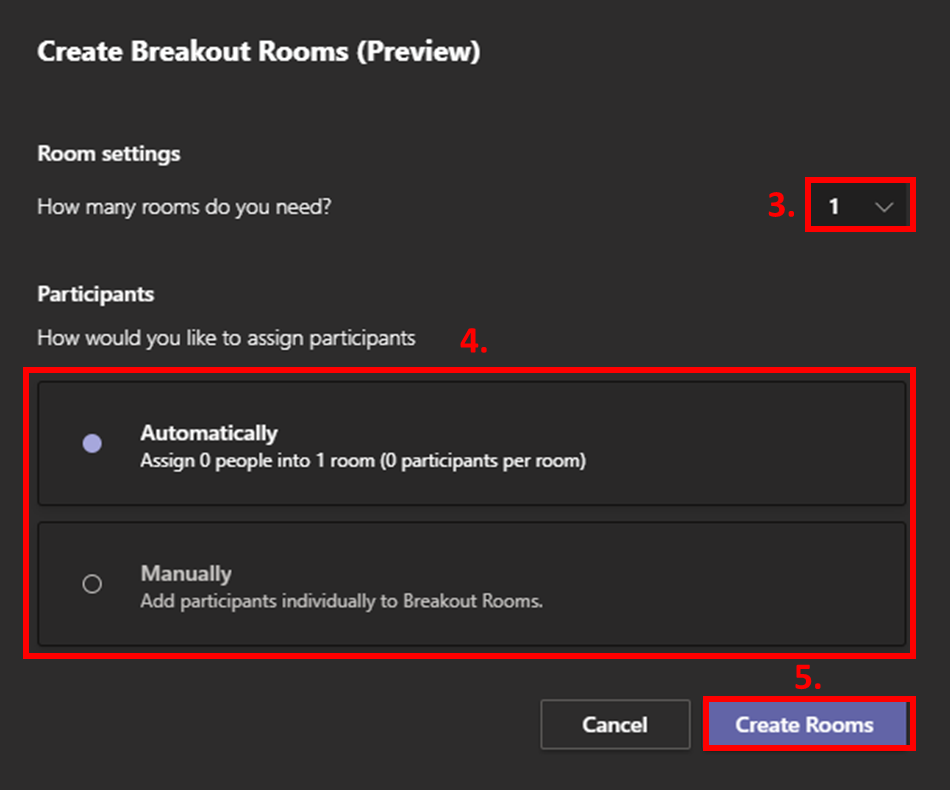
Reminder: To create breakout rooms you must be the organizer of the meeting and have the meeting open in the desktop application of Microsoft Teams.

To create breakout rooms as the meeting organizer:

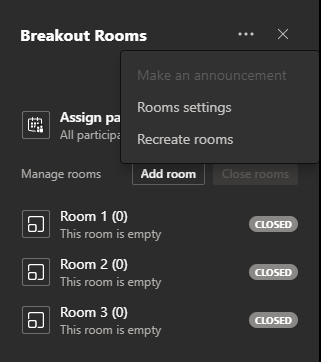
1. Join the Microsoft Teams meeting in the Microsoft Teams desktop application
2. Click on the **Breakout rooms** icon in the call menu



1. Select the **Number of Rooms** you would like to create
   * Note: you can create up to 50 breakout rooms in a meeting
2. Select **How you would like to assign participants**
   1. **Automatically** – assigns the participants to breakout rooms automatically based on the number of participants (ex. Assign 40 participants into 4 rooms – 10 participants per room)
   2. **Manually** – allows the organizer to place all of the participants in breakout rooms manually (ex. Assign specific people to specific rooms based on topic)
3. Click **Create Rooms**



Once the rooms have been created they should indicate that they are ***Closed*** next to the room name. This means that they are not currently active and participants cannot yet join the sessions.

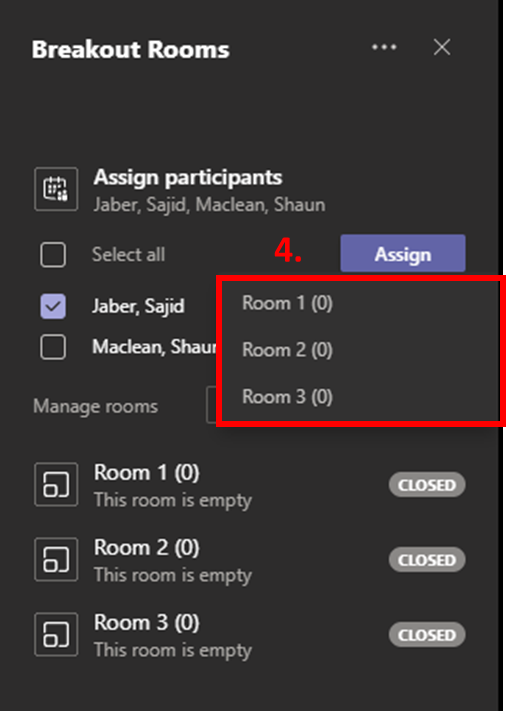


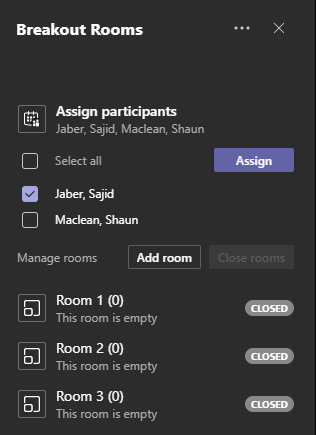
# Manually Assigning Participants to Breakout Rooms

In order to assign participants to breakout rooms, they must be in the meeting. Participants will not be able to be added to breakout rooms until they join the meeting. Once assigned, participants can also be re-assigned to other breakout rooms.

