

# Quick Guide: Breakout Rooms in Microsoft Teams

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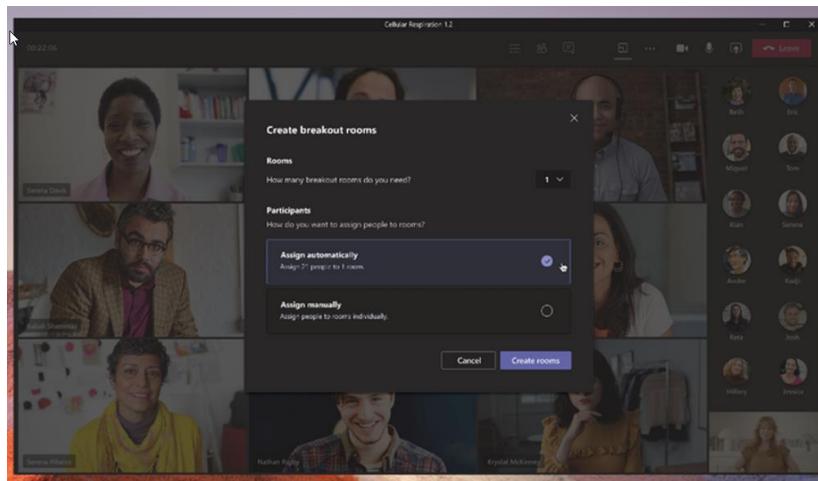
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## 1 Introduction

- Breakout rooms are so-called group rooms in MS teams.
- Breakout rooms allow you to divide a course into individual small groups to conduct brainstorming sessions or discussions in group rooms.
- As an organiser you can
  - jump back and forth between the group rooms,
  - make announcements in all rooms at the same time and
  - bring all participants back for the main meeting at any time.
- Recordings, meeting files and whiteboards from the breakout rooms are available in the chat after the meeting.
- To create breakout rooms, you need the MS Teams desktop client.
- Participation in Breakout Rooms is possible via the desktop, web and mobile versions.



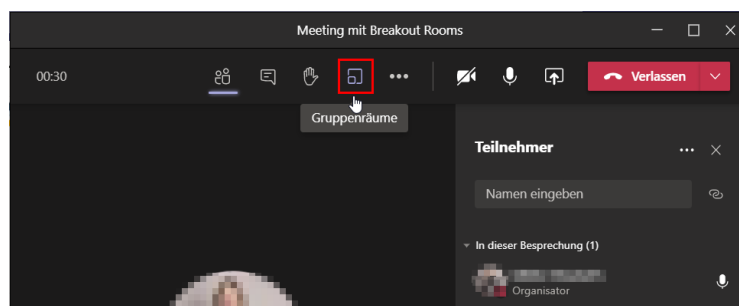
## 2 Create Breakout Rooms

### Prerequisite to create breakout rooms:

- You need the MS Teams desktop client.
- You are the organiser of the meeting.
- The MS Teams meeting has already started.

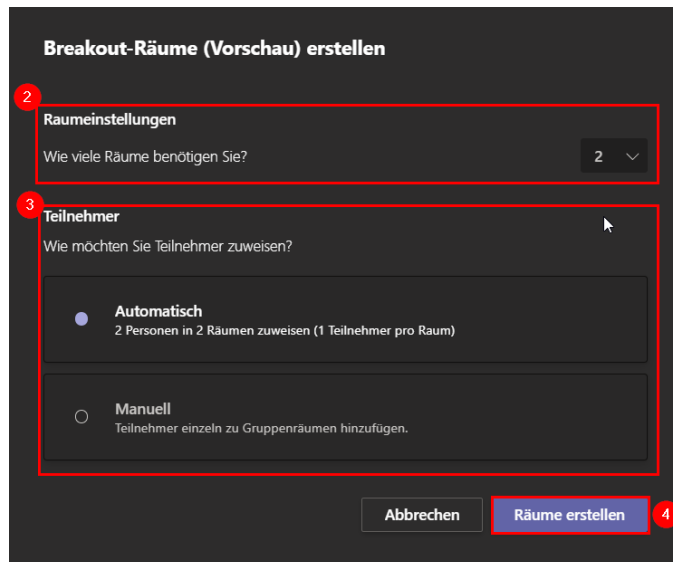
To create breakout rooms, proceed as follows:

