

Work-around Break-out rooms in MS Teams

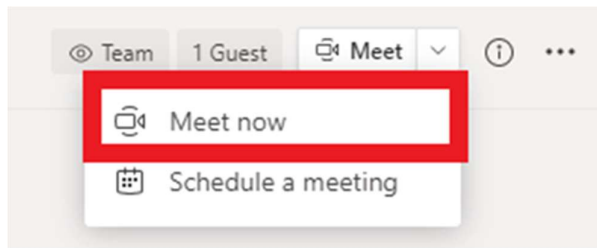
The following instructions provide a workaround solution for using breakout rooms in Teams, whilst Microsoft is working on releasing the breakout room feature. Currently, breakout rooms are already available for UU employees in a meeting planned outside a Team environment, but not yet for guests and meetings in a channel. Therefore, for an workshop in a channel you can use this workaround. Please read the steps below or watch [this explanation video](#).

You have 2 options:

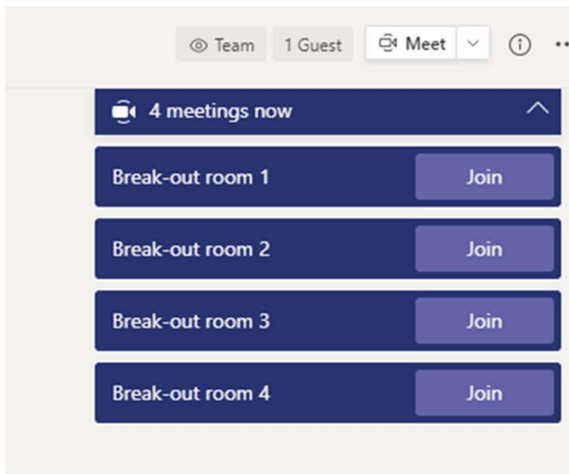
- Break-out rooms organized by workshop leaders during the meeting. (This is only possible if the workshop leaders are UU employees, guests do not have this option)
- Break-out rooms organized by UU workshop leaders or by the organizer prior to the meeting

Break-out rooms organized by workshop leaders during the meeting

1. Go to your channel.
2. Click on 'Meet now' in the upper right corner



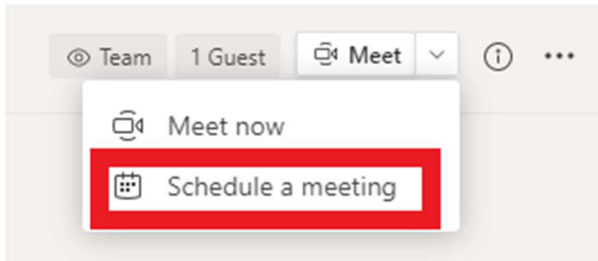
3. Enter a title, e.g. 'Break-out room 1' and click on 'Join now'.
4. You enter the 'room' and in the main meeting you will be put 'on hold'.
5. Repeat steps 2-4 to create extra break-out rooms. Note: You do not have to leave the other 'rooms', you will simply be put on hold.
6. Participants can join the relevant break-out room by navigating to the workshop channel and clicking on 'Join' for the relevant break-out room.
7. At the top right of your screen you will see the different break-out rooms. If you don't see them all, click on the arrow next to '.. meetings now'.



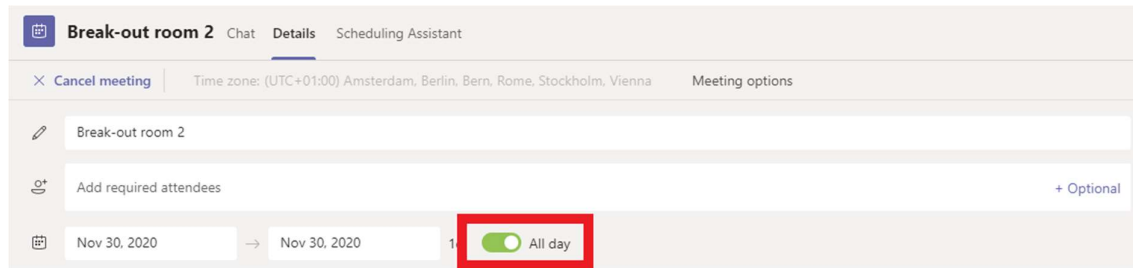
8. To switch rooms, click in the overview at the top right on 'Join' next the room you want to join.