## To assign participants to a breakout room:

1. Click on the icon beside **Assign Participants** to expand the drop-down menu
2. Tick off the box next to the person’s name you wish to assign
3. Select **Assign**
4. Select the **breakout room** you wish to have the participant assigned to





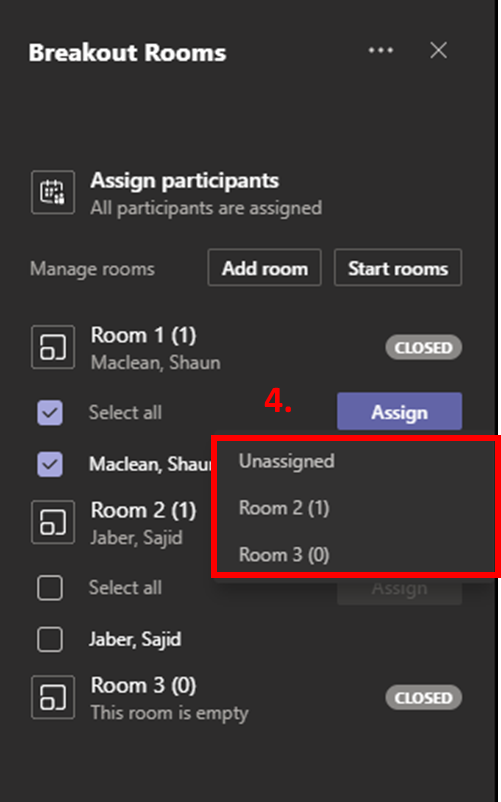
**1.**

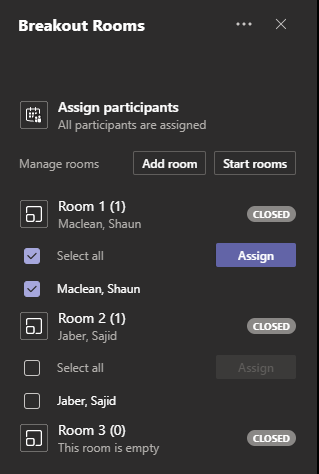
**2.**

**3.**

## To change a participant’s breakout room:

1. Click on the **Breakout room** icon beside the name of the breakout room the participant is currently in
2. Tick off the box next to the person’s name you wish to re-assign
3. Select **Assign**
4. Select the new **breakout room** you wish to have the participant assigned to





**1.**

**2.**

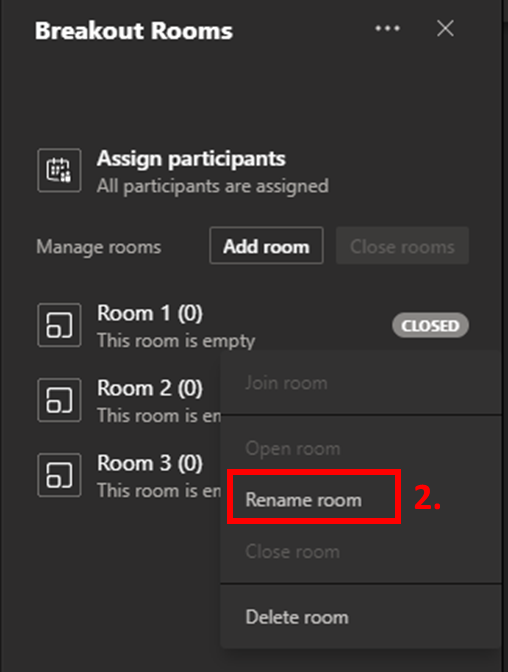
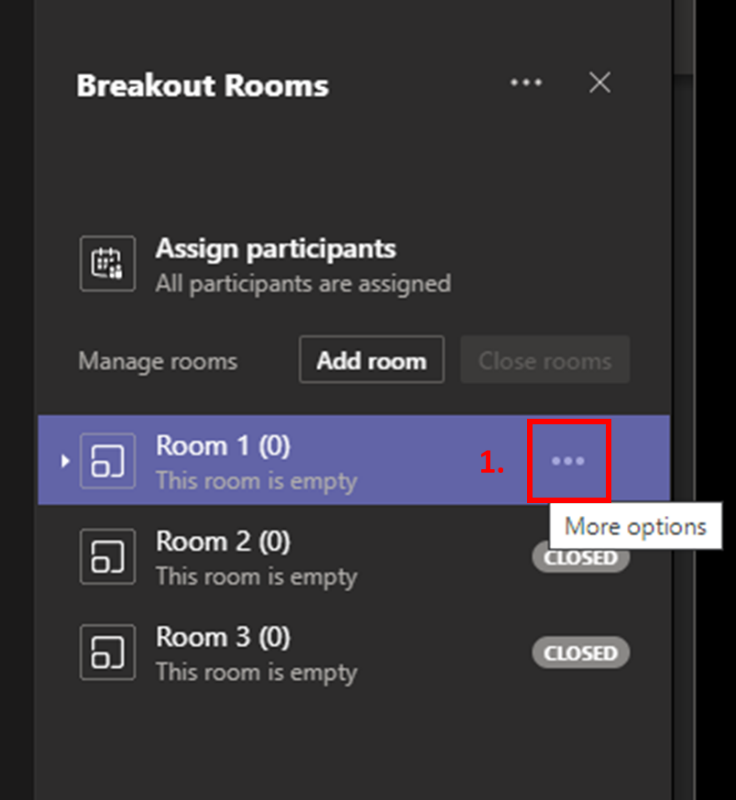
**3.**