1. Click on the "Group rooms" ("Gruppenräume") icon.

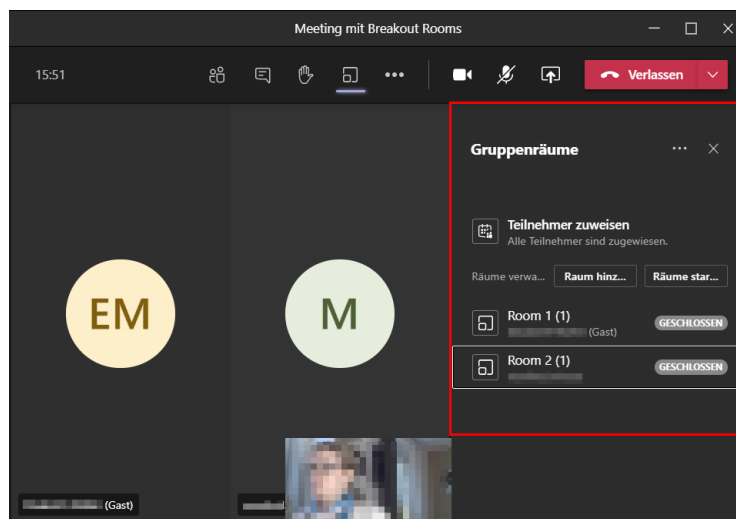


2. Select the desired number of rooms. You can create up to 50 rooms.

3. Define how participants are assigned:
  - a. automatic: when the assignment of participants does not matter
  - b. manually: if specific groups are planned
4. Click on "Create rooms" ("Räume erstellen").



5. As soon as you have created the group rooms, the "Group rooms" ("Gruppenräume") window appears on the right-hand side.



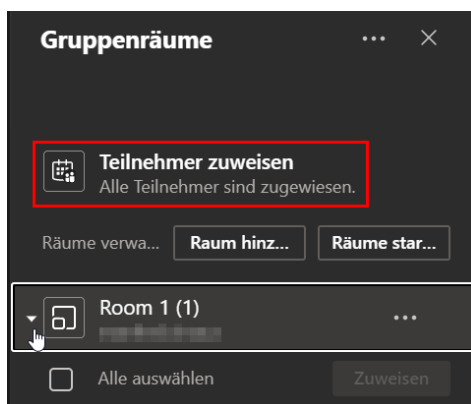
6. In the "Group Rooms" ("Gruppenräume") window you can:
  - start [the breakout rooms start](#)
  - [give the rooms individual names](#)
  - [add rooms](#)
  - [delete rooms](#)
  - [add participants to other rooms afterwards](#)
  - [discard room layouts and create new room layouts](#)
  - [switch between the rooms as a moderator, to](#) participate in individual breakout rooms
  - [make announcements in all breakout Rooms at the same time](#)
  - [define settings for rooms](#)

- [close individual breakout rooms](#)
- [close all breakout rooms simultaneously](#)

**Note:** Participants cannot choose which breakout room they go to. This assignment can only be made by the organiser.

### 3 Start Breakout Rooms

1. **Prerequisite:** The "Group Rooms" ("Gruppenräume") window on the right-hand side is open.
2. Check whether all participants are added to groups – see information box "All participants are assigned" ("Alle Teilnehmer sind zugewiesen").



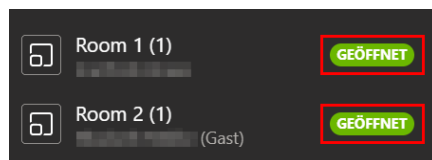
3. Check whether the assignment to the groups fits. To do this, unfold the rooms to see the participants.



4. To change an assignment, see "[Adding participants to other rooms afterwards](#)".
5. Click on "start rooms" („Räume starten“).



