# Using Zoom Breakout Rooms for Office Hours and/or Advising

1. Launch Zoom meeting. Hosts can assign users as Co-Hosts to help with meeting management (i.e., check-in)
2. You can **Share** a slide/message directing students to "check-in" by adding their name to **Chat** once they arrive.
   a. If the Host leaves the main meeting space (to go into a Breakout Room), this disrupts Screen Sharing.
3. Click **Breakout Rooms** (lower right). **Note:** Only the Host sees the Breakout Room option.
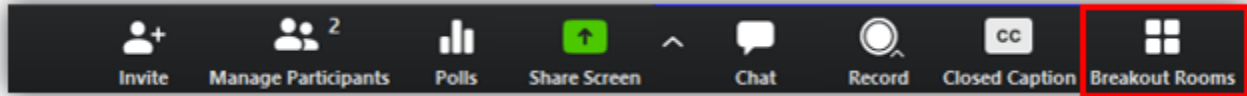
4. Configure the number of rooms needed and select **Manually** assign. Click **Create Rooms**
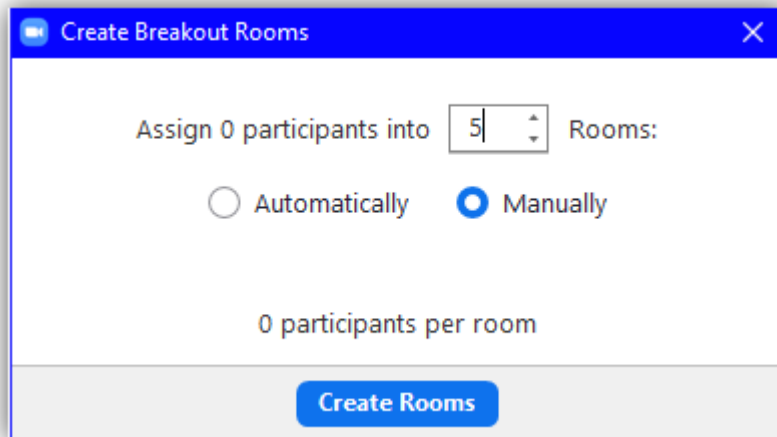
5. Hello Kitty arrives (**Manage Participants** indicates 2 users [1]) and enters her name in **Chat** [2].
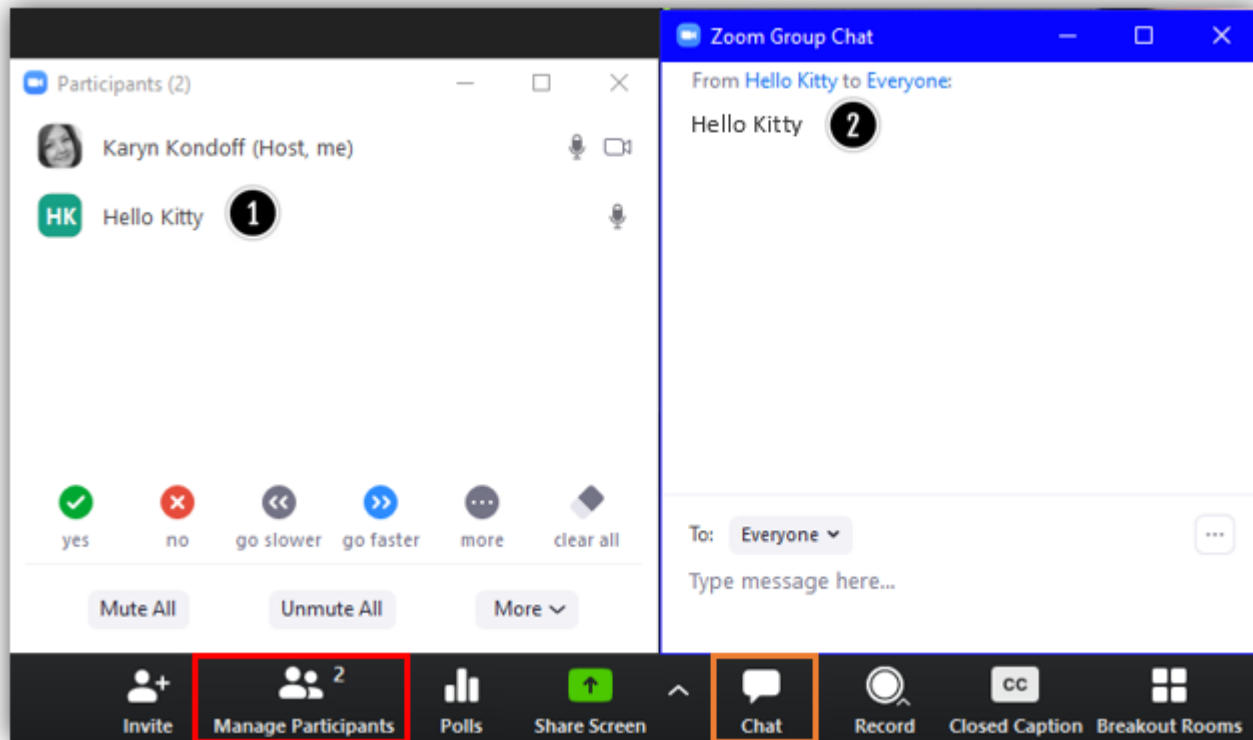
6. Click **Breakout Rooms** and click **Assign** to move users into Breakout Room(s). **Note:** If you designate users to act as Co-hosts, you will need to assign them to a room. Co-hosts are unable to **Join** by themselves.

