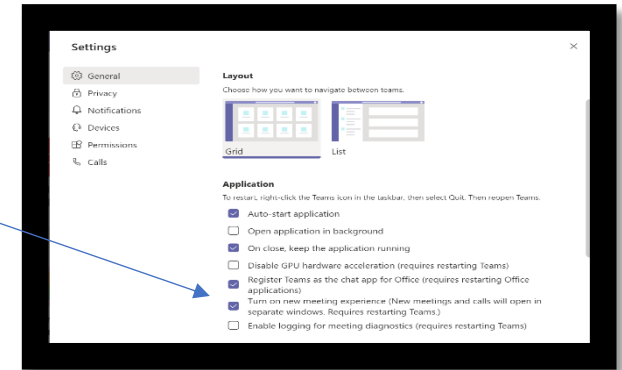## Setting up Breakout rooms in Microsoft Teams

1. Before you start check your settings by opening Teams and clicking on your profile picture (right hand corner). There you will see a drop-down menu, click on settings and under the general section ensure that **'Turn on new meeting experience'** is ticked.
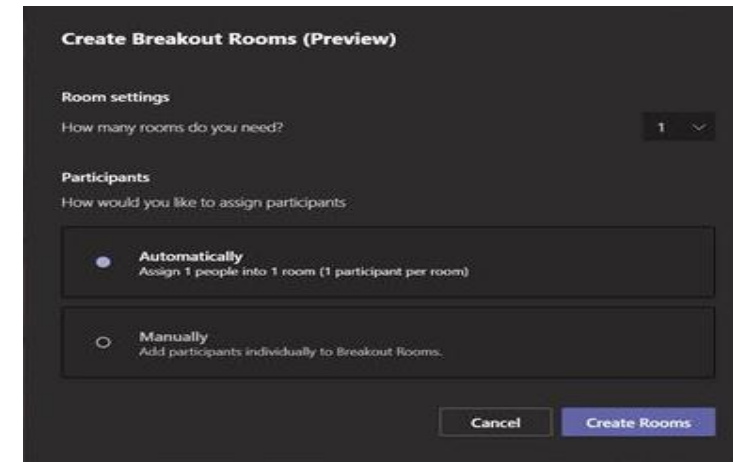

2. Now go in to your Teams meeting, you will see the breakout room icon, click on this and you will see the screen below.

Caveat - **It must be a Teams call or class that you have set up, otherwise you won't have access to the icon)**

3. Select how many rooms you need based on how many participants you have. Then choose either automatically or manually (If chose automatically your participants will automatically be divided into Breakout rooms). Then click create rooms.

4. This side screen will appear on the right-hand side of your page.

5. You must open **all** rooms by clicking on the **CLOSED** tab.

6. Once all rooms are open you can then click **'Start rooms'**

7. Your students will then see an instruction saying they will automatically be assigned to their Breakout rooms within 10 seconds.

8. As a teacher you can join any room by hovering over the **'join room'** tab. To leave the room and join another room just click on the red leave button.

9. When you would like all students to return to the main room click on the **'resume'** tab, this will send a message to each breakout room and students will automatically return.

10. If it's your first time using Breakout rooms you may find this video useful https://www.youtube.com/watch?v=fHr280YusvI