

Microsoft Teams Breakout Rooms Training Agenda (Level 100)

Overview

Virtual breakout rooms are the latest innovation in Microsoft Teams, released for general availability in December 2020. With breakout rooms, meeting hosts can break participants into separate meeting rooms for smaller group discussions, then bring groups back to the main meeting. Breakout rooms can be used to facilitate discussions, brainstorming, and learning experiences for audiences from education to enterprise.

Session Summary



Deliver engagement deck



Setting up breakout rooms



Managing breakout rooms



The participant experience



Question and answer

Expectations

In this training, attendees can expect to:

- Discover how to set up breakout rooms in a Microsoft Teams meeting.
- Understand how to manage breakout rooms as the meeting organizer.
- Learn how to bring breakout room participants back to the main meeting.
- Explore the participants' experience of breakout rooms, plus an optional hands-on activity.

Engagement deck and value proposition

- Teams: one place for collaboration in Microsoft 365
- Stay connected across devices
- With breakout rooms, divide your meeting into subgroups to facilitate conversations, ideation, learning, etc.
- Teams meetings innovation and security carries into breakout rooms: Together mode, Whiteboard, live transcription
- Breakout rooms use cases: discussions, brainstorming sessions, learning and development opportunities
- Breakout rooms core capabilities

Setting up breakout rooms

- New breakout rooms button on the meeting task bar

- Choose how many rooms to create, up to 50 per meeting
- Automatically or manually split participants into rooms
- Recreate rooms – start over to reconfigure rooms and assignments
- Use the default names or rename rooms
- View how attendees have been distributed
- Make changes and switch attendees between rooms
- Add and delete rooms as needed
- Settings:
 - Automatically move people into opened rooms
 - Let people go back to the main meeting
- Start all rooms simultaneously or break them out one-by-one

Managing breakout rooms

- View status in breakout room panel
- Organizer can move between rooms
- Participants have access to standard Teams meeting features such as view options, live captions, and Whiteboard
- Participants can @mention the organizer in the group chat to ask them to join
- Organizer can view all breakout room chats
- Broadcast announcements to all rooms simultaneously

Returning to the main meeting

- Select close rooms to bring everyone back into the main meeting
- All content created and shared in the breakout rooms remains and can be referenced after the rooms are closed
- Once breakout rooms close the chat also closes, meaning no new messages can be sent
- Reopen rooms for another exercise, automatically moving everyone back to their breakout rooms

The participant breakout room experience

- Participants receive a countdown timer before automatically being brought into the assigned room
- Only main meeting organizer can access meeting details and add additional people to the rooms – prevents attendees from inviting others that shouldn't be in the meeting
- Share in a breakout room – all attendees are presenters by default, no additional permissions needed
- View an announcement from the organizer and send them a message
- Notification before automatically being moved back into the main meeting
- Hands-on breakout rooms activity opportunity for training participants (*optional*)

Question and answer

- Q&A session at the end of the training
- Additional resources (*mention Continued Learning Resources PDF that can be shared post-training*)