

# Enabling breakout rooms

## Account settings



The image is a screenshot of the Zoom Account Settings page, specifically the 'Video Breakout Rooms' section. The text 'Video Breakout Rooms' is visible at the top of the screenshot area. The rest of the screenshot area is empty, suggesting the content is either redacted or the image is a placeholder.

### Video Breakout Rooms

## Overview

Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time.

This article covers:

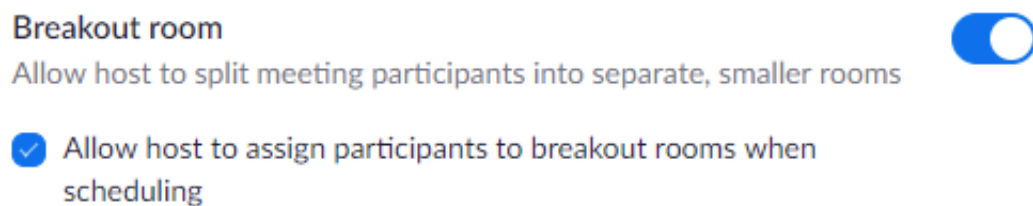
## Prerequisites

**Note:** Before using breakout rooms, see the .

To enable the breakout room feature for all members of your organization:

1. Sign in to the Zoom web portal as an administrator with the privilege to edit account settings.
2. In the navigation menu, click **Account Management** then [Account Settings](#).
3. Navigate to the **Breakout Room** option on the **Meeting** tab and verify that the setting is enabled.

If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.



4. (Optional) Click the checkbox to allow meeting hosts to [pre-assign participants to breakout rooms](#).
5. (Optional) If you want to make this setting mandatory for all users in your account, click the lock



icon, and then click **Lock** to confirm the setting.

## Group settings

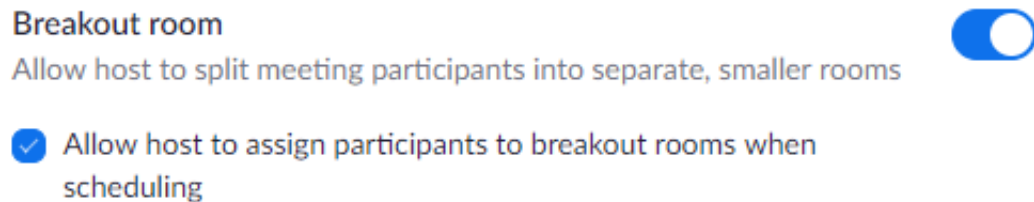
To enable the breakout room feature for all members of a specific group:

1. Sign in to the Zoom web portal as an administrator with the privilege to edit groups.
2. In the navigation menu, click **User Management** then [Group](#)

## Management.

3. Click the name of the group, then click the **Settings** tab.
4. Navigate to the **Breakout Room** option on the **Meeting** tab and verify that the setting is enabled.

If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.



**Note:** If the option is grayed out, it has been locked at the account level, and needs to be changed at that level.

5. (Optional) Click the checkbox to allow meeting hosts to [pre-assign participants to breakout rooms](#).
6. (Optional) If you want to make this setting mandatory for all users in this group, click the lock icon



, and then click **Lock** to confirm the setting.

## User settings

To enable the breakout room feature for your own use:

1. Sign in to the Zoom web portal.
2. In the navigation menu, click [Settings](#).
3. Navigate to the **Breakout Room** option on the **Meeting** tab and verify that the setting is enabled.

If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

### Breakout room

Allow host to split meeting participants into separate, smaller rooms



- Allow host to assign participants to breakout rooms when scheduling

**Note:** If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.

- (Optional) Click the checkbox to allow meeting hosts to [pre-assign participants to breakout rooms](#).

## Using breakout rooms

After enabling breakout rooms, you can do the following:

- [Participant in breakout rooms](#) (participants)
- [Manage breakout rooms](#) (host)
- [Pre-assign participants to breakout rooms](#) (host)