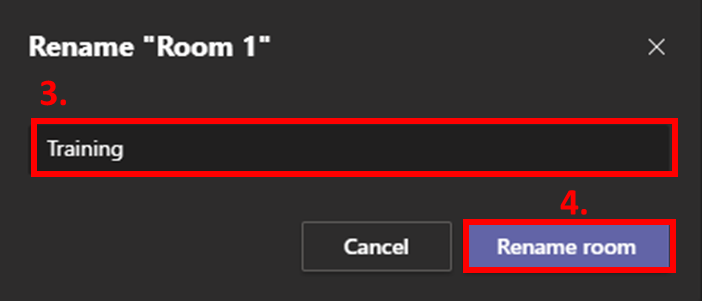
# Renaming Breakout Rooms

By default, created breakout rooms will be named numerically (ex. Room 1, Room 2, Room 3, etc.). These rooms can be renamed if desired to reflect the purpose or topic of the room (ex. Training, Communications, Project Management etc.).

To rename a breakout room:

1. Click on the **three dots** for **More options** beside the name of the room you wish to rename
2. Select **Rename room**
3. Enter the desired **Name** for the room
4. Click **Rename room**



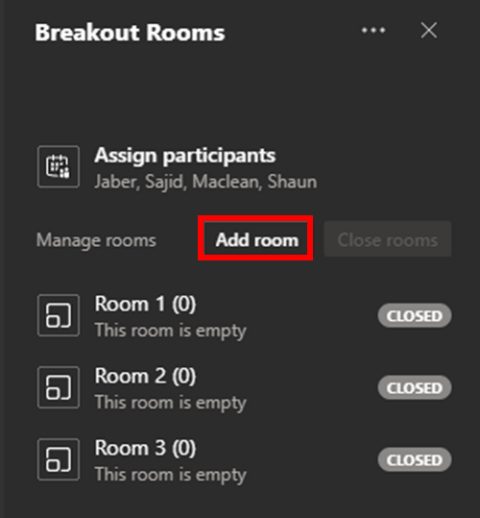


# Add an Additional Breakout Room

Once breakout rooms have been created, the organizer can add more breakout rooms individually if more are required.

To add an additional breakout room:

1. Click on **Add room**

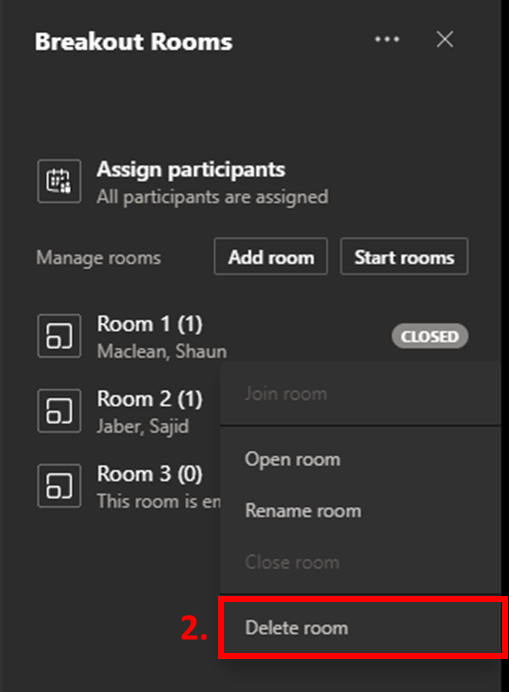
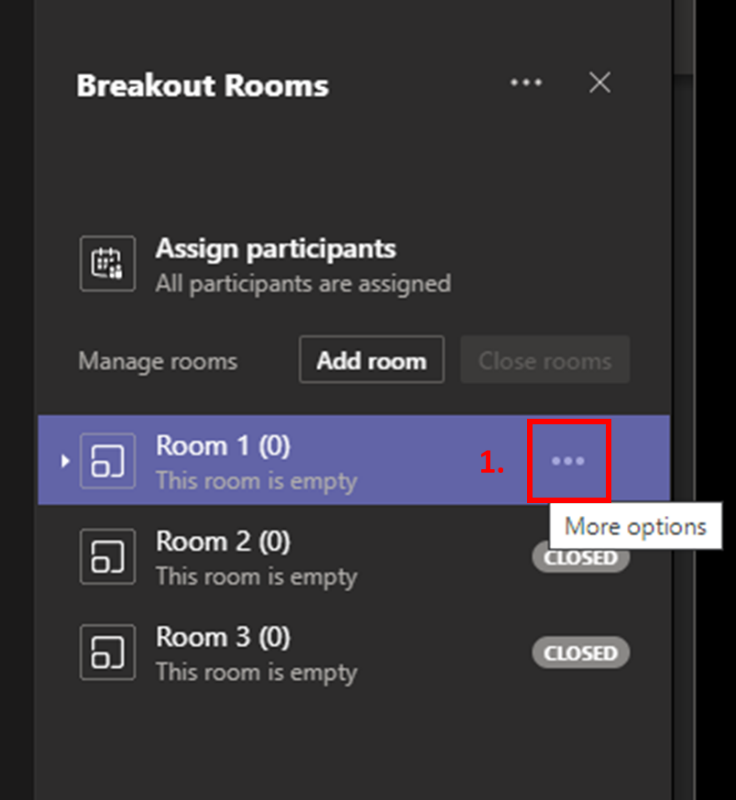


# Delete a Breakout Room

Once breakout rooms have been created, the organizer can delete breakout rooms individually if they are not required.

