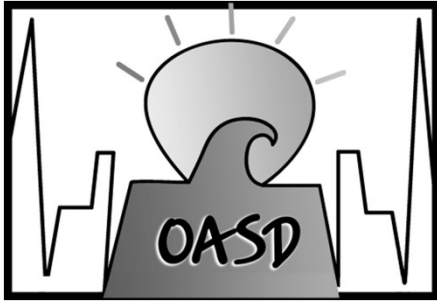**Overeaters Anonymous**
San Diego County Intergroup, Inc.

OAsandiego.org/zoom
Ellen Lorang zoom@oasandiego.org
919-999-6085

ZOOM BREAKOUT ROOMS

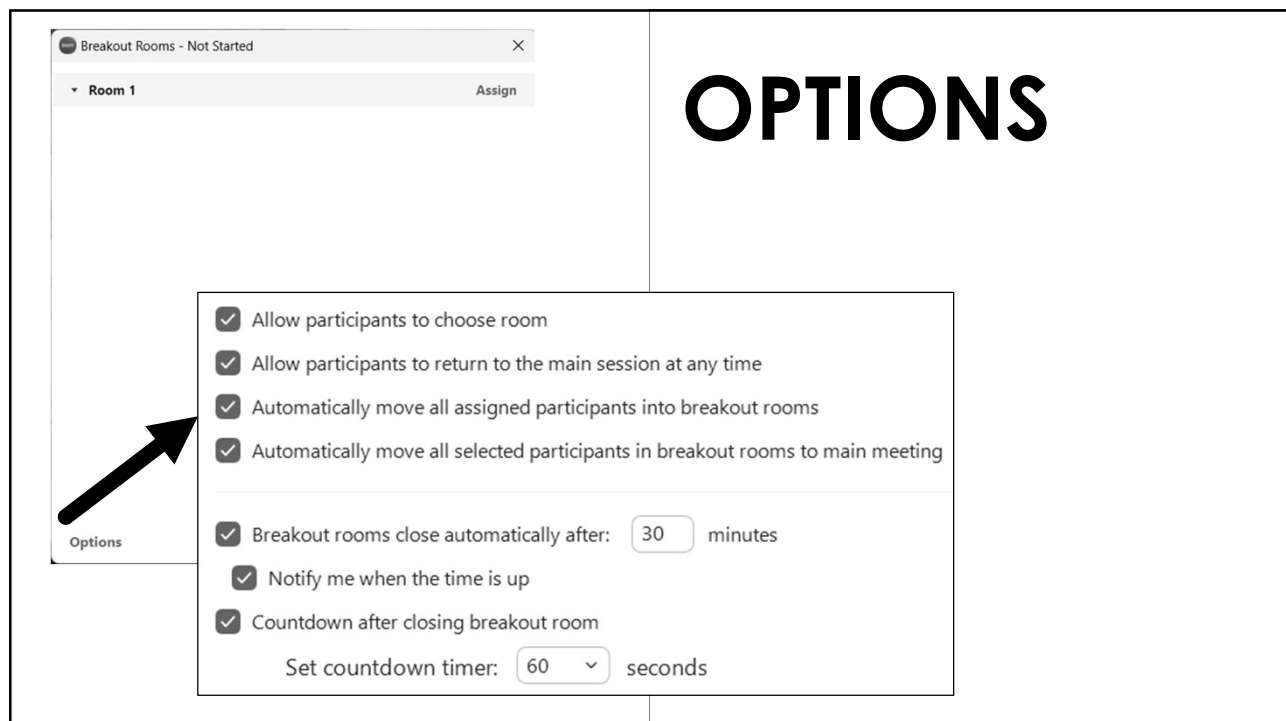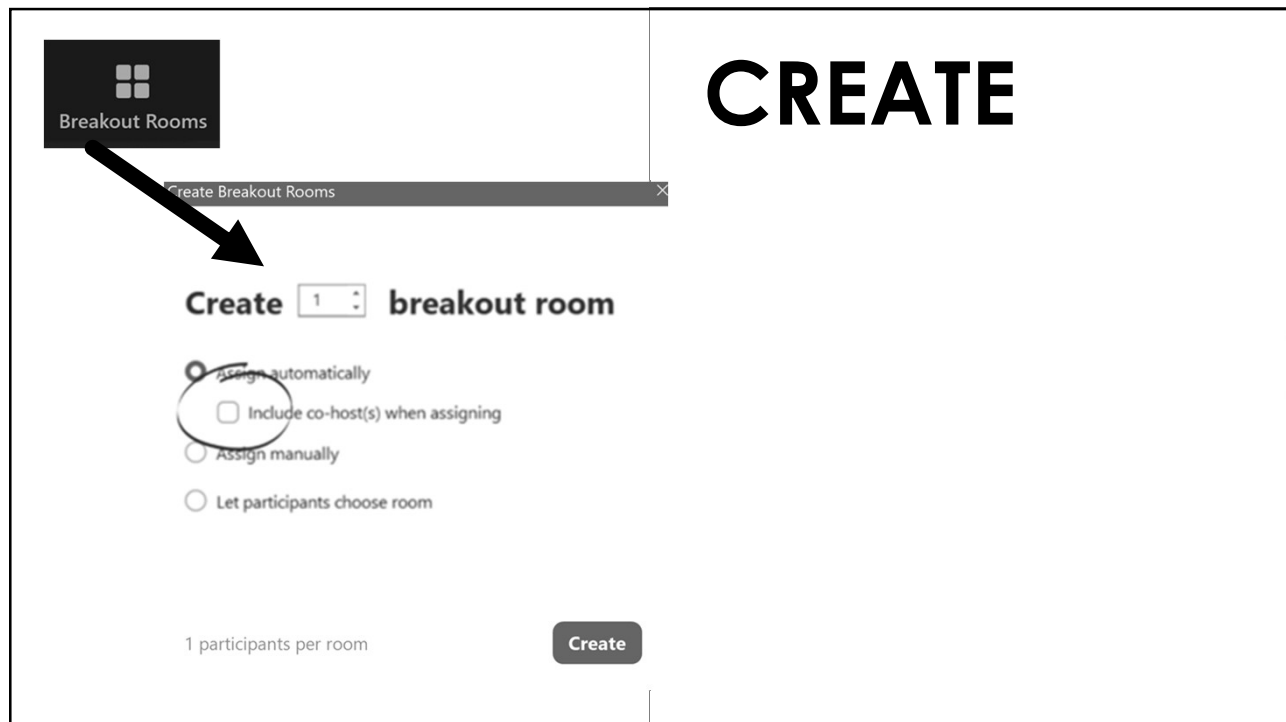These screen shots are done on a PC. Mac will be almost identical.

