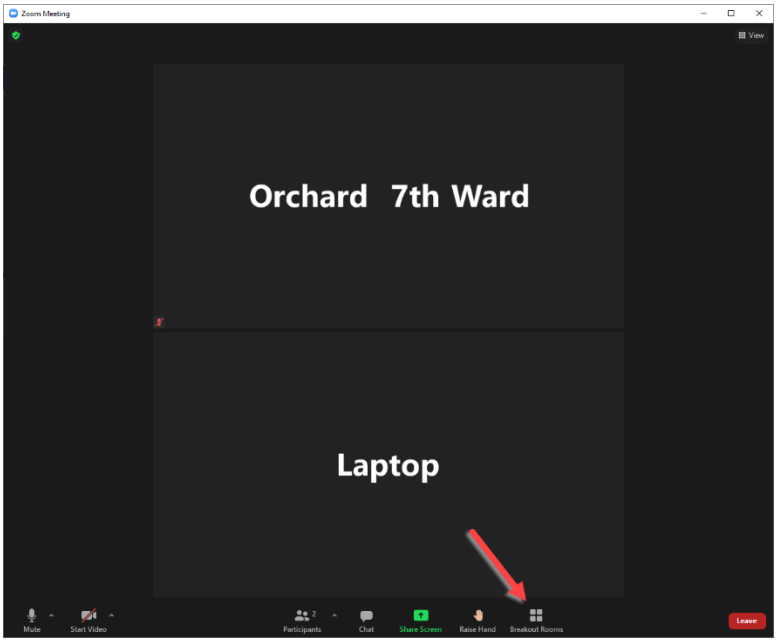
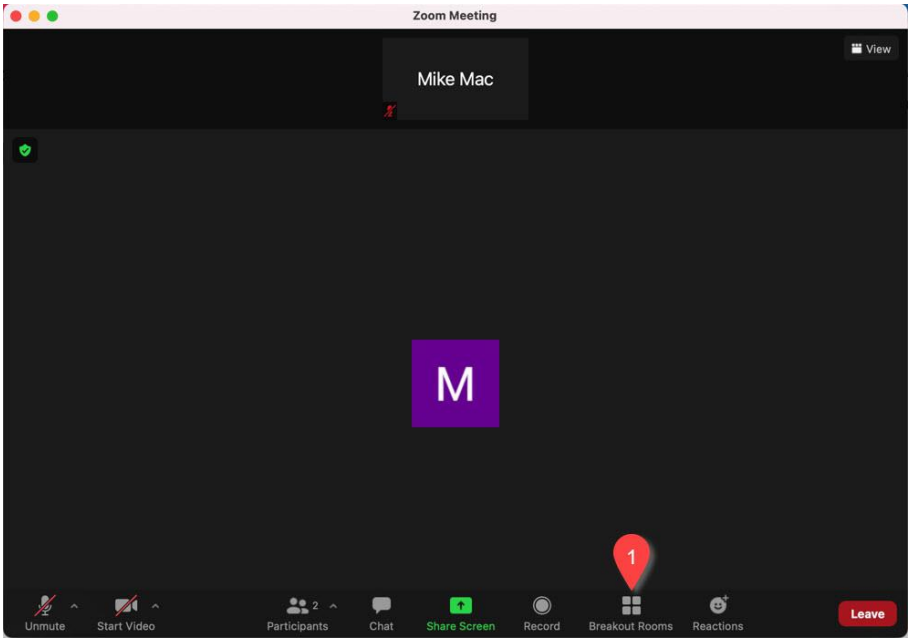
Joining Zoom Breakout Rooms

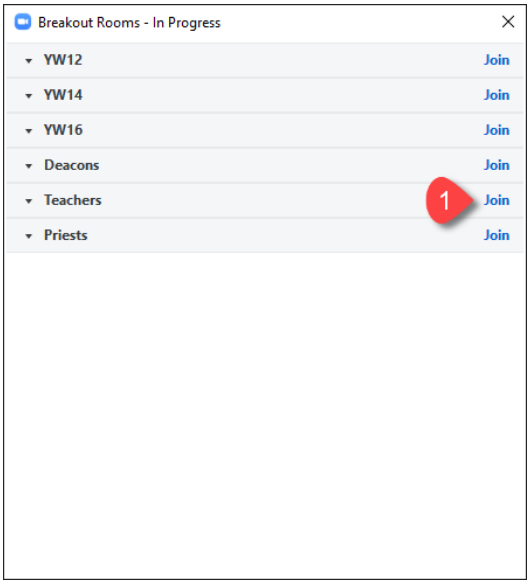
From a desktop/laptop computer:

When you first join the meeting, you are in the "lobby." Click on the **Breakout Rooms** icon to find your classroom. It is a good idea to make sure your microphone is muted at this point.