To delete a breakout room:

1. Click on the **three dots** for **More options** beside the name of the room you wish to delete
2. Select **Delete room**

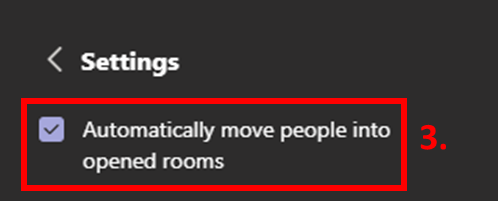
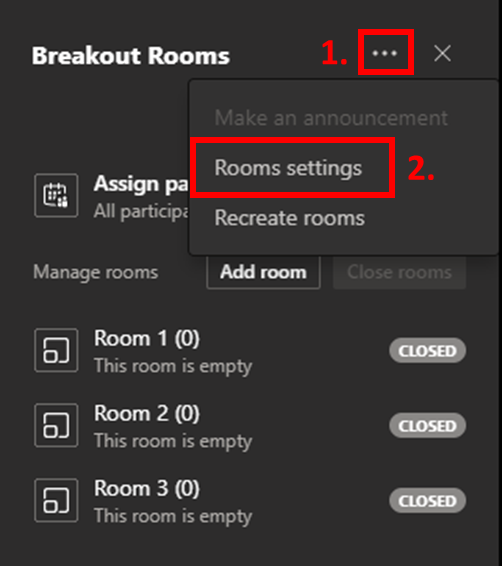


# Options for Sending Participants to Breakout Rooms

Participants can join a breakout room optionally or automatically depending on the settings set by the organizer. By default this is set to automatically send participants to their respective breakout rooms once opened by the organizer.

To have participants join breakout rooms automatically upon the organizer opening the sessions:

1. Click on the **three dots** for **More options** in the main Breakout Rooms panel
2. Select **Room settings**
3. Tick off the box that says “**Automatically move people into opened rooms**”



If this box is checked, the attendees will view a countdown before being placed into the breakout rooms once opened by the organizer.

If this box is unchecked, the attendees will receive a pop-up asking if they would like to join their designated breakout room session. Organizers will be able to view who has joined the breakout sessions from the Breakout Room panel.

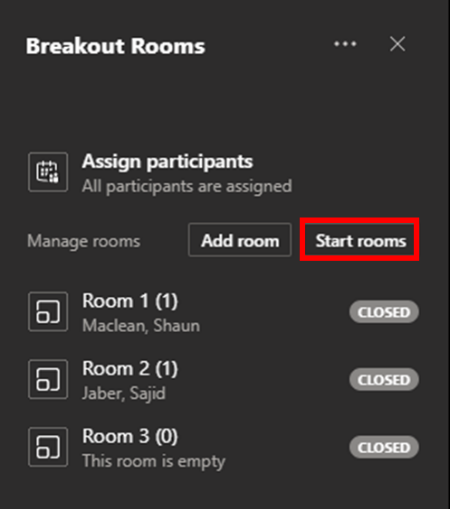
# Opening Breakout Rooms

Once the breakout rooms have been created and the settings for joining have been established, organizers can open/start all of the breakout rooms at the same time, or individually.

## Opening Breakout Rooms Simultaneously

To open all of the breakout rooms simultaneously:

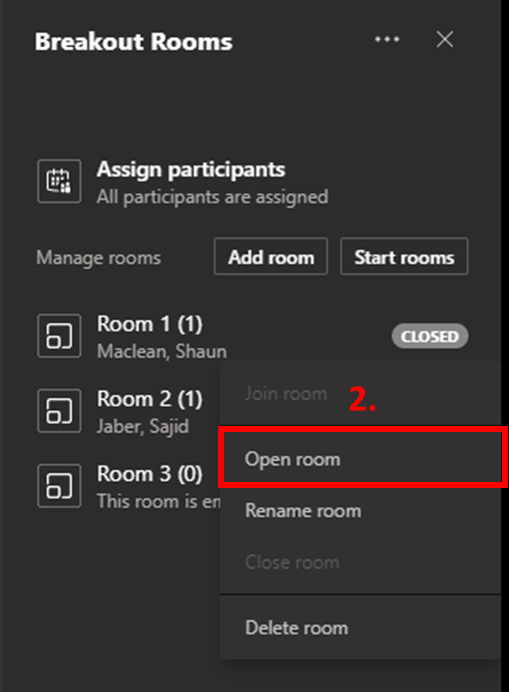
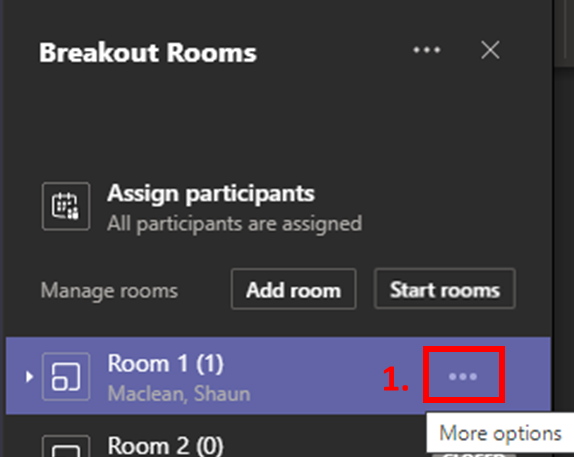
1. Click on **Start rooms** from the Breakout Rooms panel