Break-out rooms organized by UU workshop leaders or by the organizer prior to the meeting

1. Go to the appropriate channel.
2. Click on 'Schedule a meeting' in the upper right corner.



3. Enter a title, e.g. 'Break-out room 1' and select the day of the workshop.
4. Check the box for 'All day' if necessary, so that not everyone gets a message during the workshop that the break-out rooms are going to start, whilst the workshop leader may want to start later.

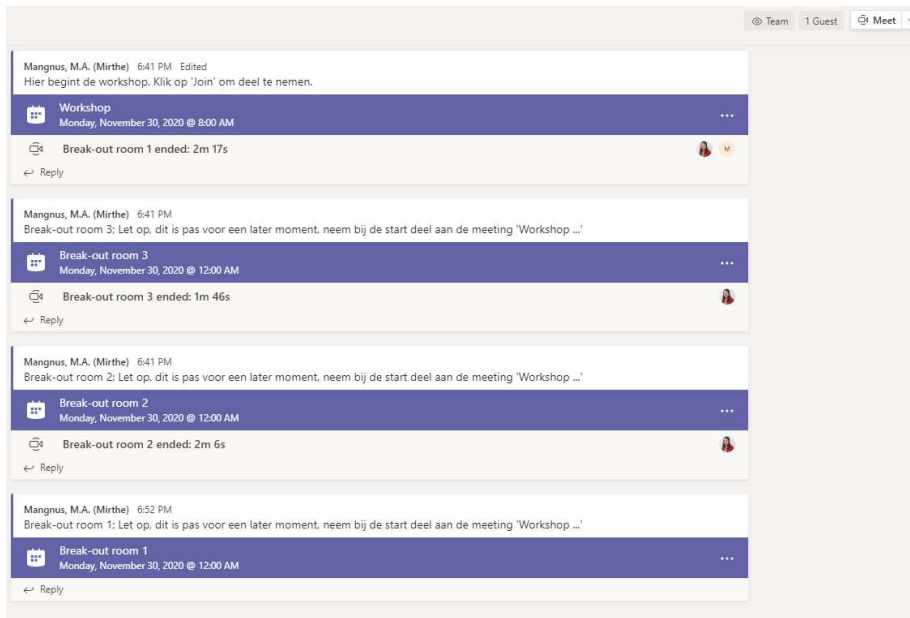


5. To avoid confusion, place the following text in the notes; *'Break-out room 1; please note this is to be used at a later moment in the workshop, to take part in the workshop, please join the meeting called 'Workshop ...'* This will make it clear to all the participants where they should be at the start of the workshop.
6. As soon as all 'rooms' are ready, you can share the information below with the workshop leaders.

Dear ...,

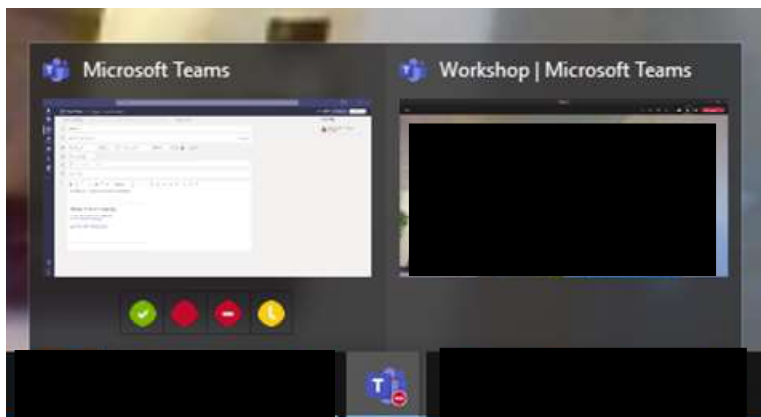
You have indicated that you wanted to use Break-out rooms in your workshop. These are now available for you and can be used during the conference.

