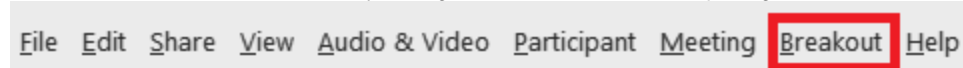


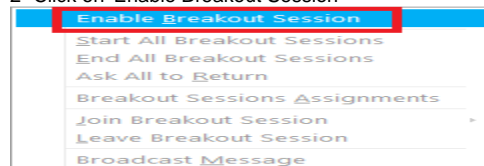
WebEx: Using Breakout Rooms

How to: Use Breakout Rooms in Webex Meetings

1 – Turn on the Breakout room feature by clicking on Breakout Rooms in the top navigation bar.



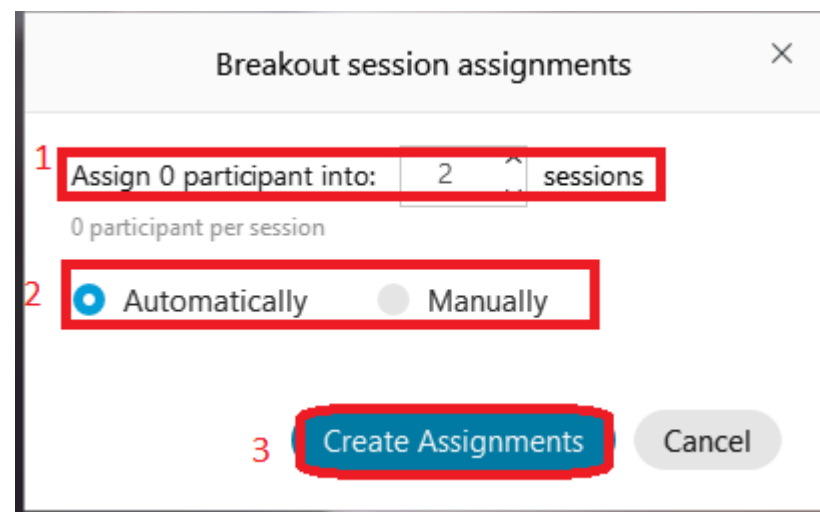
2- Click on 'Enable Breakout Session'



3 – From the bottom bar click on the 'Breakout Sessions' button




4 – Set the number of people you would like in each breakout room and select whether you would like to place them in their groups manually or if you want to have the system do it randomly. Once set click on the 'Create Assignments' button'



4a. Select the name(s) that you wish to put in a room

Not Assigned (1) Selected: 1

☒  Host, me

☒ Select all [Move to session](#)

5 – Click the 'Start breakout sessions' button in the bottom right of the box.

Breakout session assignments

Not Assigned (1)

Search

Knapp

Host, me

Select all

Move to session

Breakout Session (2)

+ Add Session

Breakout Session 1 (0)

Breakout Session 2 (0)

Settings

Reset

Start breakout sessions

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