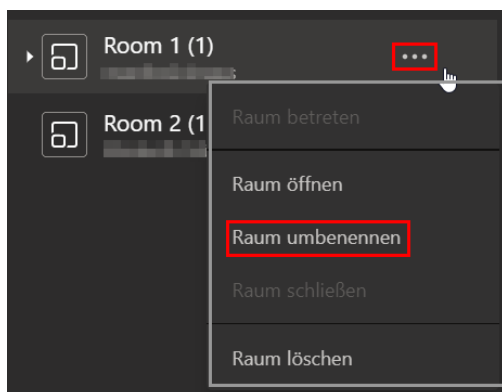
6. All breakout rooms are started automatically, this may take some minutes. As soon as the breakout rooms are started, you will see a green "Open" ("Geöffnet") box next to the rooms.



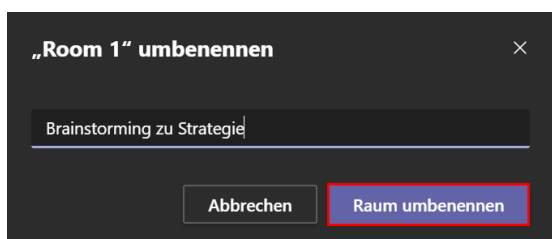
7. Participants are automatically moved to the breakout rooms.

#### 4 Give rooms individual names

1. **Prerequisite:** The "Group Rooms" ("Gruppenräume") window on the right-hand side is open.
2. Move the mouse over the desired room. The "..." symbol appears.
3. Click on the "..." symbol and click on "Rename room" ("Raum umbenennen").



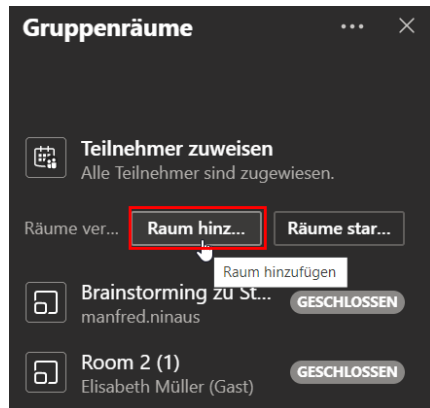
4. Enter the desired name and click on "Rename room" ("Raum umbenennen").



#### 5 Add rooms

1. **Prerequisite:** The "Group Rooms" ("Gruppenräume") window on the right-hand side is open.

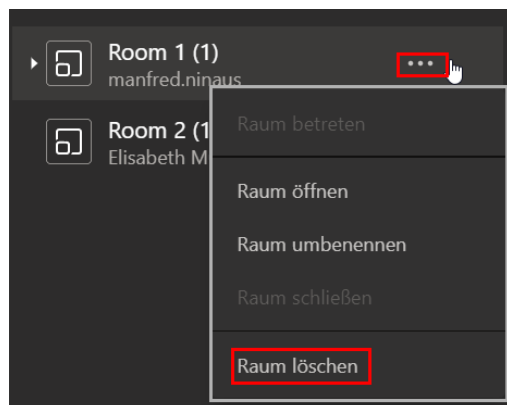
2. Click on "Add room" („Raum hinzufügen“).



3. A new room is added automatically.

## 6 Delete rooms

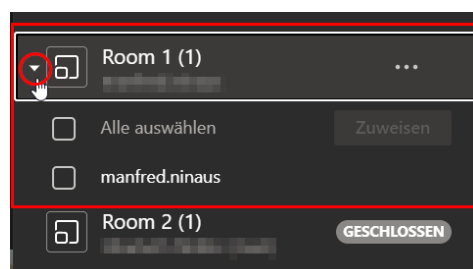
1. **Prerequisite:** The "Group Rooms" ("Gruppenräume") window on the right-hand side is open.
2. Move the mouse over the desired room. The "..." symbol appears.
3. Click on the "..." symbol and click on "Delete room" ("Raum löschen").



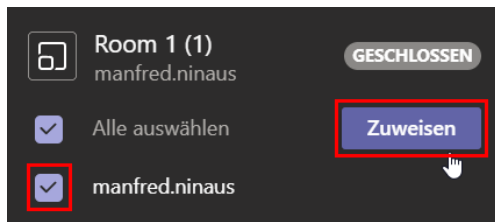
4. Confirm the following dialogue window with "Delete room" ("Raum löschen").