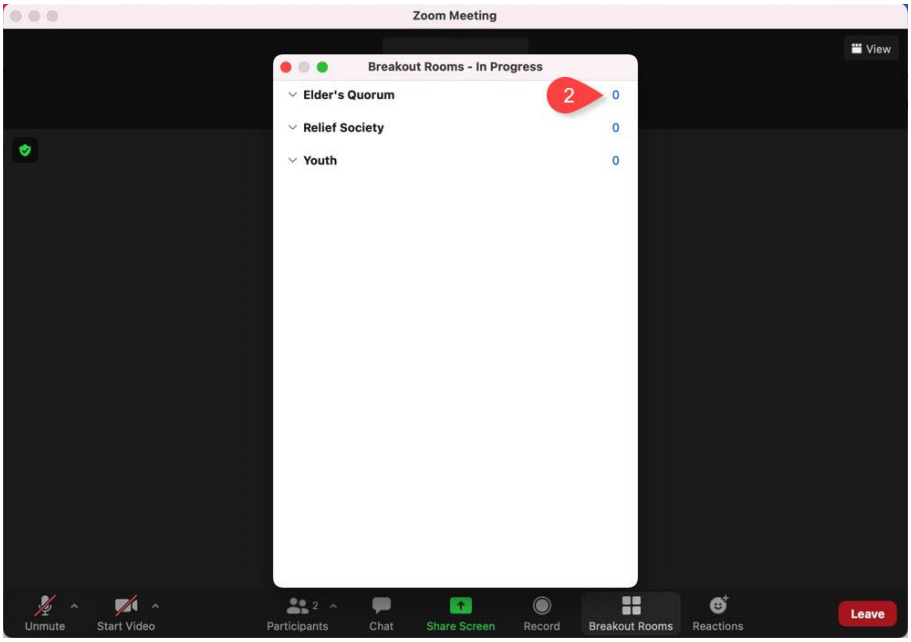




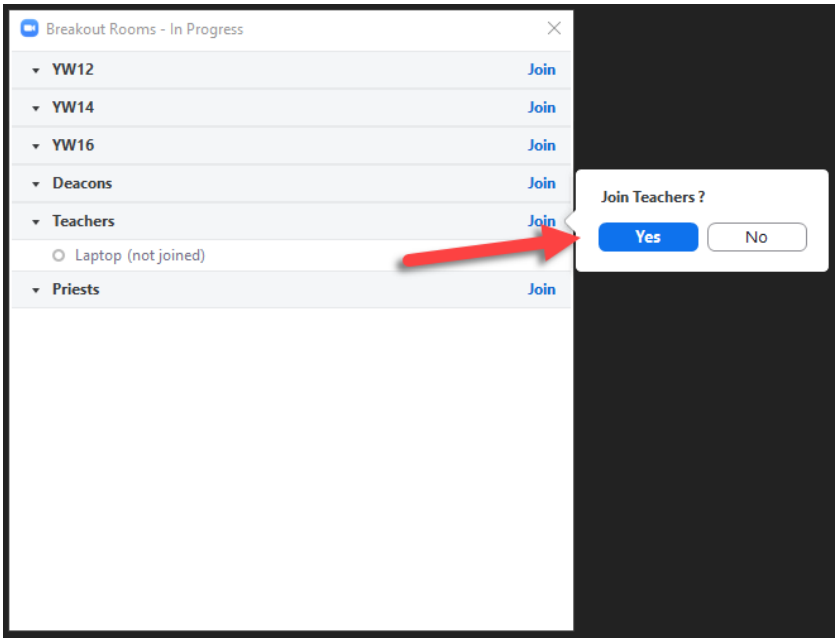
Now click on the **Join** text next to the room you need to be in. On a PC you will see the word "Join."

