

Microsoft Teams - Breakout Rooms (Preview)

Microsoft Teams Breakout Rooms is still in preview; what you see at present is not the final version of this functionality, and so the official release may differ in feature availability. The purpose of this guide is to enable meeting organisers to facilitate Breakout Rooms as quickly and as hassle free as possible; all Breakout Rooms functionality is not covered in this guide.

Schedule a meeting

- · Open the Teams desktop app and login. The Microsoft Teams app provides a better user experience, with additional functionality. To install the app, go to: https://teams.microsoft.com/downloads
- Select Calendar > New meeting
- Enter a meeting title, required attendees, the relevant date and time, and meeting details, if required.
- Select Save

Automatically create rooms

After you join your scheduled meeting, select the Breakout Rooms icon on the upper right of the screen



Choose the number of rooms you require from the drop-down menu, select 'Automatically' to assign participants to the selected number of rooms automatically, and select Create Rooms

Create Breakout Rooms (Preview)						
Room se	ettings					
How mar	ny rooms do you need?					
Participants How would you like to assign participants						
•	Automatically Assign 0 people into 1 room (0 participants per room)					
	Manually Add participants individually to Breakout Rooms.					
	Cancel Create Rooms					

Once the rooms are created, you may choose to add further rooms . and/or manually add one or more people to one or more rooms. When you are ready to start the Breakout Rooms, select Start rooms



· Once you have started the rooms, the room status will change from 'Closed' to 'Open'.

Breakout Roo	ms		
Assign par All participar	ticipants nts are assigned		
Manage rooms	Add room	Close ro	oms
Room 1 (1) Test Staff Me	mber		PEN
B Room 2 (1) Student A (G	uest)		DPEN

The meeting participants will see the following message across the top of their screen. sion has started. You will be automatically moved in 10 second

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Selecting the More options (three horizontal dots) next to any of the rooms, enables you to join the room to check group progress, rename the room and also close the room to bring the room participants back to the main meeting once again.

Room 2 (1) Test Staff Memb	er	
Breakout Room	s X	
Assign partic All participants	ipants are assigned	
Manage rooms	Add room Close rooms	
Room 1 (1) Student A (Gue	st)	
Room 2 (1) Test Staff Mem	OPEN	
	Join room	
	Open room	
	Rename room	
	Close room	
	Delete room	

· If, at any point, you wish to return all participants back to the main meeting, select Close Rooms.

Things to note

- At present, only a meeting organiser can manage and move freely between rooms.
- You can create a maximum of 50 breakout rooms per meeting.
- You must be using the desktop version of Microsoft Teams to organise your meeting participants into breakout rooms.
- Participants can use the Teams app across desktop, web or mobile to take part in a breakout room. If a participant joins via their mobile, use the main meeting as their breakout room.
- Participants join the breakout rooms as presenters, so they are automatically able to present for the duration of the breakout room.

If you require further assistance, please review the information on the IT Services webpages https://www.maynoothuniversity.ie/it-services. However, if you do not find what you are looking for, email servicedesk@mu.ie.