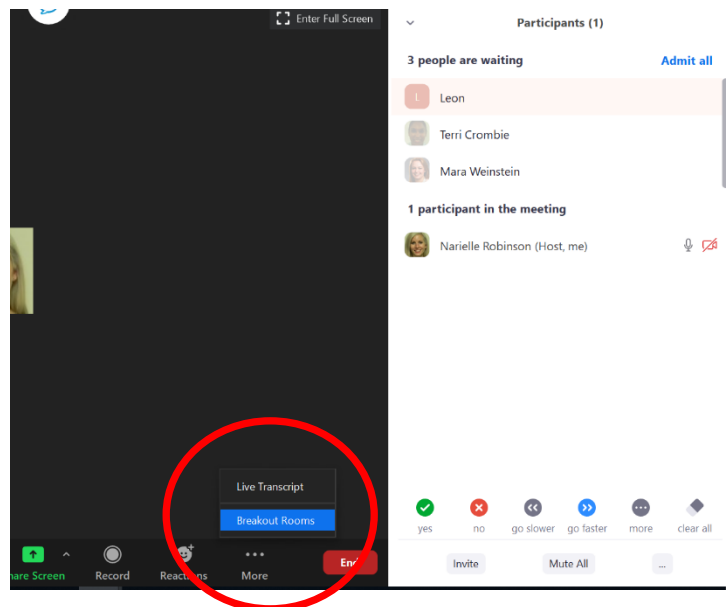


How to Use Zoom Breakout Rooms

When you enter the zoom mediation room, your Mediation Case Administrator will give you host privileges. Once you are the “host” of the zoom session, you will have the ability to create breakout rooms. You can create and name breakout rooms in advance, but unfortunately you cannot assign parties until they have joined the meeting.

I. CREATE BREAKOUT ROOMS

The breakout rooms button looks like four little squares. The below shows where the breakout rooms button is located. It is viewable in the menu on the bottom of your screen, or could be listed under “more” (this occurs if you have the participant panel open as seen here).



December 2020

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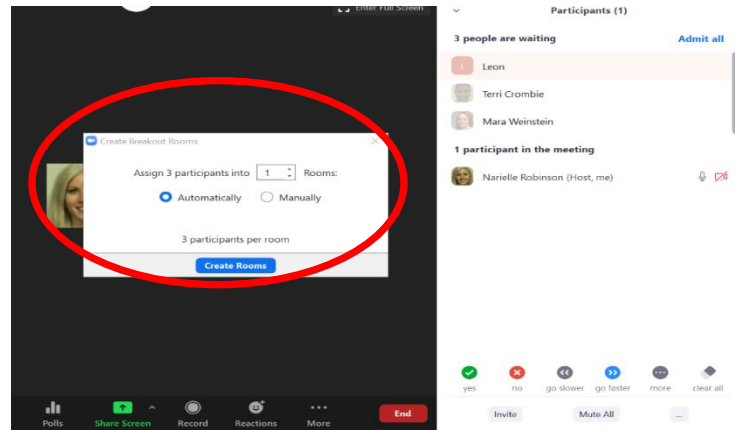
Once you click on “Breakout Rooms” the following box pops up. You will need to select the number of rooms you would like to use with the up and down arrows (usually 2 or more: one for Claimant and Counsel, and one for Respondent and Counsel).

Additionally, be sure to click MANUALLY, as you will be assigning parties to rooms in the next step.

(Note, that if you notice that the number of participants is not accurate to your participant list, please check if a party(ies) is using a “Zoom Conference Room” to connect to the zoom meeting.

If they are using a Zoom Conference Room, please advise them that they must re-join separately without the use of the conference room, or they will be unable to participate in the breakout room.)

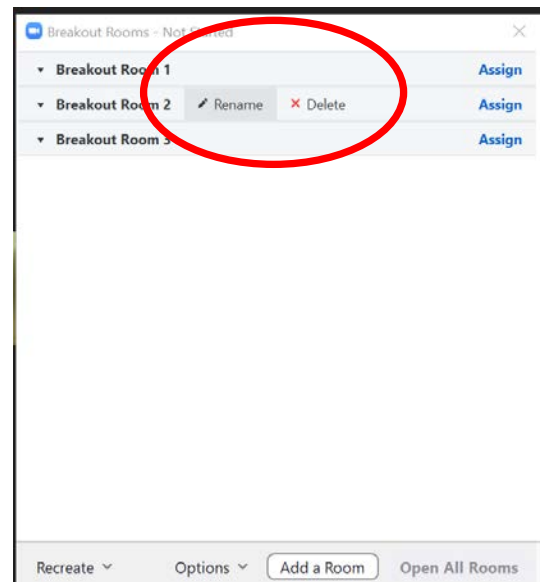
To Create the rooms, click on the blue box that says “Create Rooms”.