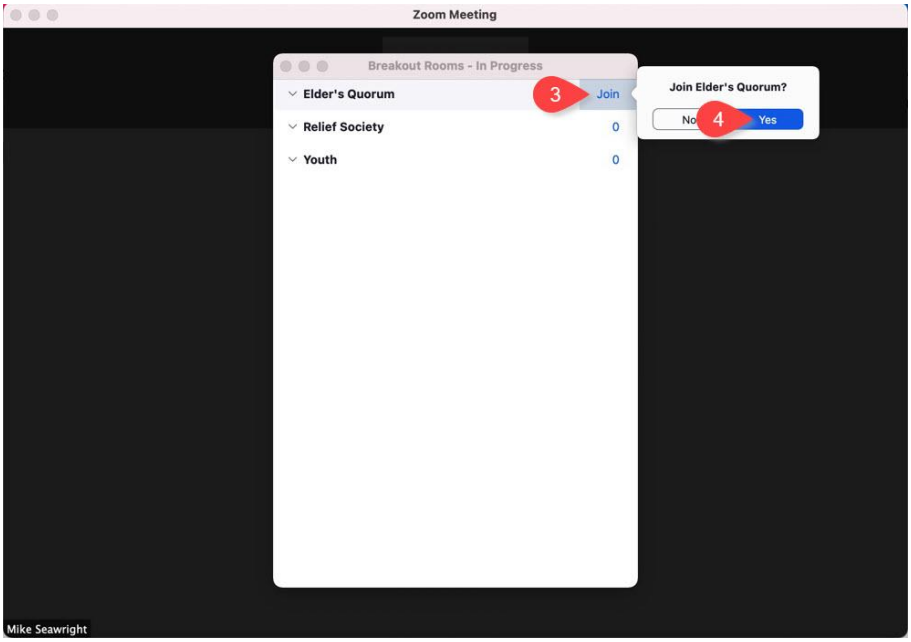


On a Mac you will see the counter for how many people are already in the room. Click on the counter and it will change to "Join."