## 7 Adding participants to other rooms afterwards

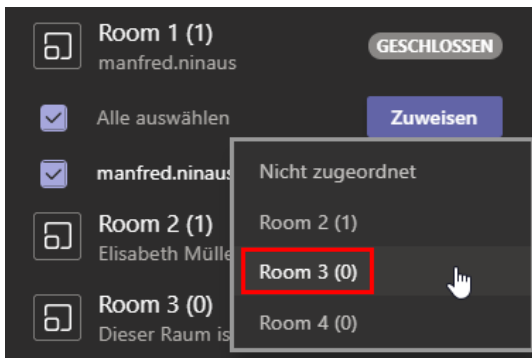
1. **Prerequisite:** The "Group Rooms" ("Gruppenräume") window on the right-hand side is open.
2. Unfold the room(s) to see the participants.



3. Activate the checkbox in front of the name and click on "Assign" ("Zuweisen").



4. The existing rooms are displayed. Click on the desired room.

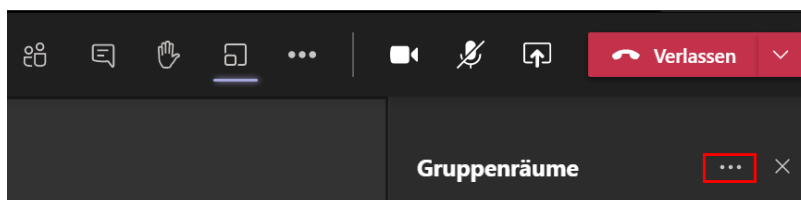


5. The participant is automatically added to the new room.

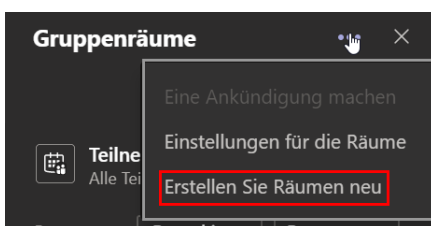
## 8 Discard room layouts and create new room layouts

To discard and completely recreate group rooms, proceed as follows:

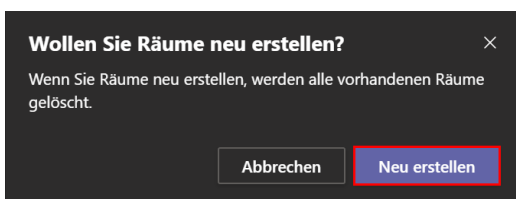
1. **Prerequisite:** The "Group Rooms" ("Gruppenräume") window on the right-hand side is open.
2. Click on the "..." symbol next to the designation "Group rooms" ("Gruppenräume").



3. Click on "Create new rooms" ("Erstellen Sie Räume neu").

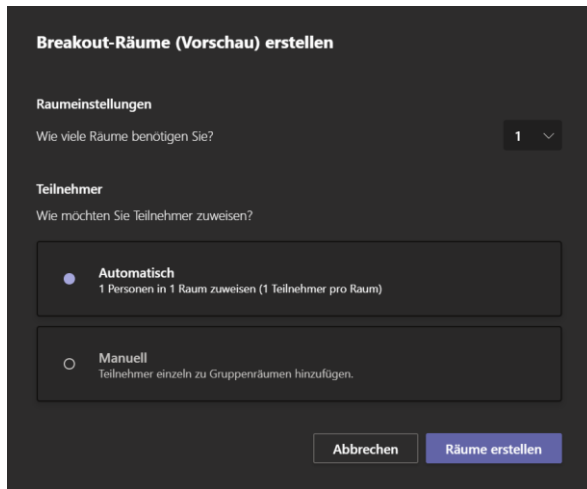


4. Confirm the following dialogue window with "Create new" ("Neu erstellen").





- The "Create Breakout Rooms (Preview)" ("Breakour-Räume (Vorschau) erstellen") window opens.