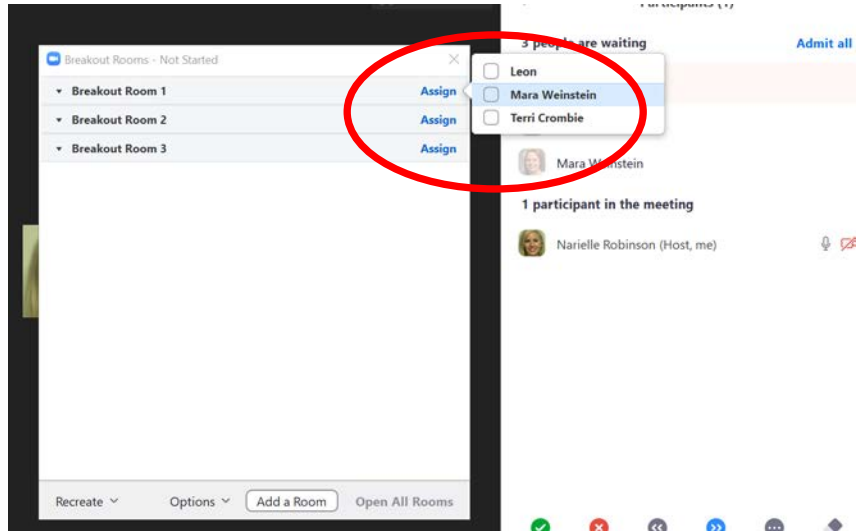
II. ASSIGN BREAKOUT ROOMS

Once you click “Create Rooms”, the following box appears where you will be able to rename the rooms, if desired, and also assign the rooms to the individual parties. If you would like to rename the breakout rooms, hover your mouse over the specific breakout rooms and you will see the rename or delete option.

(Note, if you determine you did not create enough rooms, you can click on the Add a Room Button; OR you can start over by clicking Recreate. If you use the Recreate button, it will delete any edits previously made.)

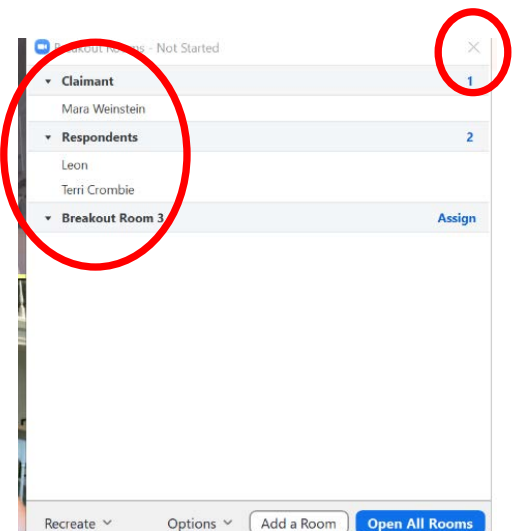


Click on “ASSIGN” next to the breakout room you want to assign, an additional pop up box appears, and you can “check the box” for the appropriate parties you want. Repeat this step for each separate breakout room.

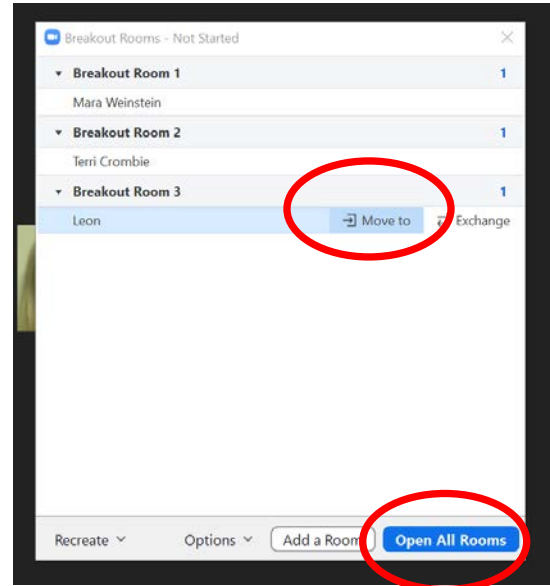


Once you have assigned participants to each room, the breakout rooms menu reflects the individuals in each room.

It is not necessary to “open all rooms at this time”. The assignments automatically save. You are welcome to use the X at the top right hand corner of the pop up to close the menu for later use. You can access this menu again by clicking the breakout rooms button when are ready to send the participants to their rooms.