a. You can click **Options** to edit all Breakout Room settings
b. Click to **Open All Rooms** [3]

7. Students will need to **Join** the Breakout Room:

8. You can move a user to a different room by hovering over their name and clicking **Move to:**
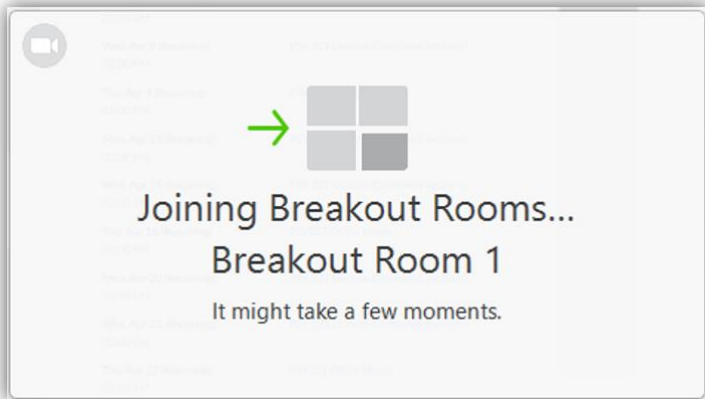
9. Hosts can join a Breakout Room by clicking **Join**. *Co-hosts are unable to **Join** by themselves.*
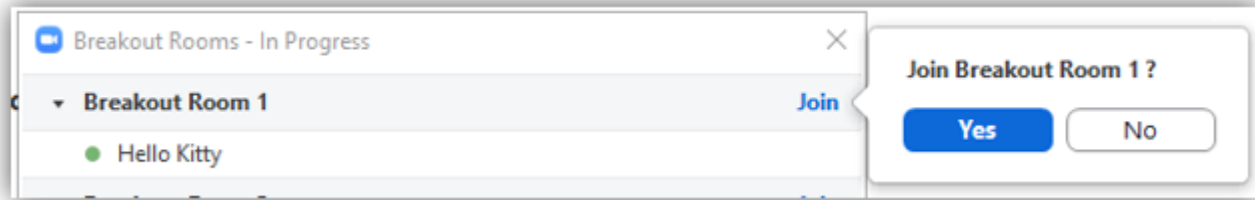
   a. If the Host leaves the Main meeting space (to go into a Breakout Room), this disrupts the Screen Sharing (e.g., PowerPoint slide) and the Host will no longer be able to Chat with the Main meeting room.