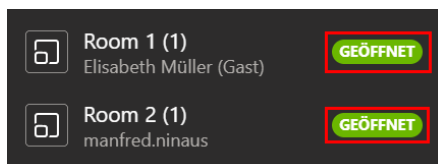


- Create the new breakout rooms.

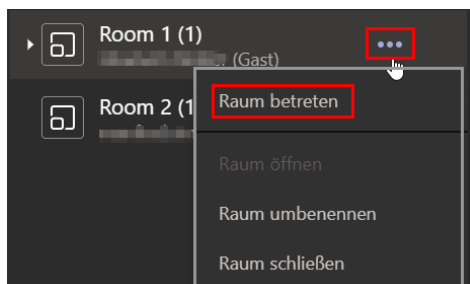
## 9 Switching between rooms as a facilitator

### 1. Prerequisite:

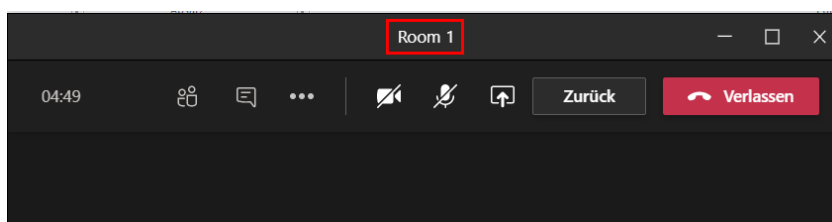
- The "Group Rooms" ("Gruppenräume") window on the right-hand side is open.
- The breakout rooms have already been started. You can see this from the green "Open" ("Geöffnet") field next to the rooms.



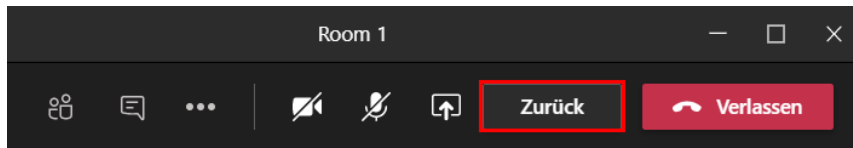
- Move the mouse over the desired room. The "..." symbol appears.
- Click on the "..." symbol and click on "Enter room" ("Raum betreten").



- A new MS Teams window opens and you switch to the selected group room. You will see the name of the group room at the top.



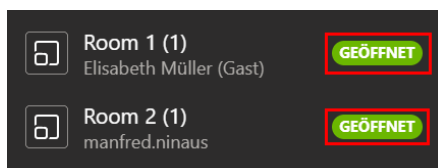
- Click on "Back" ("Zurück") to return to the main meeting.



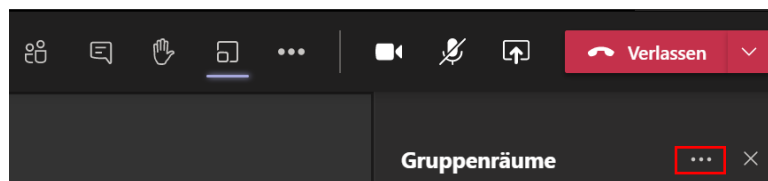
## 10 Make announcements in all Breakout Rooms

- Prerequisite:**

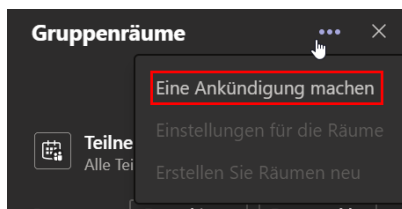
- The "Group Rooms" ("Gruppenräume") window on the right-hand side is open.
- The breakout rooms have already been started. You can see this from the green "Open" ("Geöffnet") field next to the rooms.



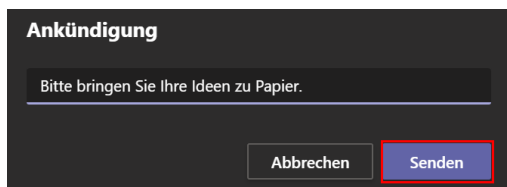
- Click on the "..." symbol next to the designation "Group rooms" ("Gruppenräume").



