



Pre-Populating Zoom Breakout Rooms

Zoom allows you to create breakout rooms in advance of your meeting and pre-populate them with your expected attendees. This saves valuable time during the meeting.

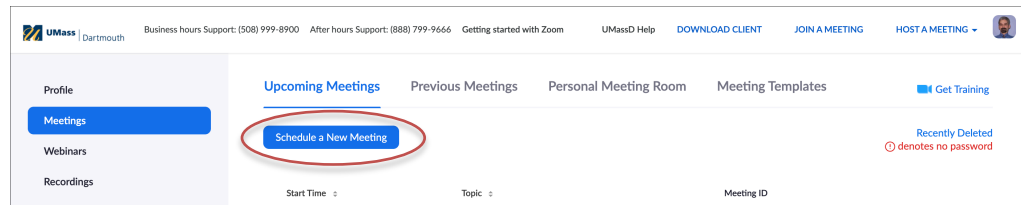
This document provides step-by-step instructions for using these features.

If you have questions or need help with Zoom, please [use our online help form](#) (login required) or call 508-999-8900, and select option 5.

I Create Your Meeting

To access the needed setup controls, you must use the Zoom website. If you have already created your meeting and enabled Breakout Rooms, skip to Part II on page 3.

1. Open a web browser and [visit the zoom meeting website](#).
2. Log in with your UMassD Logon username and password.
3. Click the **Schedule a New Meeting** button.



4. The New Meeting page is displayed.

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic:

Description (Optional):

When:

Duration: hr min

Time Zone:

Select a **Topic**, **Description**, **Date**, **Time**, and **Duration** for your meeting.



- If you would like to use the same Breakout Rooms for more than one meeting, click to select the **Recurring meeting** checkbox.

Use the controls provided to set the occurrences of your meeting.

- Click to select the **Registration Required** checkbox.

If you have a recurring meeting, make sure that the **Attendees register once and can attend any of the occurrences** radio button is selected.

- For improved security, it is recommended that you select the **Require meeting password** checkbox.

A meeting password is generated automatically. You may also type a different password into the field.

The password you choose will be embedded in the meeting invitation link within the email that registrants receive.

- For improved security, it is recommended that you select the **Enable Waiting Room** checkbox.



9. Click to select the **Breakout Room pre-assign** checkbox.

If you have the list of participants you would like to assign to Breakout Rooms available, proceed to Part III, step 6 on page 4. Otherwise:

10. Click the **Save** button.

II Invite Your Participants

Zoom provides a registration link for you to share with your participants. If you already have your meeting open, proceed to step 5.

1. Open a web browser and [visit the zoom meeting website](#).
2. Log in with your UMassD Logon username and password.
3. Click to activate the **Upcoming Meetings** tab, if it isn't already selected.
4. Click the topic of your meeting to open it.
5. The registration link appears below the date, time and ID information.

Click the **Copy invitation** link on the right.

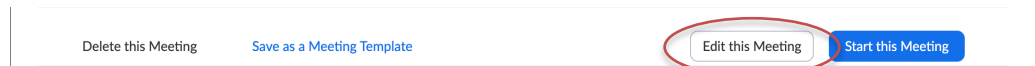
6. Send the link to your participants by pasting it into an email message, or by posting it to your myCourses site.
7. After registering, your participants will receive an email with a link to the meeting.



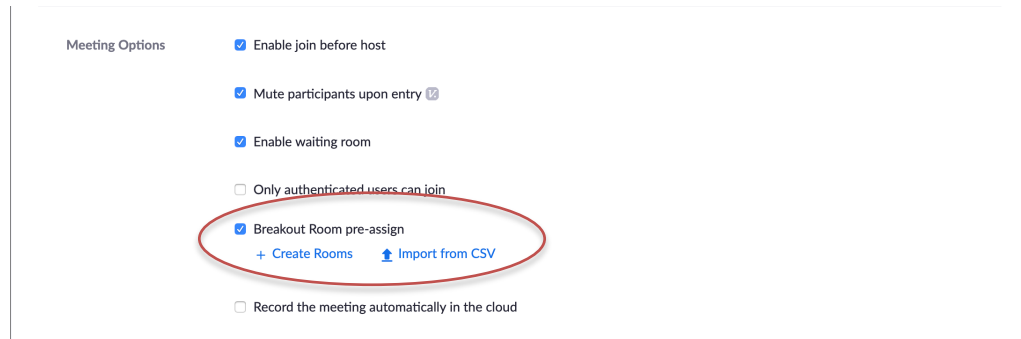
III Set Up the Breakout Rooms

You can pre-assign participants to breakout rooms at any point between creating your meeting and the event start time. If you already have your meeting open for editing, proceed to step 6.

1. Open a web browser and [visit the zoom meeting website](#).
2. Log in with your UMassD Logon username and password.
3. Click to activate the **Upcoming Meetings** tab, if it isn't already selected.
4. Click the topic of your meeting to open it.
5. Scroll to the bottom of the page and click the **Edit this Meeting** button.

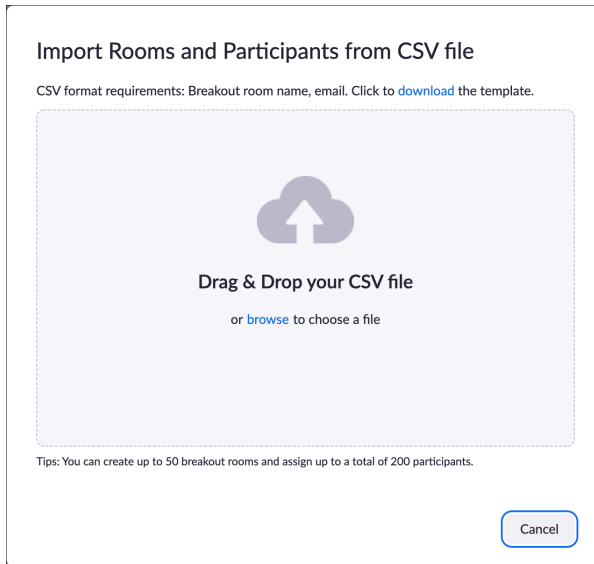


6. Scroll to the Meeting Options section and click **Create rooms** or **Import CSV**.





- If you choose Import from CSV, the import dialog box is displayed.



A CSV is a comma separated value text file that you can create with Excel. The file must be arranged with the first column containing the Breakout Room names and the second column containing the participant email addresses, as shown here.

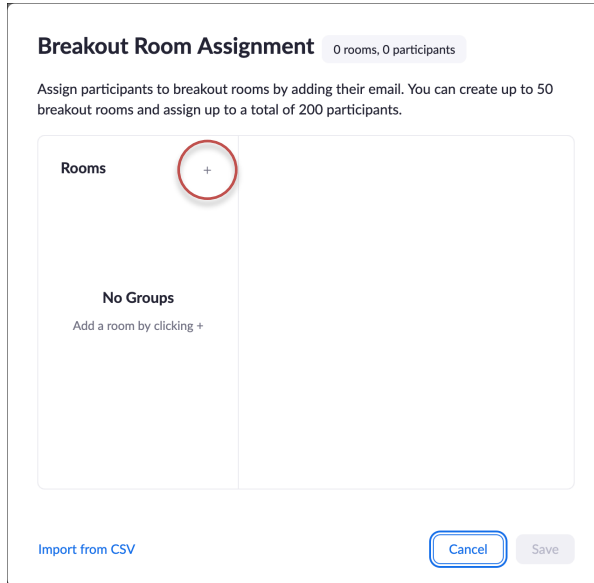
Pre-assign Room Name	Email Address
room1	test1@xxx.com
room1	test2@xxx.com
room2	test3@xxx.com
room2	test4@xxx.com
room3	test5@xxx.com
room3	test6@xxx.com

It is critical that the CSV email addresses match the participant email addresses exactly. You must use the original email address, not an alias. For example, use rlegault@umassd.edu, not rich.legault@umassd.edu. An easy way to get accurate email addresses is to download the meeting Registration Report after your attendees have registered.

- Drag and drop your CSV file onto the dialog box or click the **browse** link to navigate to your file and select it.

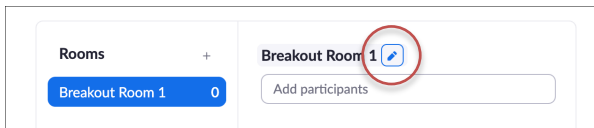


9. If you choose Create Rooms, or you have successfully imported a CSV file, the Breakout Room assignment dialog box is displayed.



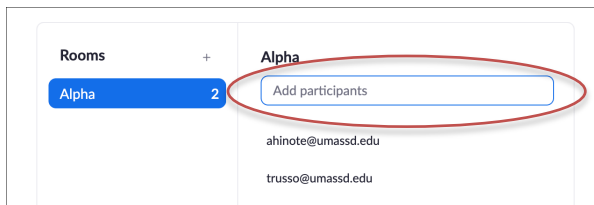
Click the plus (+) button to the right of Rooms to add a room.

10. Click on a room in the left column to edit it.



Point to the name on the right and click the pencil button to change the room name.

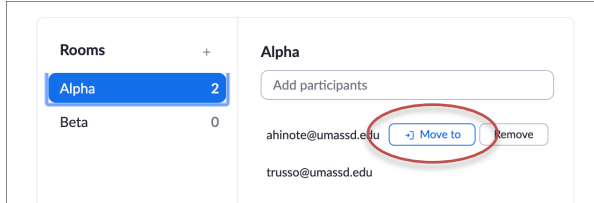
11. Add a participant by typing an email address into the field provided.



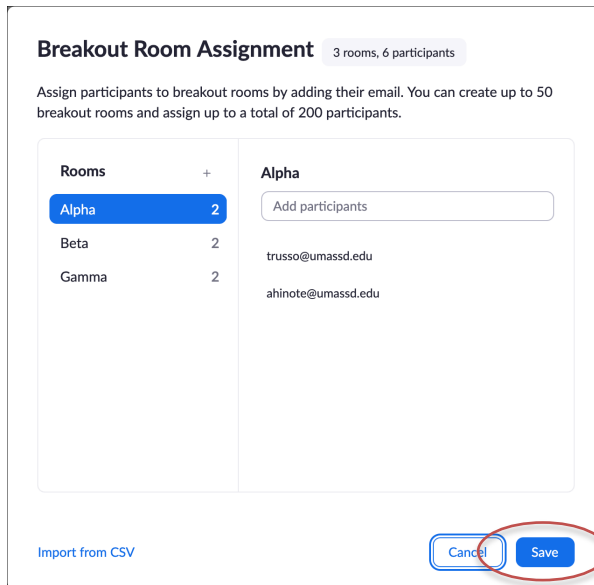
Press the <ENTER> or <RETURN> key on your keyboard to add the address to the list.



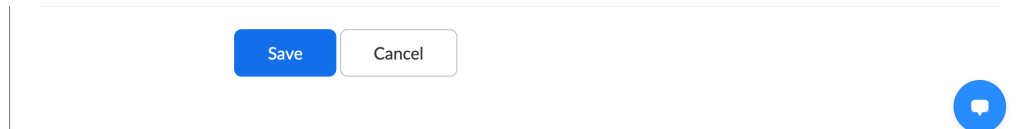
12. Point to a participant address and click the **Move to** button to move them to a different room.



13. When you are finished adding Rooms and Participants, click the **Save** button.



14. Click the **Save** button at the bottom of the page.



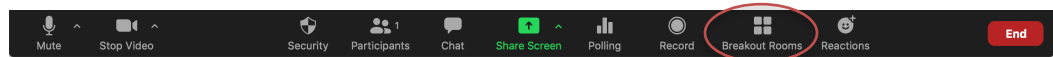


IV Use the Breakout Rooms

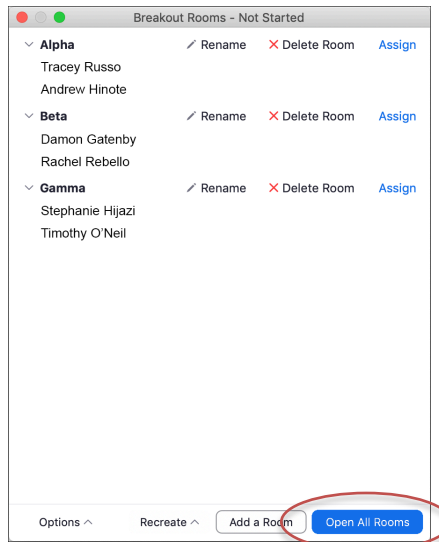
The Breakout Rooms you created are available for use when your meeting begins.

Important: Your student participants must download and install the Zoom desktop application, and then sign in with SSO using their UMass Dartmouth login credentials before joining the meeting. Instructions are available on the [Instructional Development website](#).

1. Open the Zoom application and start your meeting.
2. Click the Breakout Rooms button at the bottom of the Zoom window.



3. The Breakout Rooms window is displayed



Click the **Open All Rooms** button to begin.

4. For more information about using Breakout Rooms, [visit the Zoom support website](#).