Managing breakout rooms on a mobile device has limitations.

Breakout rooms need to be enabled in the account.

NOTES

FEATURES

Create, add, delete rooms

> **Assign manually or automatically – number of rooms /participants**

> **Let participants choose**

Management options

> **Let participants change rooms, return to main room**

> **Closing room – manual or automatic**

Broadcast message – text or voice

Share screen

Hosts can move in and out of rooms

Optional closing countdown

SETTINGS

Breakout room - Meetings

Allow host to split meeting participants into separate, smaller rooms

- ☑ Assign participants to breakout rooms when scheduling
- ☑ Broadcast message to participants 🗹
- ☑ Broadcast voice to breakout rooms 🗹
- ☐ Allow host to view activity statuses of participants in breakout rooms (e.g. share screen, reactions)

CREATE

Breakout Rooms

Create Breakout Rooms

Create [1] breakout room

- Assign automatically
  - ☐ Include co-host(s) when assigning
- ○ Assign manually
- ○ Let participants choose room

1 participants per room   **Create**

OPTIONS

Breakout Rooms - Not Started

▼ **Room 1**   Assign

☑ Allow participants to choose room

☑ Allow participants to return to the main session at any time

☑ Automatically move all assigned participants into breakout rooms

☑ Automatically move all selected participants in breakout rooms to main meeting

☑ Breakout rooms close automatically after: [30] minutes

  ☑ Notify me when the time is up

☑ Countdown after closing breakout room

  Set countdown timer: [60 ▾] seconds

Options

MODIFY

OPEN

WAIT

Breakout Rooms

You have been assigned to Breakout Room:

Breakout Room 1

Join Breakout Room

→ ⊞

Joining Breakout Rooms...

Breakout Room 1

It may take a few moments.

MANAGE

Breakout Rooms - In Progress

▸ Unassigned   4

▾ Breakout Room 1   Join

▾ Breakout Room 2   Join

   ○ Shivam (not joined)

   ● Shivam

   ○ Vaani (not joined)

   ● Vaani

▾ Breakout Room 3   Join

   ○ Dimple (not joined)