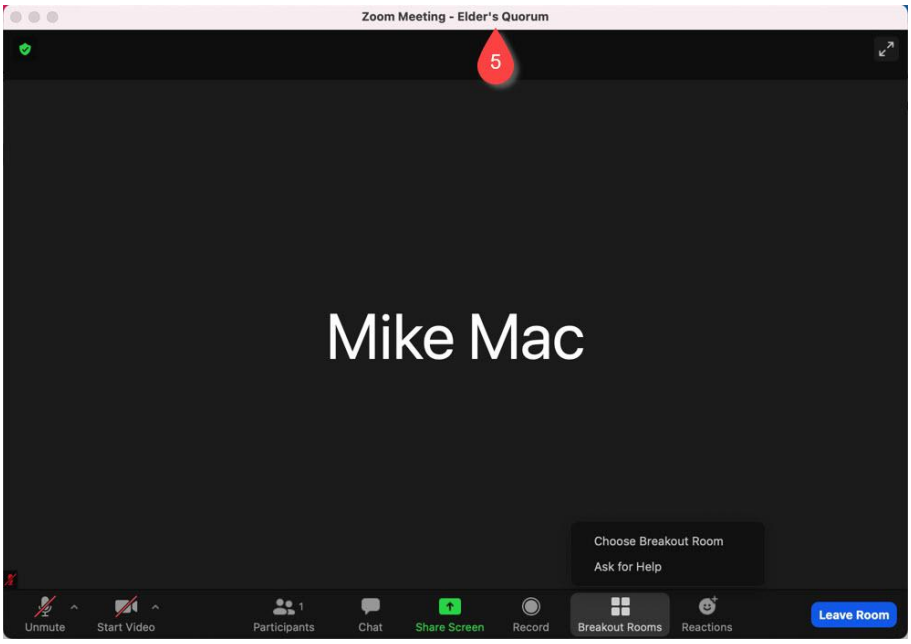


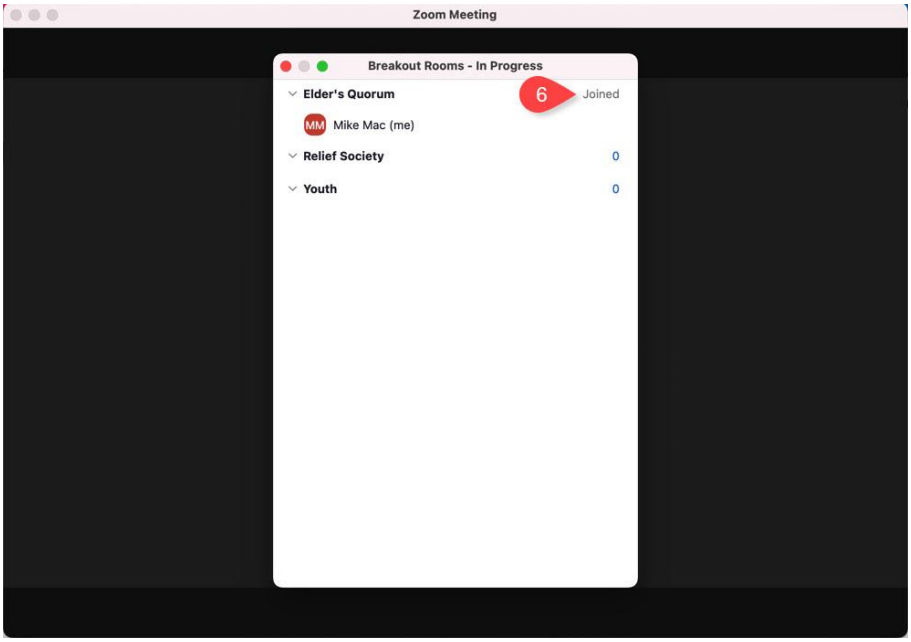
Verify your choice by clicking on **Yes**.





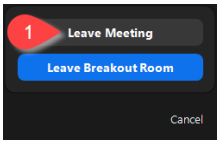
That's it. You will be placed into the room you have chosen.



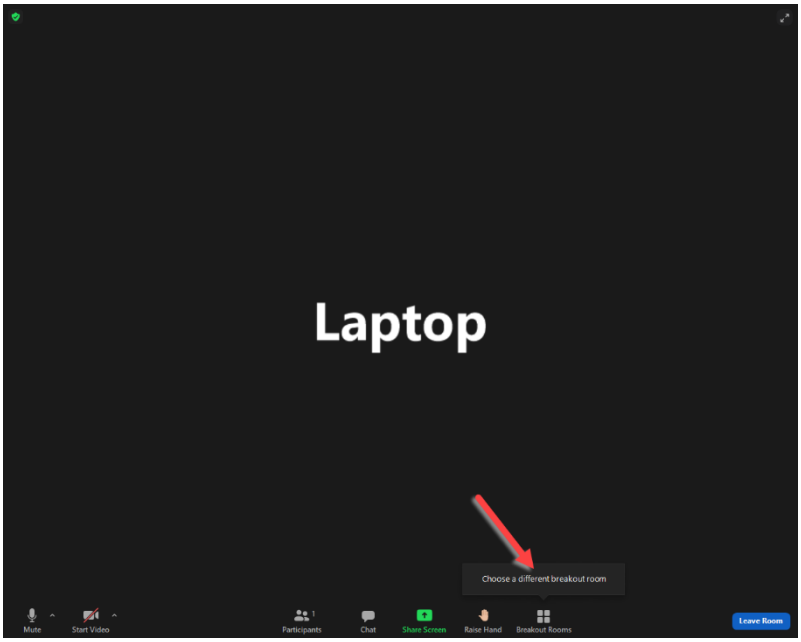


When your class is over, simply click on the **Leave Room** icon in the lower-right of the screen.

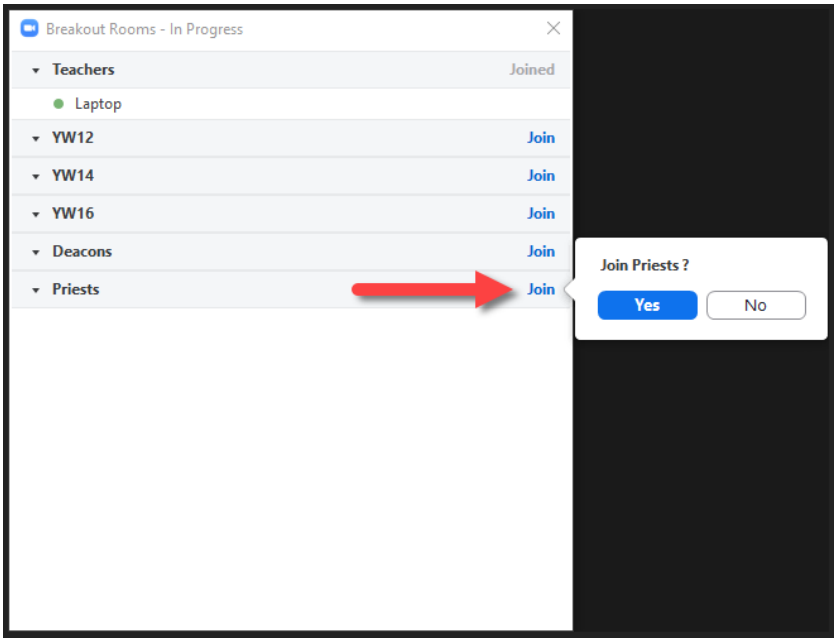
Then choose **Leave Meeting**. There is no situation, in the way we use Breakout Rooms, for you to click on the Leave Breakout Room button and return to the lobby.