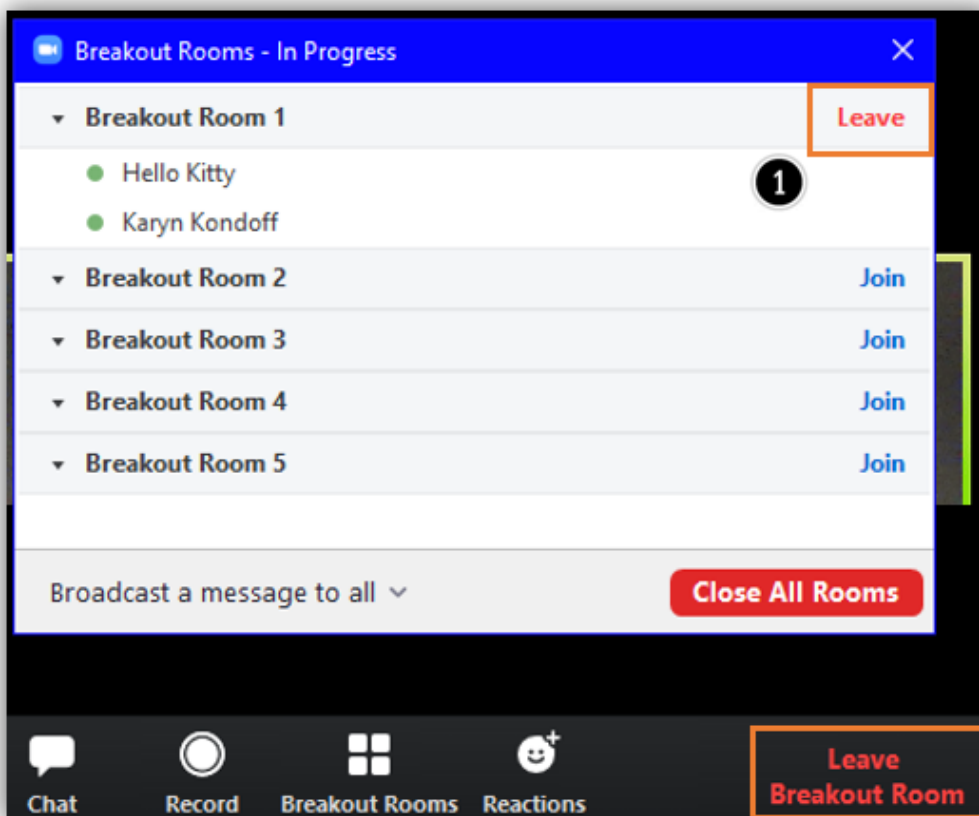
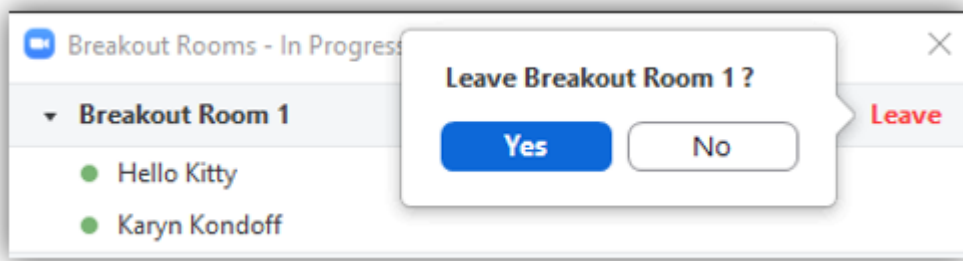10. Zoom will connect you to the Breakout Room.

11. Once in the Breakout Room, users will have full controls similar to the meeting (Share Screen, Chat, etc.).
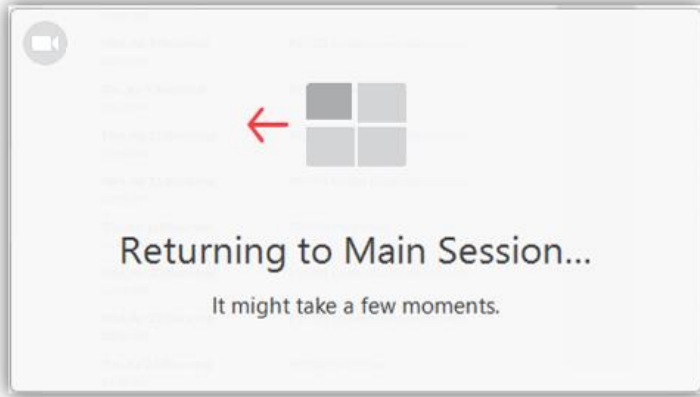

12. The Host can leave by clicking **Leave** [1] from the Breakout Room panel or by clicking **Leave Breakout Room** in the lower right corner:

13. Zoom will verify that you want to leave the Breakout Room:

14. Zoom will return you to the Main session:

15. When finished, students can click **Leave Meeting** in the lower right corner: