

# Pre-assigning participants to breakout rooms using a CSV file

## Overview

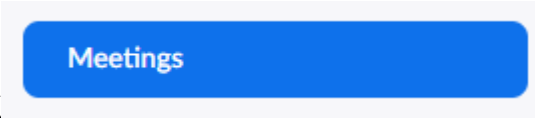
As a meeting host, you can split your meeting participants into breakout rooms when scheduling the meeting. This can be useful if you already know how you want to split up your participants. When pre-assigning participants using the web portal, you can only pre-assign internal Zoom users that are in the same account. To pre-assign participants that are external Zoom users, import a CSV file.

## Getting Started:

1. Sign in to the Zoom web portal. If you haven't set up your account yet, Access ['Setting up a Zoom Account for Virtual Teaching'](#).

Note: Computer sound cannot be shared while multiple screens are being shared.

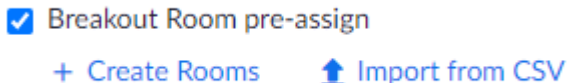
2. Click

A screenshot of the Zoom web portal interface. A blue button labeled "Meetings" is highlighted with a white border.

and then

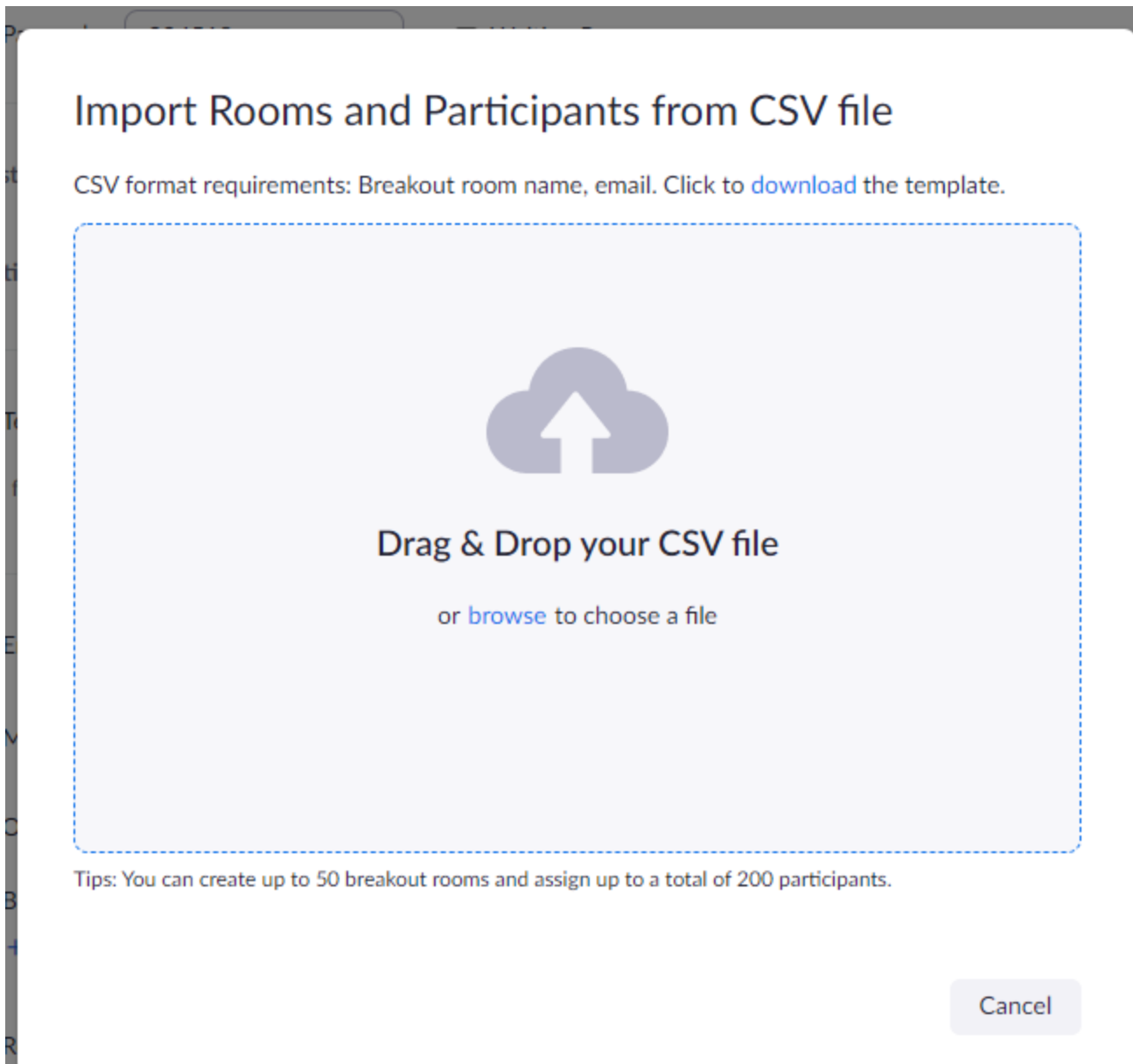
A screenshot of the Zoom web portal interface. A blue button labeled "Schedule a New Meeting" is highlighted with a white border.

3. Fill in the required meeting details, and scroll down to the Meeting Options section.

A screenshot of the Zoom Meeting Options section. The "Breakout Room pre-assign" checkbox is checked. Below it, the "Import from CSV" option is selected with a blue arrow icon. The "Create Rooms" option is also visible with a plus sign icon.

4. Select

5. Select Import from CSV and a window will appear:



6. Open the CSV file with spreadsheet software like Microsoft Excel.  
Note: You can specify internal or external Zoom users.
7. Fill in the Pre-assign Room Name column with the breakout room name, and the Email Address column with the assigned participant's email address.
8. Save the file.

9. Drag and drop the file in the web portal.
10. Zoom will verify that the email address has a Zoom account.