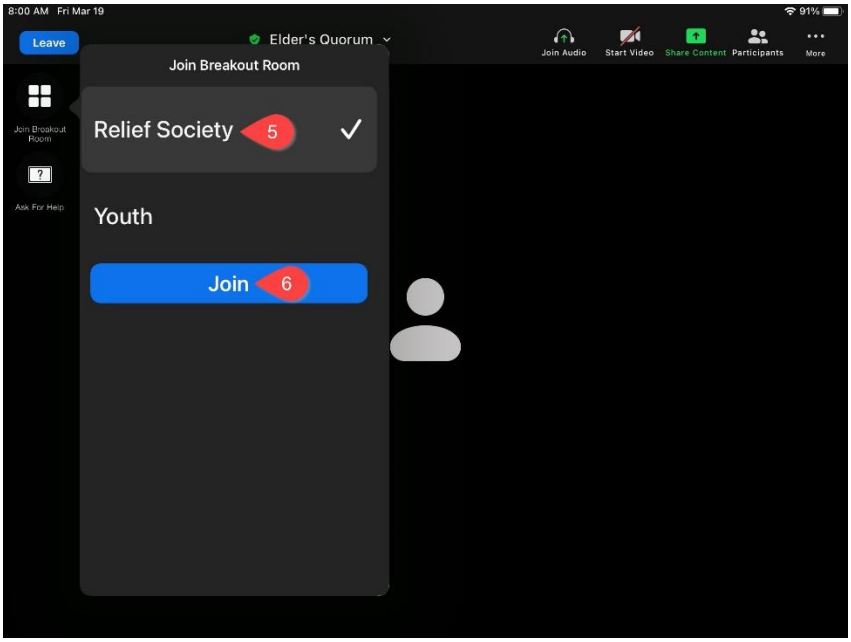


If you need to move from one room to the other, or you accidentally choose the wrong room, simply click on the **Breakout Room** icon again.



This will bring up the room selector again. You will not see the name of the room you are already in. Click on **Join** for the room you need to move into and then verify your choice.



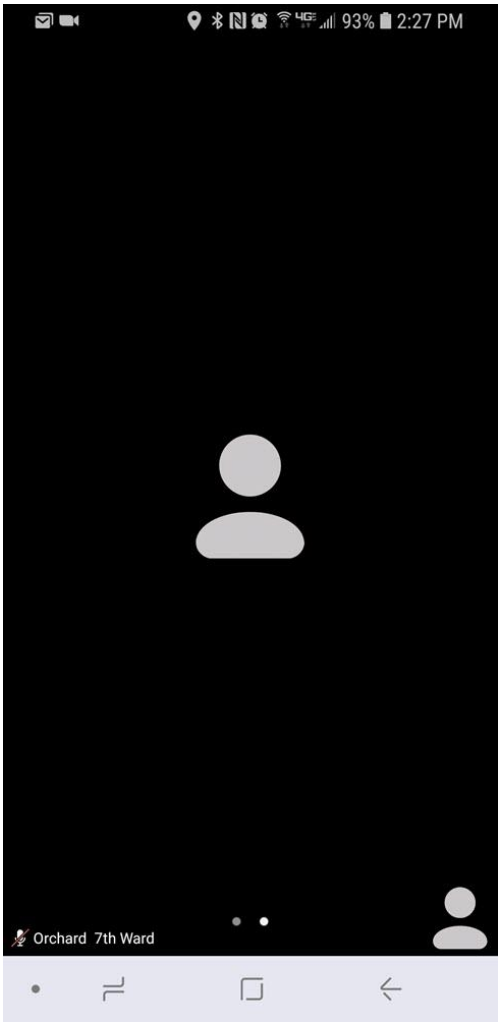


You will be moved to the new room.

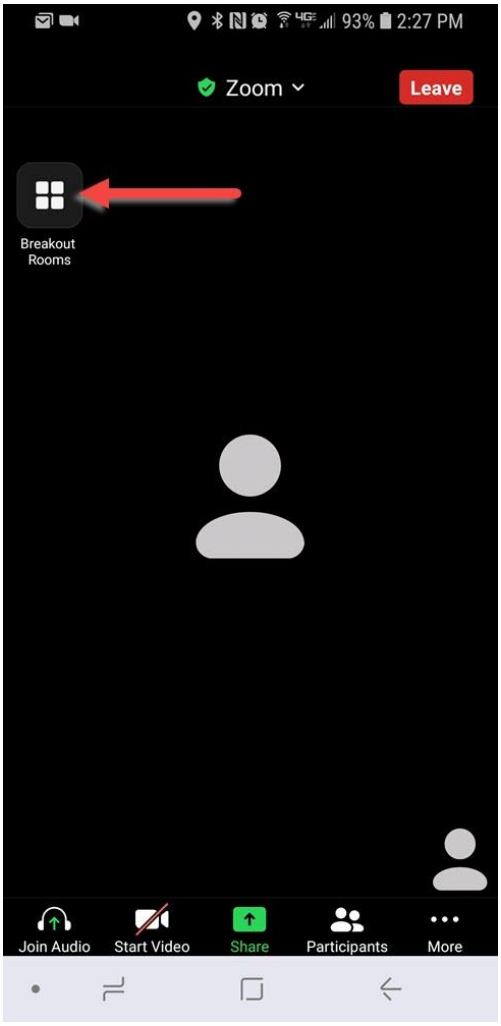
These steps should all be able to be carried out by you without the need for the meeting administrator to assist. **There is no need to go back to the "lobby" to move between rooms.**

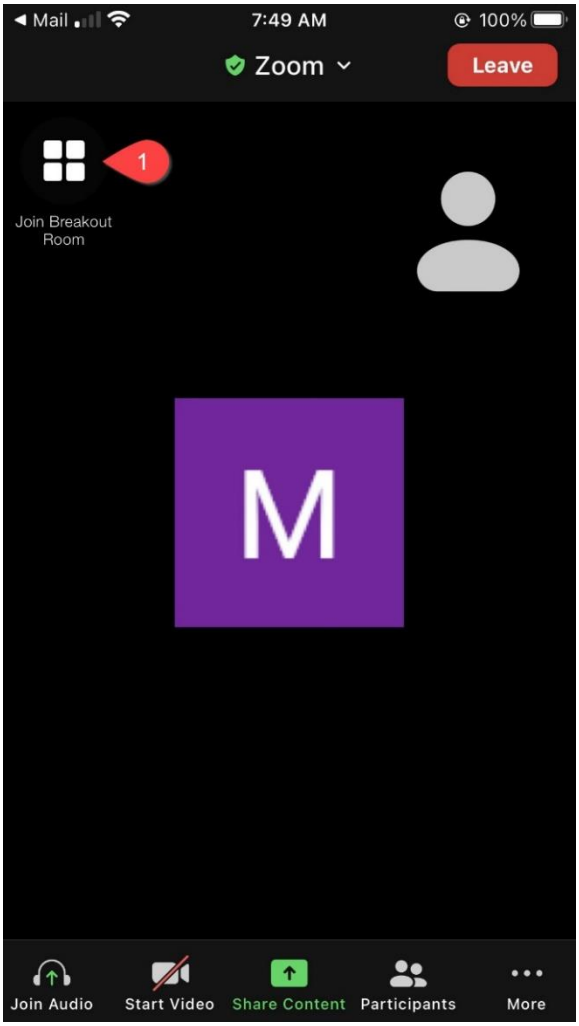
From a mobile device:

When the meeting first starts you will see a blank screen. Your picture should be visible, and your microphone muted. You should unmute your mike only to speak to the class. This avoids unnecessary interruptions.

