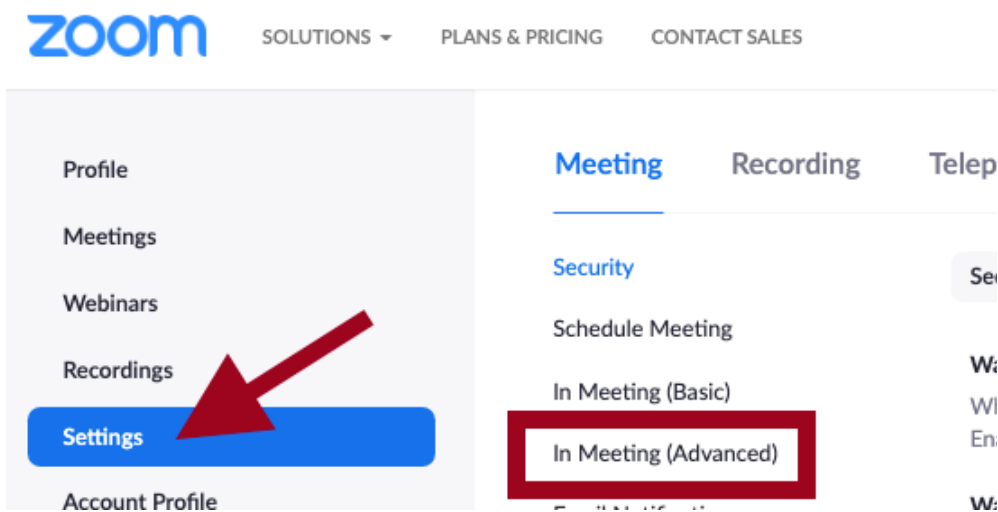# Zoom: Using Breakout Rooms

The Breakout rooms feature in Zoom meetings allows hosts to split meeting participants into separate rooms to facilitate small group discussion. Participants can be pre-assigned to breakout rooms or assigned during a meeting. Hosts can create up to 50 breakout rooms.

Enable Breakout Rooms

Before using Breakout Rooms in Zoom meetings, you need to enable the option in your account settings.

1. [Sign in to the Zoom web portal](#).

2. In the left navigation menu, click **Settings** and select **In Meeting (Advanced)**.

3. Scroll down to **Breakout Room** and click the toggle button to enable it for all meetings. Optionally, click the checkbox to allow meeting hosts to pre-assign participants to breakout rooms.

Pre-assign participants to breakout rooms

1. **Download the breakout room template** file to your computer. You can open the template with spreadsheet software like Microsoft Excel. Fill in the **Pre-assign Room Name** column with the breakout room names and the **Email Address** column with the assigned participant's email address.

Pre-assign Room Name	Email Address
room1	test1@xxx.com
room1	test2@xxx.com
room2	test3@xxx.com
room2	test4@xxx.com
room3	test5@xxx.com
room3	test6@xxx.com

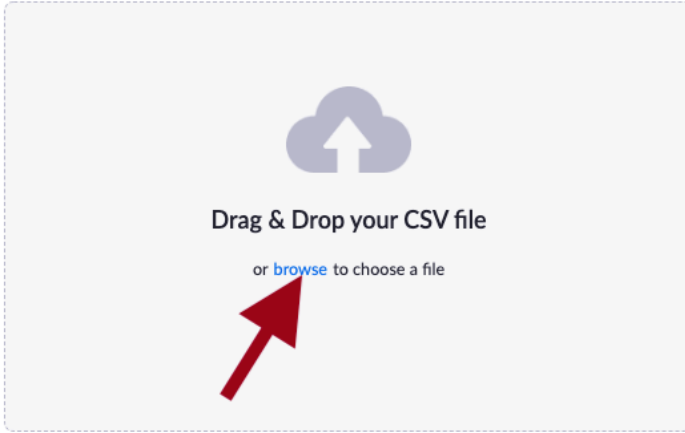*Note: You can access students' email addresses from the Roster tool in your Blackboard course.*

2. Sign in to the Zoom web portal, select **Meetings** in the left navigation menu**,** and then Schedule a Meeting or Edit an upcoming meeting.

3. In the **Meeting Options** section, select **Breakout Room pre-assign**, and click **Import from CSV**.

4. In the popup window, click **browse** to upload the completed template file from your computer or drag and drop the file into the popup window.

5. Review the **Breakout Room Assignments** and click **Save** to finish.

6. Click **Save** at the bottom of the meeting page to save the meeting settings.
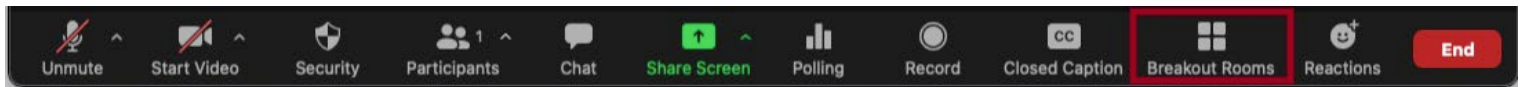
Start Breakout Rooms in a meeting

To use Breakout Rooms in a Zoom meeting, the host must use the Zoom desktop application, version 5.3.0 or higher. Attendees can use the Zoom desktop application or mobile app, version 5.3.0 or higher.
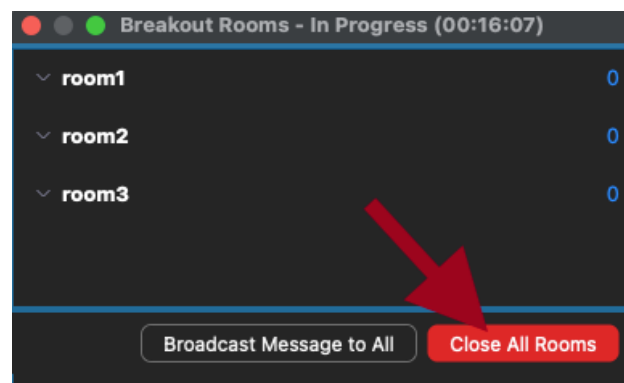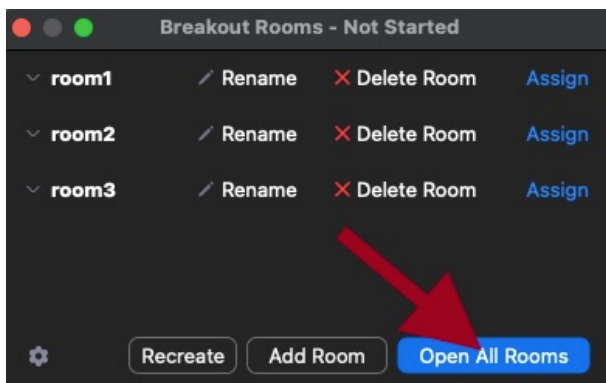
1. Start the scheduled Zoom meeting.

    Note: When joining a meeting with pre-assigned Breakout Rooms, participants must be signed in to their Zoom account for pre-assignments to be applied.

2. Click **Breakout Rooms** [Breakout Rooms] in the meeting controls toolbar to create new rooms or access pre-assigned breakout rooms.

3. Click **Open All Rooms** to start the breakout rooms. Click **Close All Rooms** to end all breakout rooms after a 60-second countdown.

Learn more about managing Breakout Rooms in Zoom.