Pre-Assigning Breakout Rooms

Creating Zoom breakout rooms and preassigning participants prior to the meeting is a great way to place specific participants in the exact breakout rooms while at the same time saving precious meeting time during the Zoom meeting.

The pre-assignment option for Zoom meeting breakout rooms requires that participants are identified to Zoom in order for proper placement into an assigned breakout room. This is typically done if a user is signed in to the Zoom meeting client/app. However, this prevents Guests (users who do not have a Zoom account or are not logged into the client) from successfully being placed in the assigned breakout room.

To prevent this potential problem, we recommend that Registration be enabled (Required) and ask users to click on the specific registration link. Registering for the Zoom meeting will create a unique meeting link for each participant (thus identifying the participant to Zoom) and allow for successful placement of participants into the Zoom meeting breakout room. Again, this option does not require participants to either have a Zoom account or be signed into their Zoom client.

When sending an email to invite participants to register for a meeting, remember to:
- Inform the user of the requirement to register for the meeting.
- Offer specific instructions on how to access the meeting- Requiring that the user clicks on a separate Meeting link that will be sent after registration

Please note that if the user attempts to join the meeting by circumvents the link (i.e. joins by entering the Meeting ID instead of clicking on the link), it is possible that the user may be unable to join the meeting or that the Breakout Room assignment will not work for that individual.

If a meeting is joined after the Breakout Rooms have been opened, the participant will not see a pop-up message prompt asking the participant to "Join Breakout Room." The meeting host will need to ask the user to click on the "Breakout Rooms" button (and the prompt will then occur).

The preassign functionality will organize the participants into the specifically assigned breakout rooms. Meeting hosts will see this in the meeting when clicking on the "Breakout Rooms" button. The Meeting Host will need to click the "Open All Rooms" button to start the breakout room session.

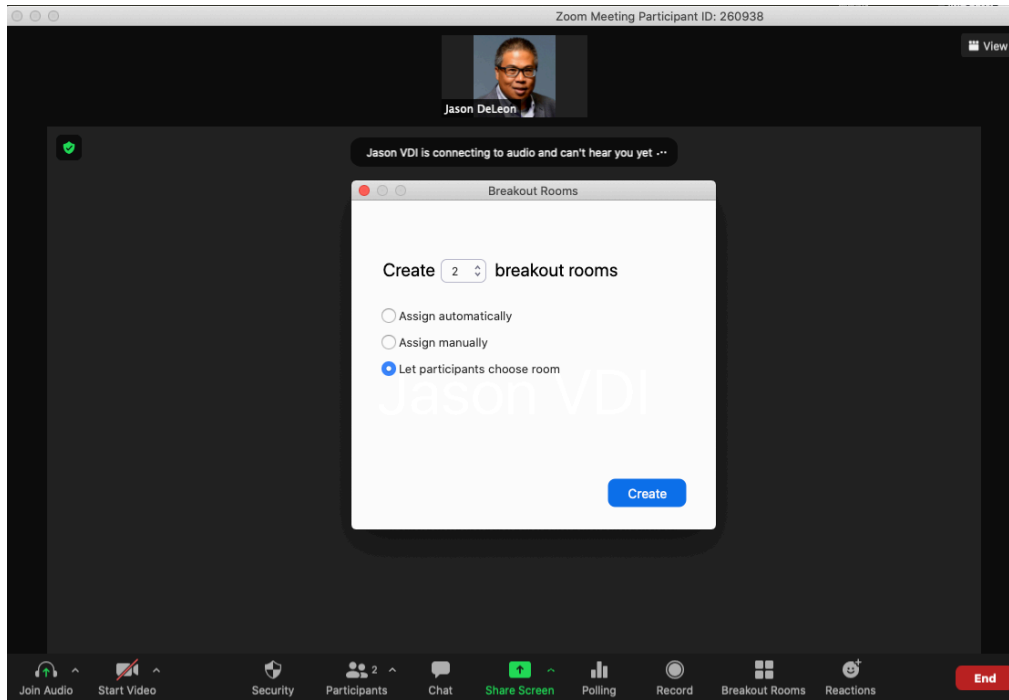**Important: Preassignment occurs for only a single breakout room instance**. Preassigning participants for the breakout rooms only occurs for the first time the breakout rooms are opened. At this time, it is not possible to preassign participants for multiple breakout room sessions.

To Preassign Zoom Meeting Participants to a Breakout Room

1) Schedule the Zoom Meeting using either the Zoom Meeting client or Zoom Web Portal (at ufl.zoom.us / ufhshands.zoom.us / ufhjax.zoom.us)

2) Go to your respective Zoom Web Portal, locate the scheduled Zoom Meeting, and click the **Edit** button (or **Edit This Meeting**)

3) Under the **Meeting Options** section, click the **Breakout Room pre-assign** checkbox.

4) Clck the "**+ Create Rooms**" link that appears to manually create breakout rooms and assign participants OR click the "**Import from CSV**" link to use and upload a CSV file.

    a. The CSV file is a simple and quick way to assign users, especially if you are working with assigning many participants. A CSV template file can be downloaded and modified.

Important Note on New Breakout Room Functionality

Starting in Zoom Meeting desktop clients version 5.3.0, meeting hosts will now have the *in-meeting* ability to allow participants to select a particular breakout room. The 5.3.0 version client is required with both hosts and participants for this option to work. This option is presented when creating the breakout rooms during a meeting and as an option prior to opening the breakout rooms.