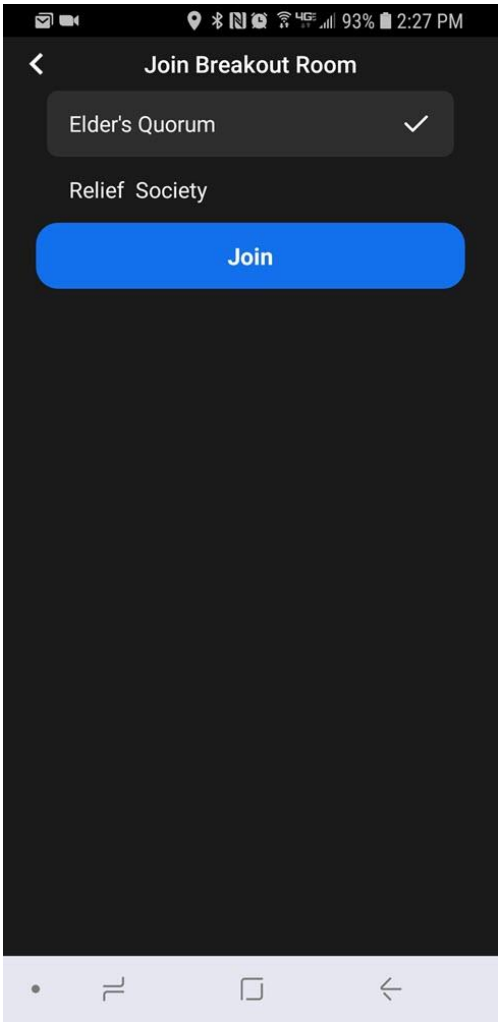


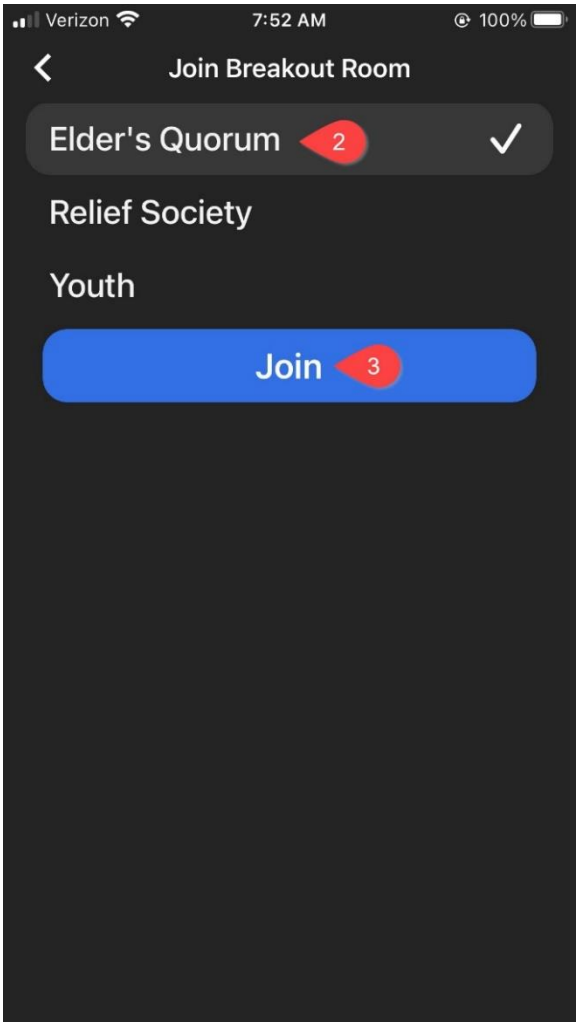
Touch your screen and the **Breakout Rooms** icon will appear.



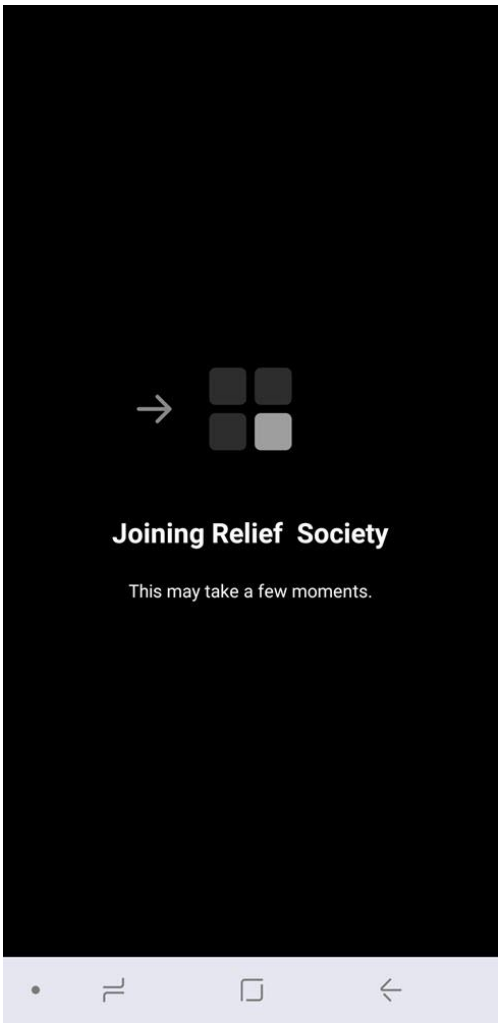


Touch it and a list of rooms will appear. Touch the room you want to go into, a checkmark will appear, then touch **Join**.

