Microsoft Teams—
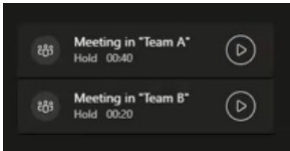# Meeting: Breakout Rooms

Breakout Rooms

Within a Team you can setup channels to function as breakout rooms during a meeting. Pre-load files to each breakout room for students to work on, access files from breakout rooms to share in main session, provide a whiteboard for students to access during a breakout session, and seamlessly transition between breakout sessions.
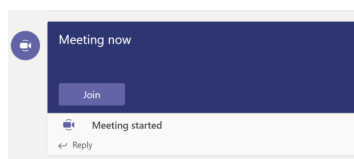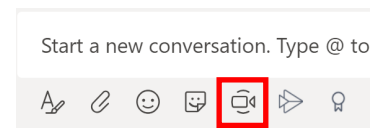
Pre-Meeting Set-up

1. Determine how many breakout rooms you will want during your meeting

2. Create a new team channel for your main meeting room and each of your breakout rooms. Open channels allow any participant to join any breakout room. Private channels allow the instructor to preassign participants.

3. Add files to each channel's file tab that you would like accessible to students while they are in the breakout session. Word documents will be read-only while PowerPoint and Excel files are editable in the session in the meeting window.

Start the main session and breakout room sessions

4. Click meet Now at the bottom of the Conversation tab of each channel

   - Main session, as well as any other sessions running concurrently, will show you on "hold" in the top left of screen

   - To go back and forth between sessions, do not hang-up. Simply select Resume for the session you wish to be active in.

5. During the Main Session, make sure each participant knows which breakout room them will be going to.

   - Show them which breakout session you want them to join.

6. Participants can join the breakout session by selecting "Join" for the meeting posted in the channel

More information?

For more information regarding Teams and other communication and collaboration resources, please visit: https://nps.edu/web/tlc/tlc-distance-learning-resources
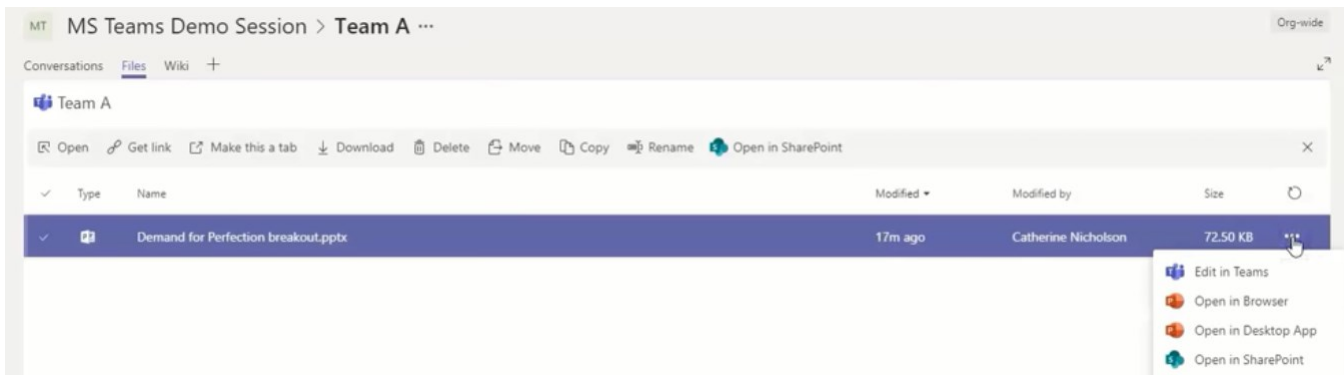
Editing Files in Breakout Rooms

From the Desired Breakout Room Channel (all participants must do the following steps to ensure all participants can see and edit the file at the same time)

1. Select File tab

2. For PowerPoint and Excel files: Select Edit in Teams

3. For Word Documents: Select Open in Browser of Open in Desktop Application

Accessing Breakout Room Files from Main Room

1. Make sure all participants are back in the main session

2. Select file from Breakout Channel File tab and open the file in the browser

3. Screen share browser so all participants can see the file

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