In your channel you will now see the following;

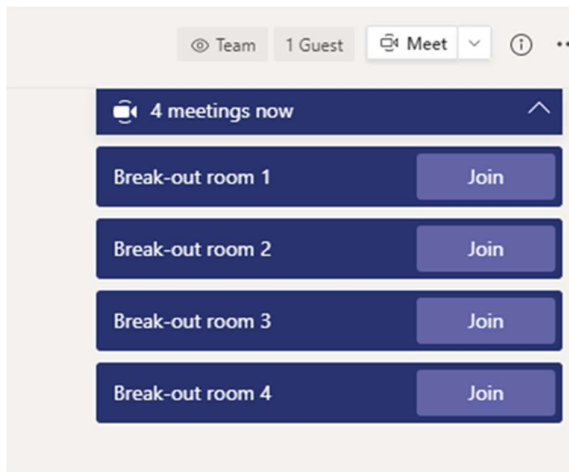


During the workshop, you start your workshop in the scheduled meeting called *'Workshop ...'*.

When you want to switch to the break-out rooms, first assign the participants; indicate who is going to which room. In addition, clearly agree on the time at which everyone is expected to return to the main meeting. After this, both you and the participants hover your mouse over the Team icon and click on the left screen (not on the meeting you are currently attending).



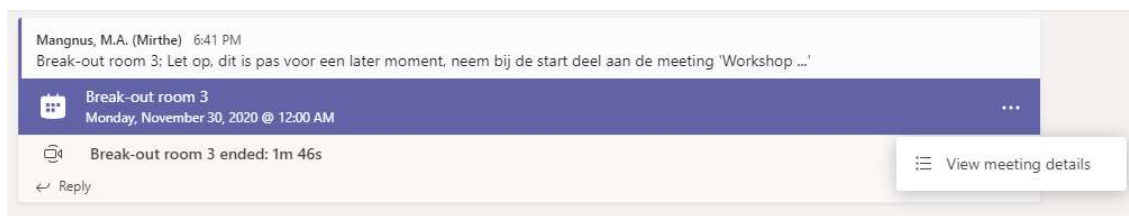
You and the participants will all navigate back to the workshop channel again and the participants click on the meeting of their Break-out room. The central meeting will then be put 'on hold' for them and they can start. You can do this in the same way and navigate between the different meetings. You can have a maximum of 4 meetings 'on hold'. As soon as you have 'joined' all meetings once, you can switch between the different rooms at the top right of the channel by clicking on 'Join' next to the room you want to visit;



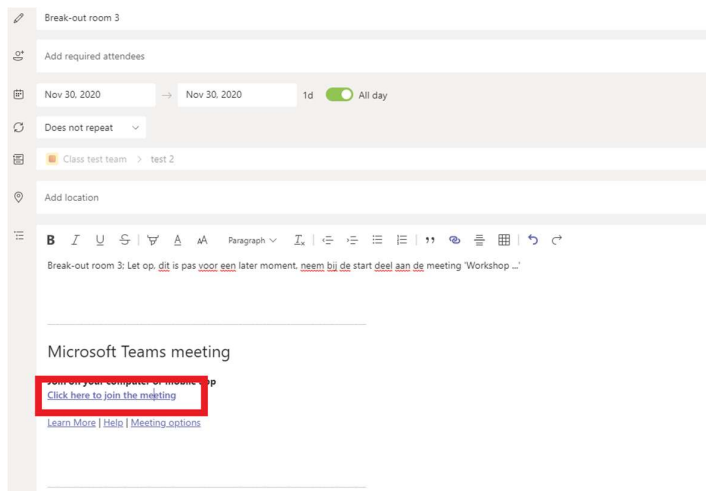
Another option after step 5:

Another option would be the following:

- After creating the 'rooms' click on the '...' next to a break-out room and select 'View meeting details';



- Right click on the link 'Click here to join the meeting' and select 'Copy link'.



- Save the link with the title of the break-out room and repeat these steps for the other break-out rooms.
- Share the links with the titles of the rooms with the workshop leader.
- The workshop leader will share the links in the chat on the day of the workshop. Participants and the workshop leader participate in the break-out rooms by clicking on the link.