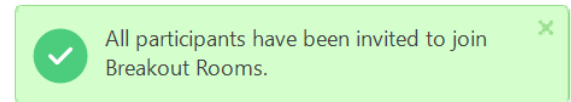


If you need to move an individual already assigned, you can do so by hovering over their name and selecting “move to”:



Once you click on “Open All Rooms”, the parties will receive a pop up to accept the request to join the selected room. And then they should all be moved into the separate rooms. (Note, it will take a few moments for all participants to be moved.)

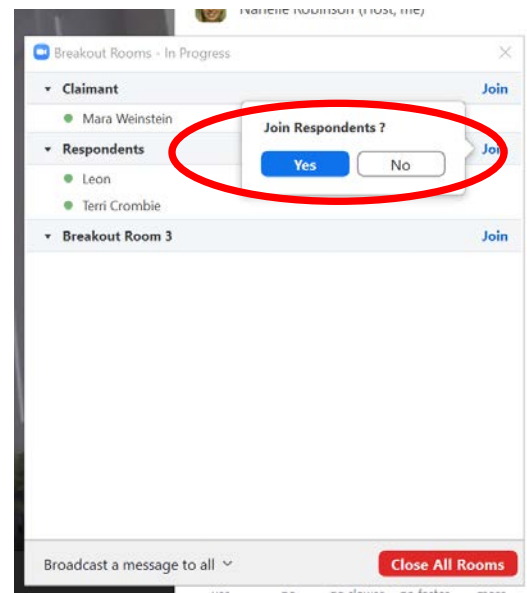
And you will have a pop up that reflects that the parties have been invited:



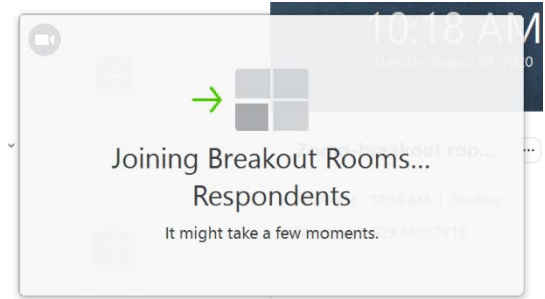
III. HOW TO JOIN A ROOM

When you are ready to join a room yourself, click the breakout room button again to pull up the breakout room menu and then click “join” next to the breakout room you want to enter.

*Just as an example, we have renamed the rooms to “Claimant” and “Respondent” but if you choose not to rename the rooms, they will remain as “Breakout Room 1” “Breakout Room 2”, etc.

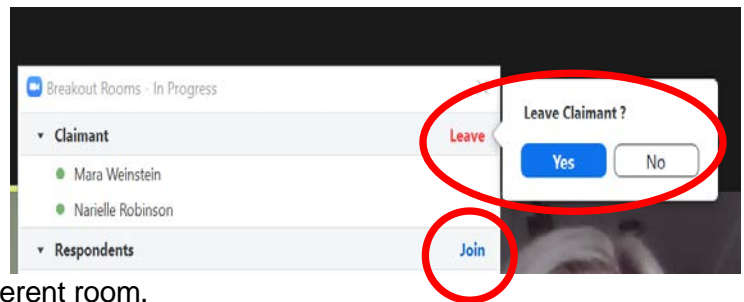


Once you click join, you will see the following pop up while you are being moved into the selected room:



IV. HOW TO MOVE BETWEEN ROOMS

When you are done in one room, and you want to go into the other room; you have the option to "Leave", which will take you back to the main session. You may also click the red "Leave Breakout Room" button on the bottom right of your screen. Both of these options will return you to the main screen.

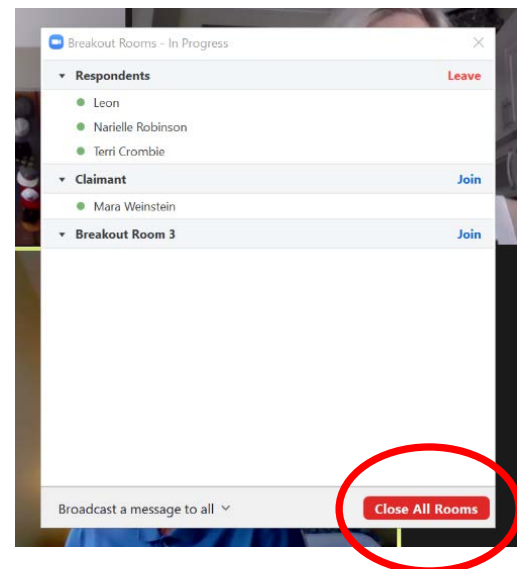


From there you repeat the steps above to join a different room.

To go directly into another room without returning to the main session, you may click the breakout room button and the click "Join" next to the other breakout room, which will take you directly to the other room.

