Creating Breakout Rooms

- Hosts can create up to 20 breakout rooms and send attendees into them.
- Participants are automatically promoted to presenters in a breakout room (they return to the participant role when the breakout session ends).
- Hosts can move from one breakout room to another and can broadcast messages to all rooms.
- Attendees can ask the host a question at any time, even if the host is not present in the breakout room by sending a private chat.
- To start a breakout session, click the **Breakout Room View** button in the Attendees List pod. By default, three breakout rooms are created. To add additional rooms, click the **Create New Breakout Rooms** button.
- You can then click and drag attendees to various breakout rooms manually, or click the **Evenly Distribute From Main** button to randomly assign participants to various rooms.
- When ready to begin, click **Start Breakout**. Click the same button to end the breakout session.
- **Please Note:** If you are recording a meeting, only the main room is captured. You will need to use the Edit Recording feature later to crop out footage of the empty main room.