Using breakout rooms

To start, click the breakout room icon in the new Teams experience.

Only the meeting organiser can see this.

Set up the rooms
You should now see the breakout rooms menu on the right.
You can either manually or automatically assign people to breakout rooms.

Start the rooms with a ten second countdown.
When everyone is sorted into rooms and you’re ready to begin, click on the Start rooms button.
Everyone with a compatible device will be given a 10 second warning and will be moved automatically.

Make an announcement.
Closing rooms is sudden, so you’ll want to make an announcement. Click on the three dots at the very top of the breakout rooms menu and click Make an announcement.

Bringing it to a close.
To close the rooms and bring everyone back, go into the menu and click Close rooms.

Windows PCs and Macs are fully compatible.

For further help, search the staff intranet for Teams.