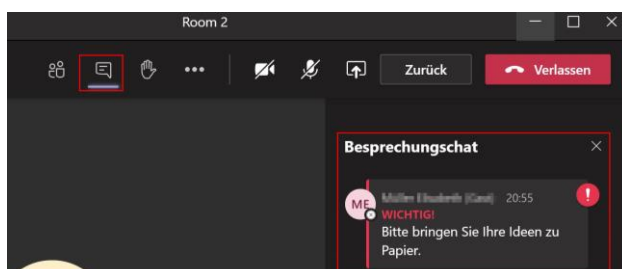
- Click on "Make an announcement" ("Eine Ankündigung machen").



- Enter the desired announcement and click on "Send" ("Senden").

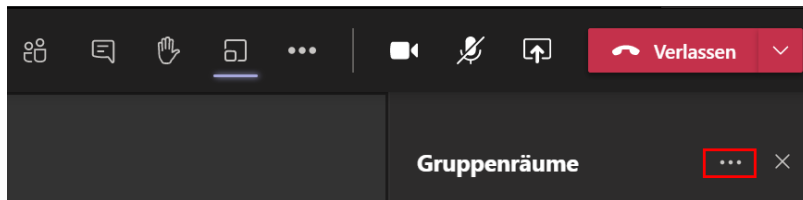


- All participants will receive the announcement in their chat.

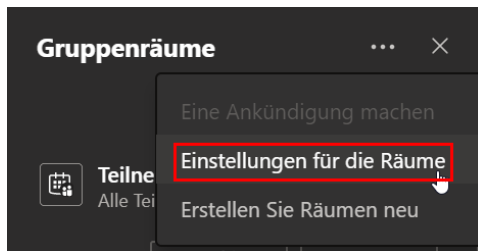


## 11 Define settings for rooms

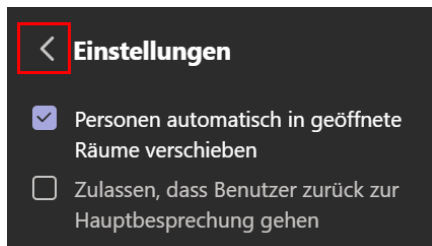
1. **Prerequisite:** The "Group Rooms" ("Gruppenräume") window on the right-hand side is open.
2. Click on the "..." symbol next to the designation "Group rooms" ("Gruppenräume").



3. Click on "Settings for the rooms" ("Einstellungen für die Räume").

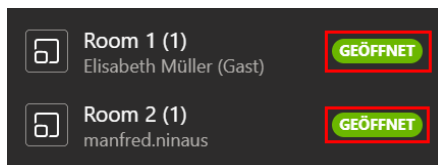


4. Click on the arrow next to the label "Settings" ("Einstellungen") to close the settings.

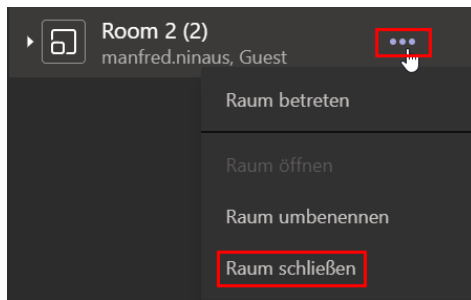


## 12 Close individual breakout rooms

1. **Prerequisite:**
  - The "Group Rooms" ("Gruppenräume") window on the right-hand side is open.
  - The breakout rooms have already been started. You can see this from the green "Open" ("Geöffnet") field next to the rooms.



2. Move the mouse over the desired room. The "..." symbol appears.
3. Click on the "..." symbol and click on "Close room" ("Raum schließen").