   ○ Dimple (not joined)
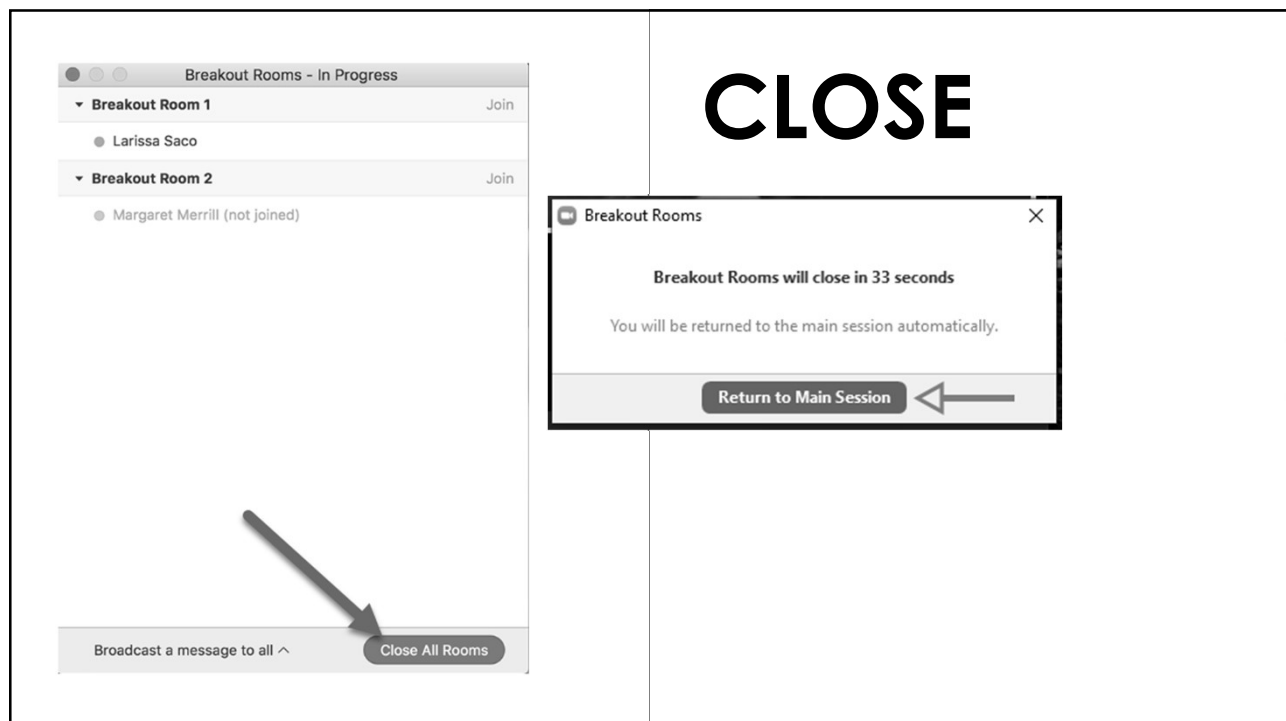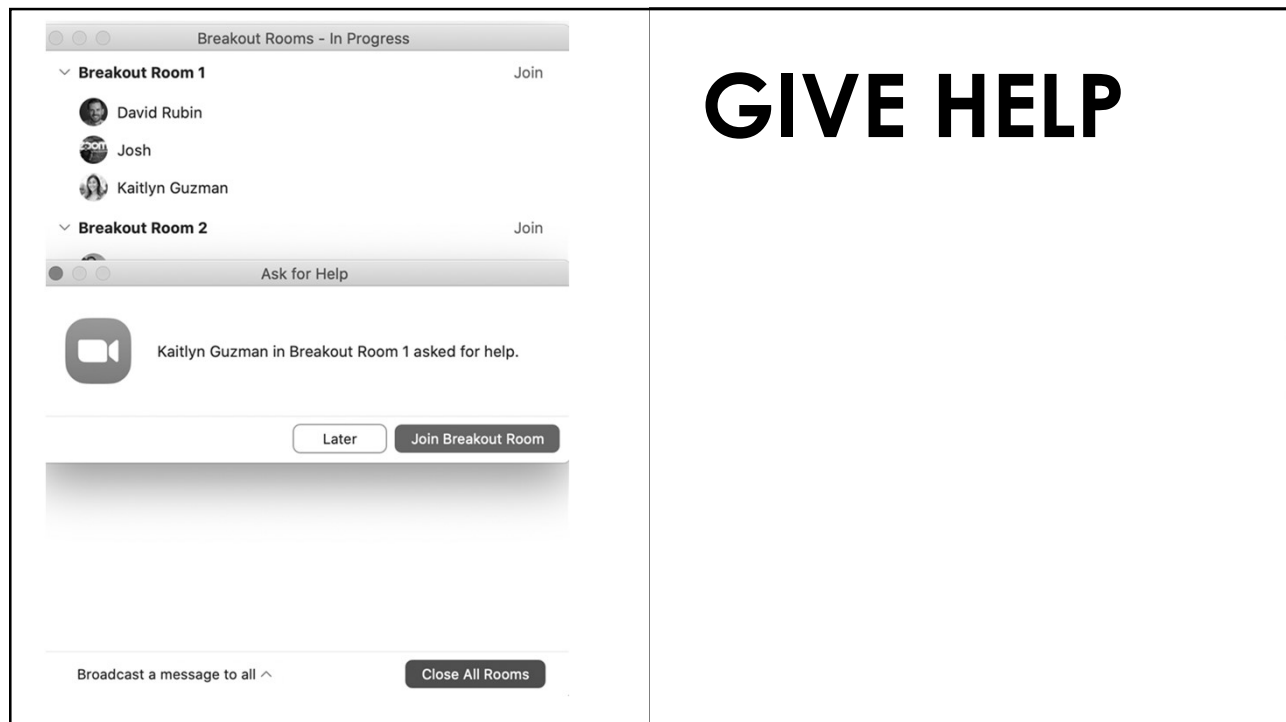
   ● Dimple

   ● Dimple

SHARE SCREEN

Can be done within a breakout room or from the main room to all breakout rooms.

BROADCAST MIC AUDIO

Must first be enabled in settings

GIVE HELP

CLOSE

LIMITATIONS

	Host	Co-Host
Assigning*, starting, and ending breakout rooms	✓	✓
Move between breakout rooms	✓	✓
Broadcast message to all	✓	✓
Notified of Requests for Help	✓	
View activity statuses of participants	✓	✓

MORE INFO

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