## Opening Breakout Rooms Individually

To open any of the breakout rooms individually:

1. Click on the **three dots** for **More options** beside the name of the room you wish to open
2. Select **Open room**

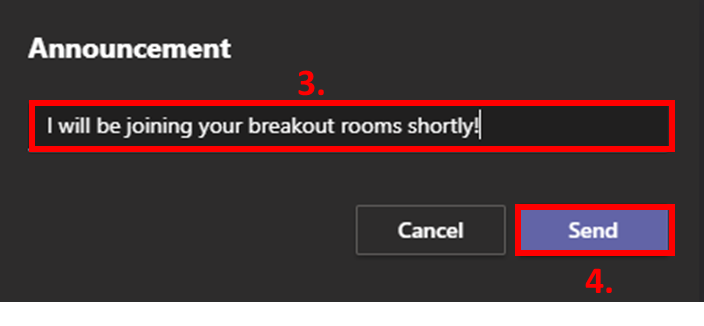
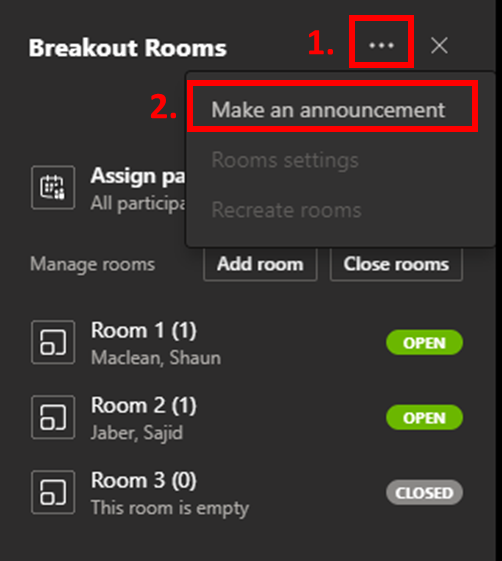


# Send an Announcement to All Breakout Rooms

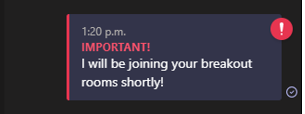
Once breakout rooms have been opened, the organizer can broadcast an announcement message via the meeting chat across all breakout rooms to keep participants informed of any updates, changes, or news during the sessions. Only the organizer can send breakout room announcements.

To create an announcement:

1. Click on the **three dots** for **More options** in the main Breakout Rooms panel
2. Select **Make an announcement**
3. Write the desired announcement in the pop-up window
4. Click **Send**



Anyone in any of the breakout rooms will be able to see this announcement (which will be sent as an important message), as well as reply to it. Announcements can also be made to individual breakout rooms by using the dedicated meeting chat for that particular breakout room.

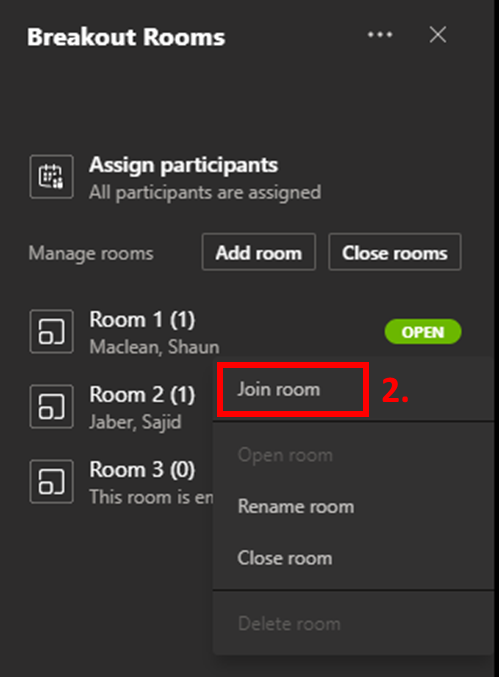
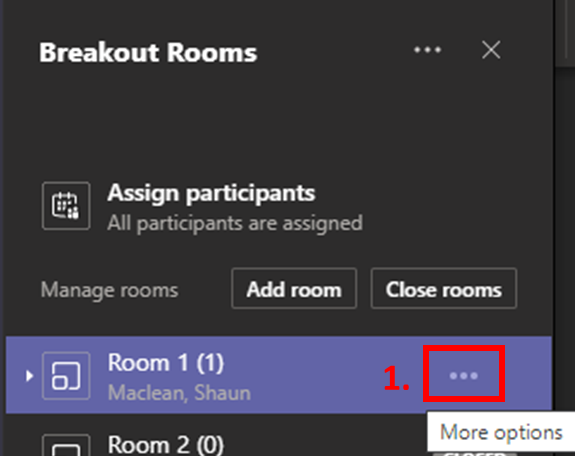


# Joining a Breakout Room as an Organizer

Organizers cannot be in all breakout sessions at once, however they can switch between breakout rooms as necessary. Note that rooms can only be joined once they are opened.