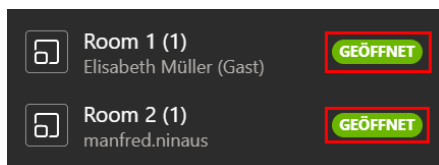


4. Participants in this breakout room are automatically shifted back to the main meeting within the next 10 seconds.

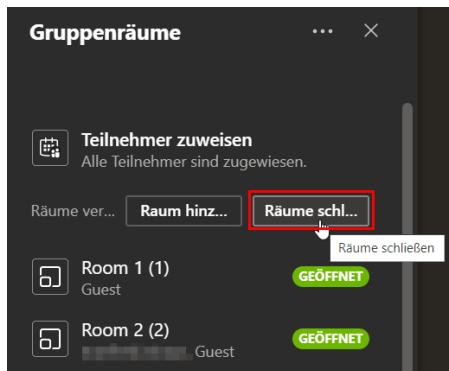
## 13 Close all breakout rooms simultaneously

### 1. Prerequisite:

- The "Group Rooms" ("Gruppenräume") window on the right-hand side is open.
- The breakout rooms have already been started. You can see this from the green "Open" ("Geöffnet") field next to the rooms.



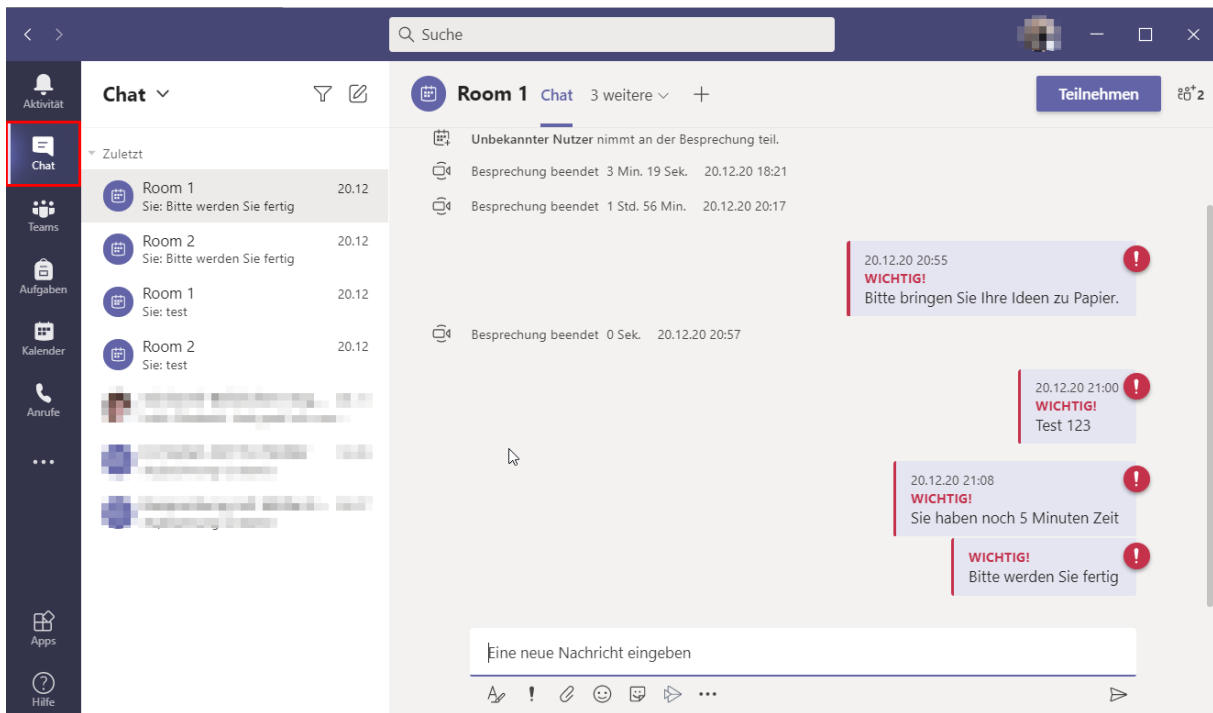
2. Click on "Close rooms" („Räume schließen“).



3. Participants in all breakout rooms are automatically shifted back to the main meeting within the next 10 seconds.

## 14 Working in Breakout Rooms

- In the breakout rooms, participants can use the usual MS Teams functionalities such as screen sharing, whiteboard, chat, etc.
- All chat histories, whiteboards or documents created in the breakout rooms are available even after the breakout rooms have ended.  
You can find the content in the "Chat" area.



## 15 Help

If you have any questions, please contact [helpdesk@fh-joanneum.at](mailto:helpdesk@fh-joanneum.at).