

Creating Breakout Rooms in Zoom

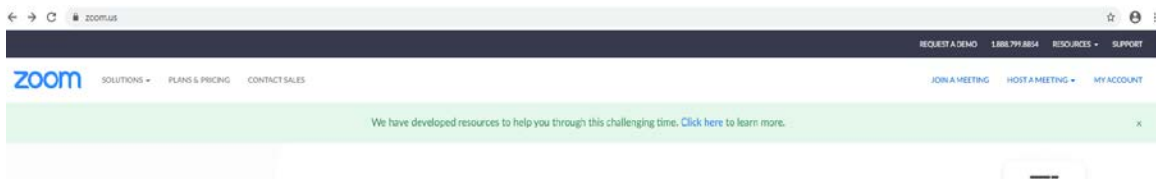
Overview

You can schedule meetings on behalf of someone that has assigned you scheduling privilege. To do that see “Allowing Users to Schedule Zoom Meetings on your Behalf” tip sheet.

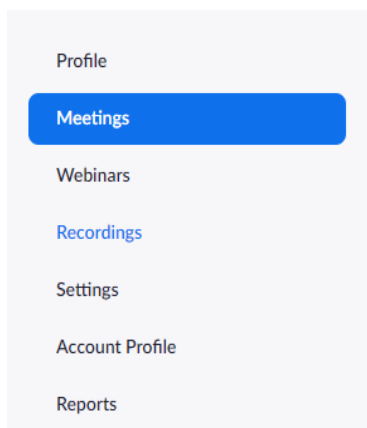
You and the assigned scheduler must be on a paid plan within the same account.


Getting Started:

1. Go to <https://zoom.us/>
2. Log into your Zoom Account
3. Select “My Account” On the right hand side of the page.



4. Scroll down to “Meetings” on the left hand side of the page.



5. Select 

6. Enter meeting details until you reach

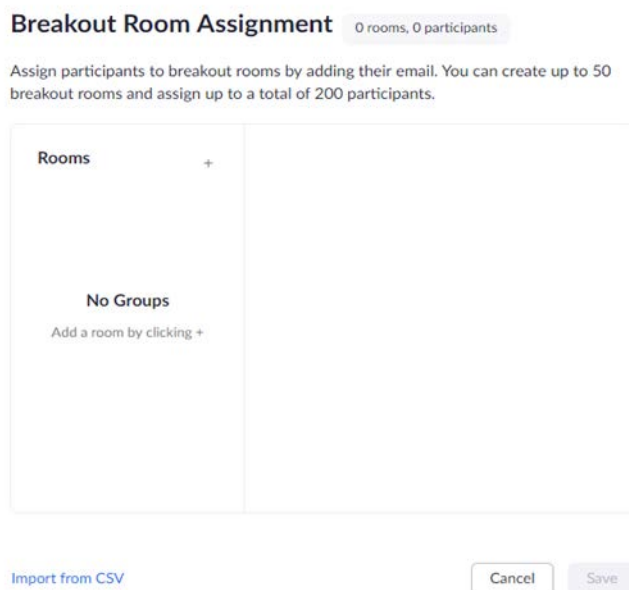


7. Select

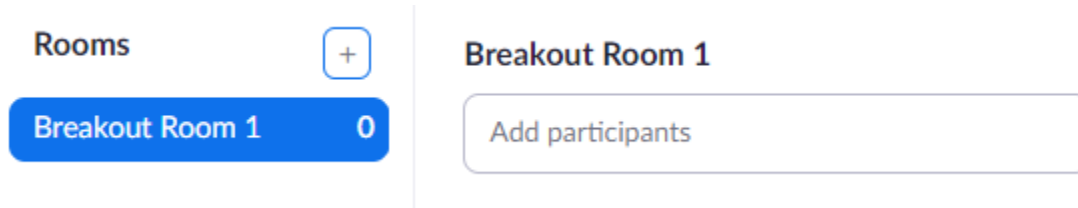
Getting Started:

1. First Option - [+ Create Rooms](#)

a. Selecting this options opens this window (you can also jump to option 2 from this window using the [Import from CSV](#) button below)



- i. Click on **Rooms** + and you will get an assigned breakout room where you can add participants individually with their email addresses.

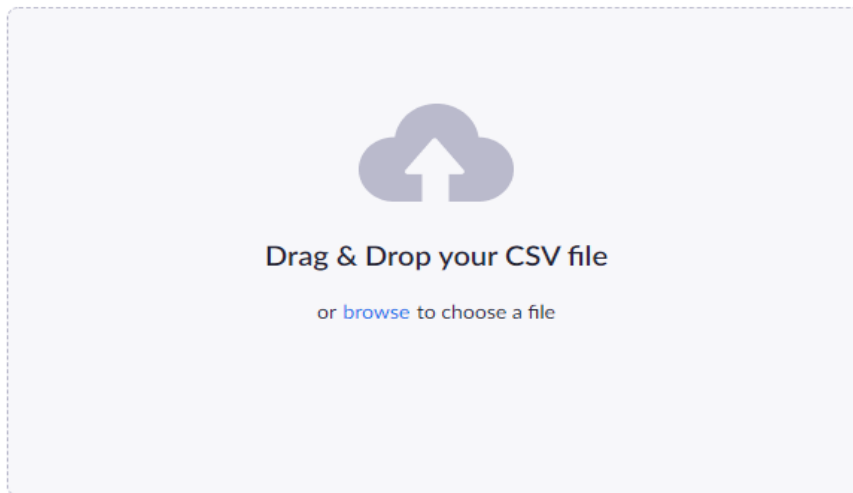


Hit the enter key each time you want to add a new participant. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

2. Second Option - [Import from CSV](#) (can also be accessed from the window on option #1)

Import Rooms and Participants from CSV file

CSV format requirements: Breakout room name, email. [Click to download](#) the template.



Tips: You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Cancel