To join a breakout room:

1. Click on the **three dots** for **More options** beside the name of the room you wish to join
2. Select **Join room**



There is no warning or countdown when an organizer joins a meeting. If privacy within the breakout sessions is to be considered, it may be beneficial for the organizer to include a message that they will be joining prior to in the dedicated meeting chat for that particular breakout room.

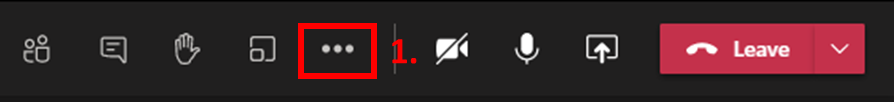
# Recording in Breakout Rooms

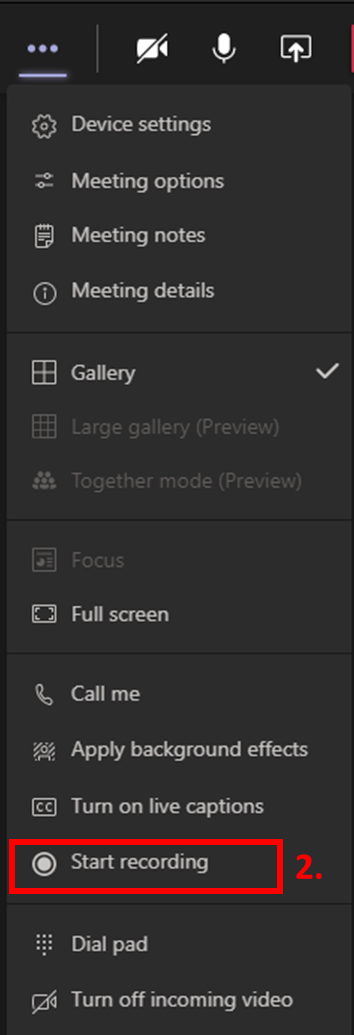
It is important to note that if recording is initiated in one meeting (main or breakout room), recording only occurs for that particular meeting. When recording is initiated in one meeting, it is not automatically initiated in any of the other meetings. To record all of the meetings, the organizer must join each of the meetings to initiate recording.

Reminder: Due to ATIP and Legal concerns, meeting recording permissions are no longer provided unless approved by your corresponding **Assistant Deputy Minister (ADM)/Regional Director General (RDG)/Assisstant Commissioner (AC).** There is now a process in place whereby clients have to request recording permissions indicating the intended purpose for this permission (ex. Training purposes) from their corresponding ADM/RDG/AC. Once written approval is obtained, it is submitted as a request through the IT Self Service assyst portal here <http://assystlibreservice.ent.dfo-mpo.ca/assystnet/#services> as a ticket under **Microsoft Teams > Request recording permissions in Microsoft Teams** with the written confirmation included as an attachment. Please see this communication for reference - <https://intranet.ent.dfo-mpo.ca/mpo/en/node/4174>.

To record a meeting or breakout room:

1. Click on the **three dots** for **More options** in the call menu
2. Select **Start recording**





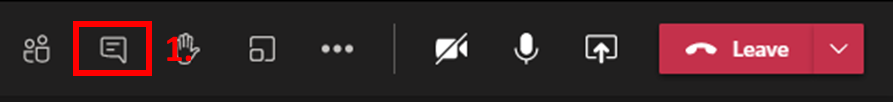
Once recording has finished the recording will be processed. Once this is completed the recording will be accessible in the meeting chat via Microsoft Stream or can be accessed in your web browser here <https://web.microsoftstream.com/studio/videos> under **My content > Videos**.

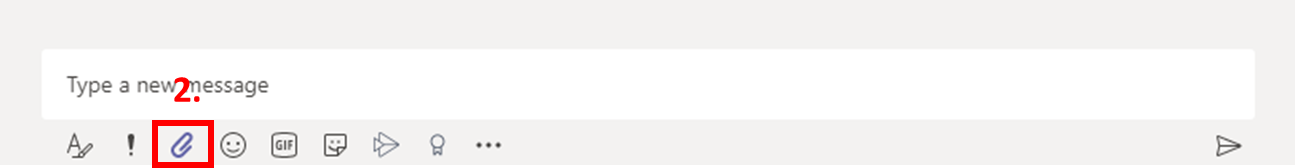
# Sharing and Accessing Files in Breakout Rooms

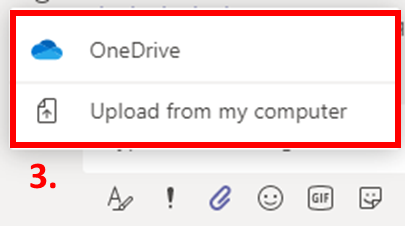
While breakout rooms are open, participants can upload files to the breakout room chat (or the main meeting chat) as they would in a regular Teams meeting.