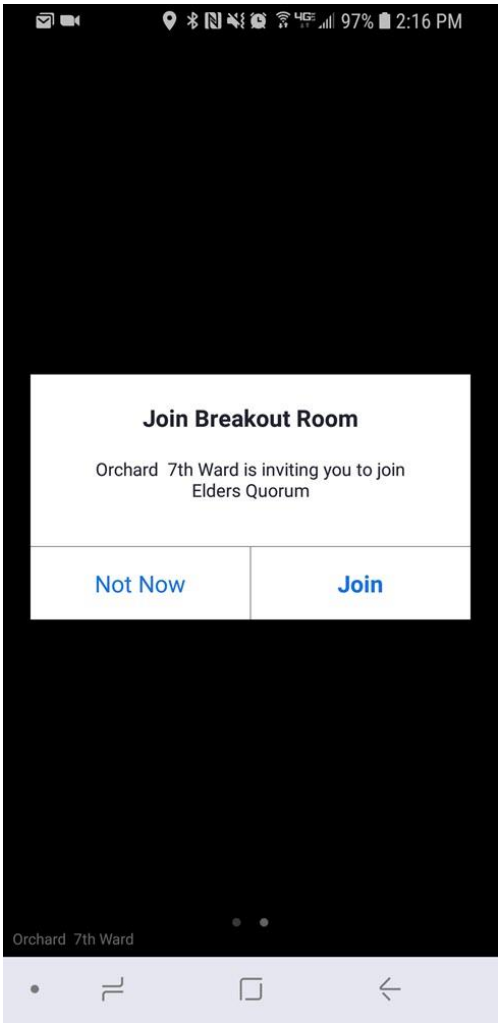




You will briefly see this screen as you are taken to your selected Breakout Room.



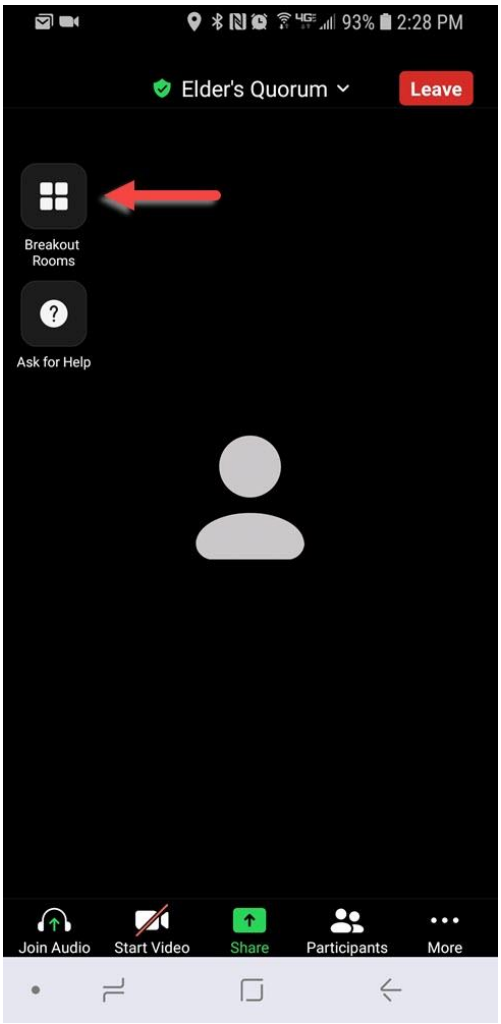
If you simply are not able to join a **Breakout Room** for some reason and the meeting administrator manually places you into a room, you will need to select **Join** from this menu to finish your move into the room.



When the meeting is over you simply touch **Leave** and then **Leave Meeting**.



If you need to move between rooms, click on the Breakout Rooms icon again.



You will now see a list of all the other rooms you can move to. You will not see the name of the room you are currently in. Select the room you need to move to, and touch **Join**.