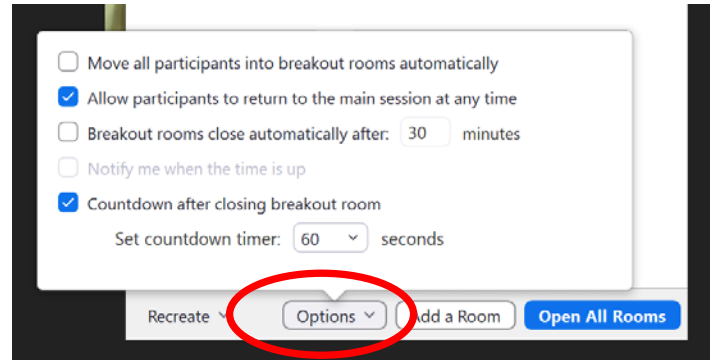
When you want to close all of the rooms and bring the parties back to the main session, Click on "Close all Rooms" from the Breakout Room button menu. This closes all the rooms and brings everyone back to the main session.

*Please note that once you close the rooms, the breakout rooms are still available to re-open if you needed to caucus again.

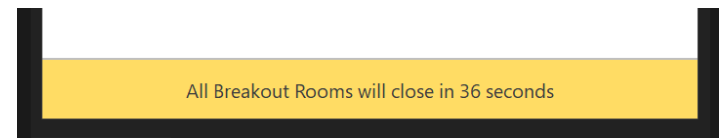


Tips and Best Practices

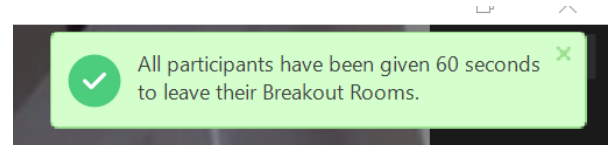
Before opening all breakout rooms, click on “Options”, to adjust accordingly. The checked boxes shown below are the default, but you may change as you see fit.



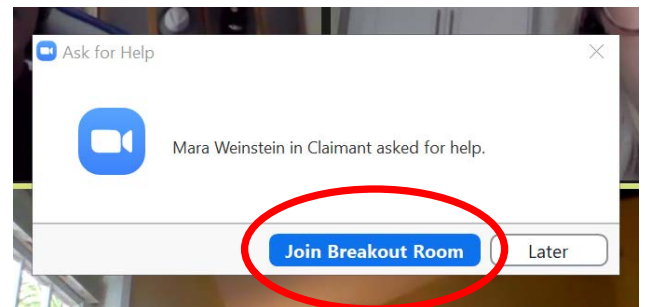
If you decide to leave the Countdown checked, when you “close the rooms” the parties will see the pop up message with a 60 seconds countdown. They do have the option to exit immediately, but the rooms will close after 60 seconds.



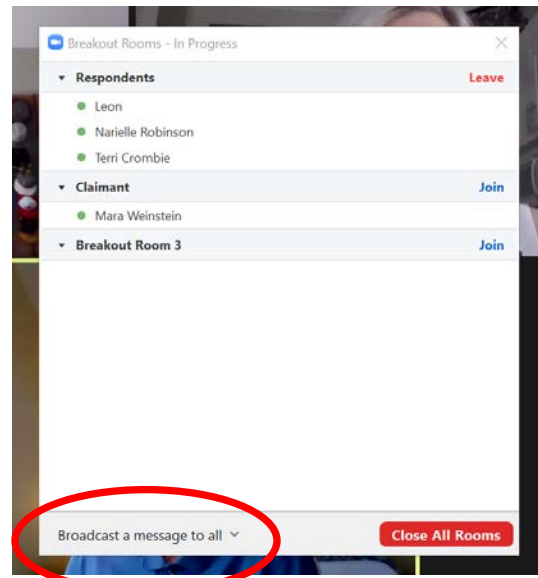
The host (you) will also receive a popup message confirming that the parties have been provided with 60 seconds.



The parties have a button to request help from the host (you). If they click on the “Help Button”, you will see a pop up appear, identifying the party requesting help. You can either click on “Join Breakout Room” or “Later”. If you join the room, it will automatically move you to their room; but if you choose “Later”, the party will be notified that you will be with them as soon as you are available.



If you would like to broadcast a message to all participants in breakout rooms, click the breakout room button, and then click “Broadcast a Message to All”, which is where you will send your message:



ADDITIONAL ZOOM ASSISTANCE

ZOOM Video – Breakout Room Overview: [Zoom Video - Breakout Room Tutorial](#)

For free interactive live training webinars hosted by Zoom Experts: [Live Trainings & Recordings](#)