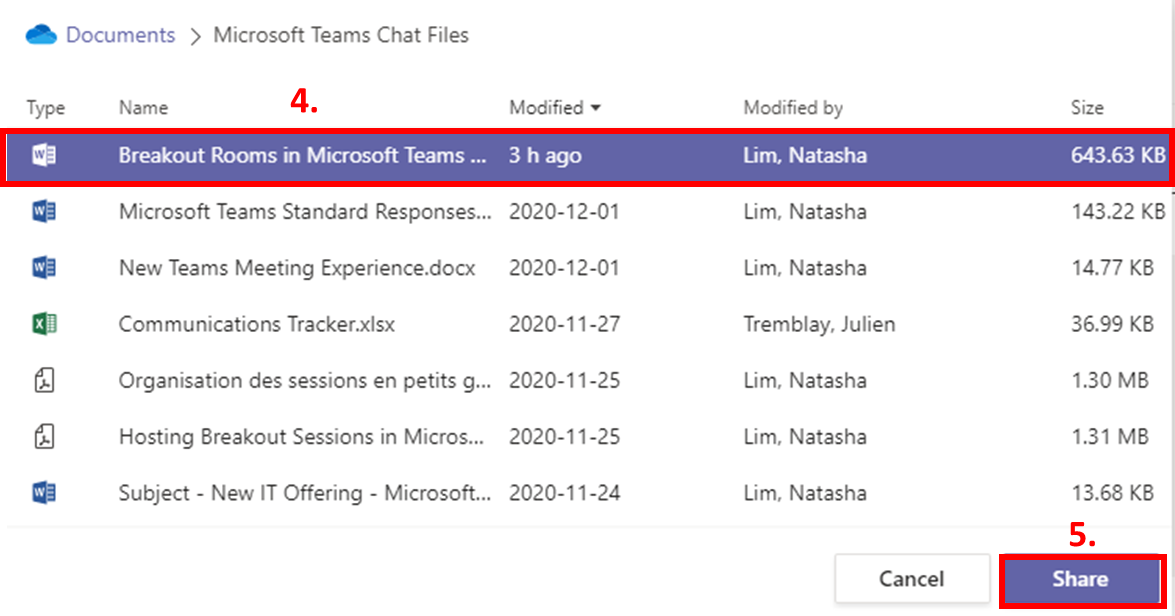
To add a file to the meeting:

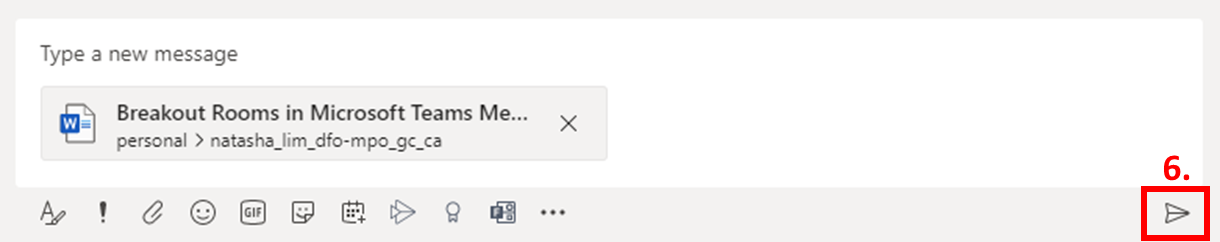
1. Click on the **Meeting chat**
2. Click on the **Paper clip** to **Attach**
3. Select whether you want to upload a file from **OneDrive** or from **Your computer**
4. Select the file you wish to upload
5. Click **Share**
6. Click **Send** to send your message/file











Please note that any messages or files sent in breakout rooms will be visible to the meeting organizer as well as any participants in the designated breakout room.

Once the breakout rooms are closed, participants will still be able to access any shared files and chat messages from their **Recent chats**, however they will not be able to add any further comments or files.

# Attendee Restrictions in Breakout Rooms

* Meeting attendees cannot add or invite other participants to their breakout rooms
* Meeting attendees cannot access the meeting details to share with other participants

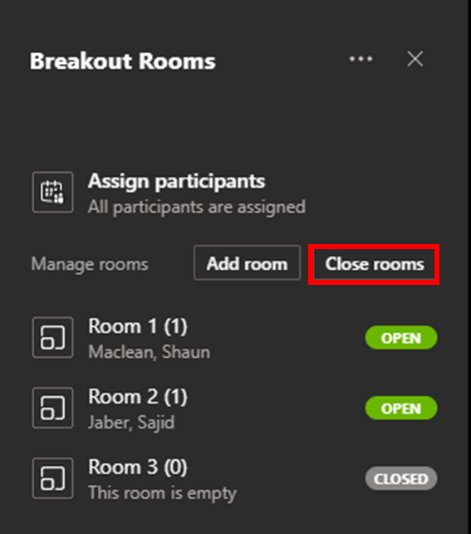
# Closing Breakout Rooms

Once the time has come to end the smaller group sessions, the meeting organizer can close the breakout rooms, pulling the participants back into the main meeting. Breakout rooms can be closed at the same time, or individually.

## Closing Breakout Rooms Simultaneously

To close all of the breakout rooms simultaneously:

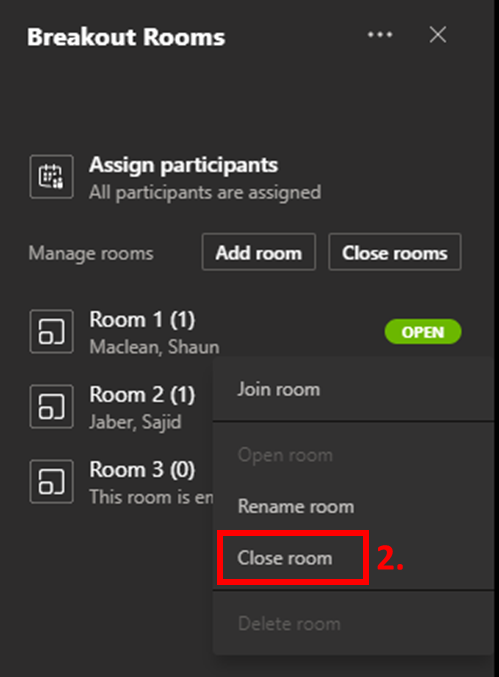
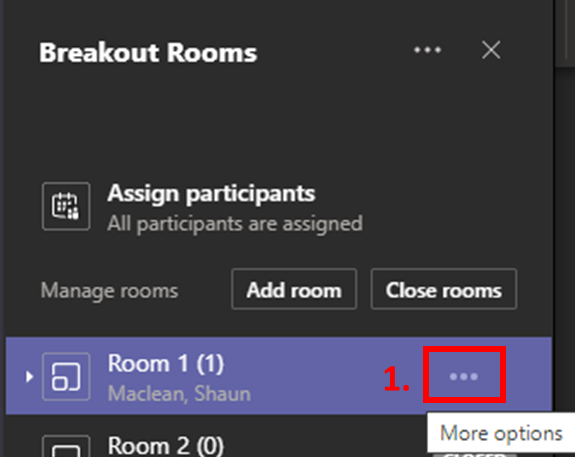
1. Click on **Close rooms** from the Breakout Rooms panel



## Closing Breakout Rooms Individually

To open any of the breakout rooms individually:

1. Click on the **three dots** for **More options** beside the name of the room you wish to close
2. Select **Close room**



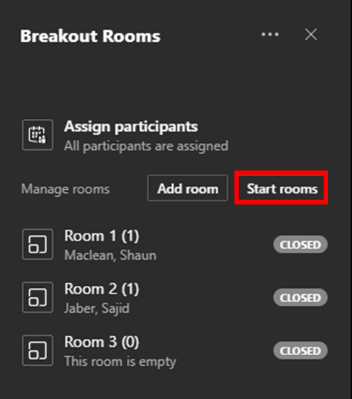
# After Closing Breakout Rooms

Once the organizer has closed the breakout rooms, they can be re-opened if desired at the same time, or individually, using the same steps as previously stated. If re-opened, the breakout rooms will contain the same artifacts (shared files, whiteboards, etc.) as they previously had so that attendees can continue to work on existing content. Alternatively, the organizer can recreate rooms to generate new breakout rooms with no existing content.

## Re-opening Breakout Rooms Simultaneously

To open all of the breakout rooms simultaneously:

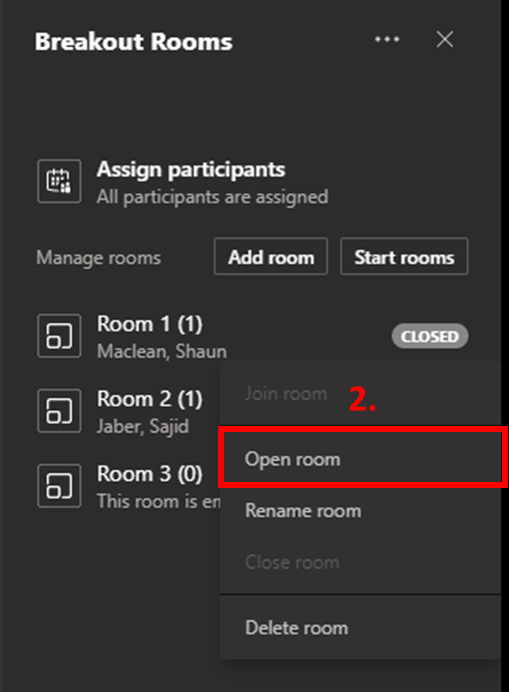
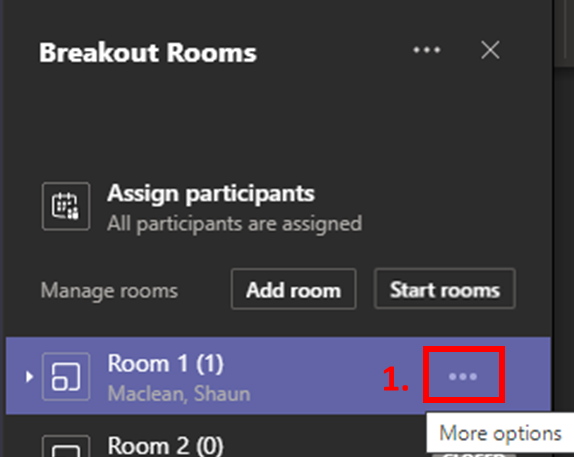
1. Click on **Start rooms** from the Breakout Rooms panel



## Re-opening Breakout Rooms Individually

To open any of the breakout rooms individually:

1. Click on the **three dots** for **More options** beside the name of the room you wish to open
2. Select **Open room**



## Recreating Breakout Rooms

To recreate new breakout rooms with no existing content:

1. Click on the **three dots** for **More options** in the main Breakout Rooms panel
2. Select **Recreate rooms**
3. Click **Recreate**
4. This will bring you back to the original “**Create Breakout Rooms**” screen where you can complete the previously mentioned parameters for your breakout rooms
5. Select the **Number of Rooms** you would like to create
   * Note: you can create up to 50 breakout rooms in a meeting
6. Select **How you would like to assign participants**
   1. **Automatically** – assigns the participants to breakout rooms automatically based on the number of participants (ex. Assign 40 participants into 4 rooms – 10 participants per room)
   2. **Manually** – allows the organizer to place all of the participants in breakout rooms manually (ex. Assign specific people to specific rooms based on topic)
7. Click **Create Rooms**

