

Using “Breakout Rooms” in Teams Channels

In some sessions, you will break out into smaller groups for discussions either as a group or with a teaching assistant. This document describes how to start a breakout room in addition to the meeting you originally joined.

Getting started

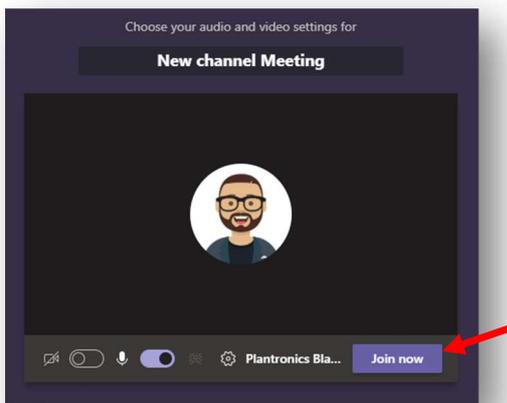
1. **Do not leave the meeting you originally joined**, mute your microphone and minimise the meeting window. This meeting will be “on hold” while you work in the breakout room.
2. Open the main interface of the Teams App and navigate to the correct Team and then the Breakout Room channel you have been assigned e.g. Breakout room 1

To start using a Meet Now meeting

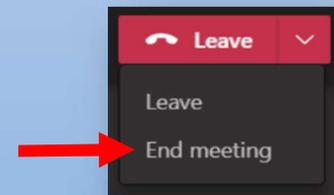
3. Agree in the chat who from your group will start the meeting, if you start the breakout meeting and you are not the nominated leader, you may end up in a meeting all alone or with only part of your team! If this does happen, leave the meeting you started and Join the meeting that is in use in the appropriate Breakout Room channel.
4. The agreed member of the group should start the meeting by clicking on the “Meet” button.



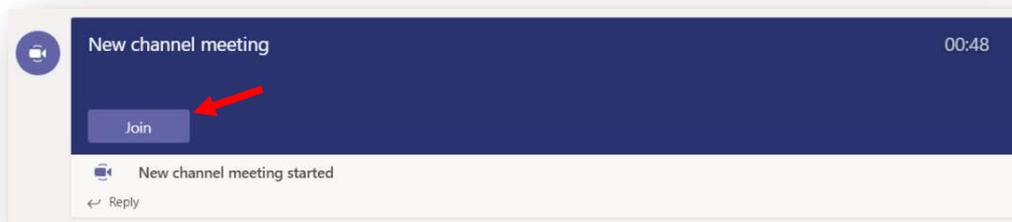
5. Use the “Join Now” button to join the meeting



The same member of the group will need to end the meeting; this will end the meeting for everyone in the group.



6. Other members of the group can now join the meeting



Finishing the breakout meeting

7. Once you have completed the assigned tasks/discussion in the breakout room, you should leave the meeting. Click on the Teams icon in your taskbar and open the meeting you originally joined with your lecturer. Click the Resume button to re-join the meeting. If you accidentally clicked Leave earlier, you can go back to the “General” channel of the team and re-join the meeting from there.

