

Pre-assigning participants to breakout rooms

Overview

As a meeting host, you can split your meeting participants into breakout rooms when scheduling the meeting. This can be useful if you already know how you want to split up your participants.

You can also [manage your breakout rooms](#) during the meeting.

This article covers:

- Limitations
- Pre-assigning participants to breakout rooms using the web portal
- Pre-assigning participants to breakout rooms using a CSV file
- Editing breakout rooms assignment
- Starting a meeting with pre-assigned breakout rooms
- Recovering to pre-assigned breakout rooms

Prerequisites

- [Breakout rooms enabled in your meeting settings](#)
- **Host:** Zoom Desktop Client on Windows or macOS, version **4.5.0** or higher
Note: If you start the meeting from the Linux client or Zoom Mobile App, you will not be able to see your breakout rooms with pre-assigned participants.
- **Participants:** Zoom Desktop Client or Mobile App, version **4.5.0** or higher

Note:

- When joining a meeting with pre-assignments, participants need to be signed in to their Zoom account for pre-assignments to be applied.
- Participants will not be pre-assigned if they join from the [web client](#).

Limitations

- You can only pre-assign participants that have a Zoom account (internal or external Zoom users).
- When pre-assigning participants using the web portal, you can only pre-assign internal Zoom users that are in the same account.
- To pre-assign participants that are external Zoom users, import a CSV file.
- If you have [registration](#) enabled and external participants register for the meeting, you need to [assign them to breakout rooms during the meeting](#).
- Up to 200 participants can be pre-assigned to breakout rooms.

Pre-assigning participants to breakout rooms using the web portal

1. Sign in to the Zoom web portal.
2. Click [Meetings](#) and [schedule a meeting](#).
3. In the **Meeting Options** section, select **Breakout Room pre-assign** and click **Create Rooms**.

Breakout Room pre-assign

[+ Create Rooms](#)

[↑ Import from CSV](#)

4. Click the plus icon beside **Rooms** to add breakout rooms.

Breakout Room Assignment

2 rooms, 0 participants


Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms	+	Group A
Group A	0	<input type="text" value="Add participants"/>
Group B	0	

No participants yet

[Export as CSV](#)[Cancel](#)[Save](#)

5. Hover over the default breakout room name and click the pencil icon to rename it.

Breakout Room 1 

6. In the **Add participants** text box, search for participants' name or email address to add them to the breakout room.

Note: You can add internal Zoom users that are in the same account. To pre-assign participants that are external Zoom users, import a CSV file.

Breakout Room Assignment

2 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms	+	Group A
Group A	0	<input type="text" value="carly"/>
Group B	0	<input type="text" value="Carly Shannon"/>

No participants yet

[Import from CSV](#)

Cancel

Save


- (Optional) Use these options to edit your breakout rooms and participants:
 - Click and drag a participant's email address to change the order.
 - Hover over a participant's name to see options to move them to another room or remove them from the current room.
 - To delete a breakout room, hover the room name in the left panel and click the trash bin icon.
- Click **Save**.

Pre-assigning participants to breakout rooms using a CSV file

1. Sign in to the Zoom web portal.
2. Click **Meetings** and [schedule a meeting](#).
3. In the **Meeting Options** section, select **Breakout Room pre-assign** and click **Import from CSV**.
4. Click **download** to [download a sample CSV file](#) you can fill out.

Import Rooms and Participants from CSV file

CSV format requirements: Breakout room name, email. Click to [download](#) the template.



Drag & Drop your CSV file

or [browse](#) to choose a file

Tips: You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Cancel

5. Open the CSV file with spreadsheet software like Microsoft Excel.

Note: You can specify internal or external Zoom users.

6. Fill in the **Pre-assign Room Name** column with the breakout room name, and the **Email Address** column with the assigned participant's email address.
7. Save the file.
8. Drag and drop the file in the web portal.
Zoom will verify that the email address has a Zoom account.

Editing breakout rooms assignment

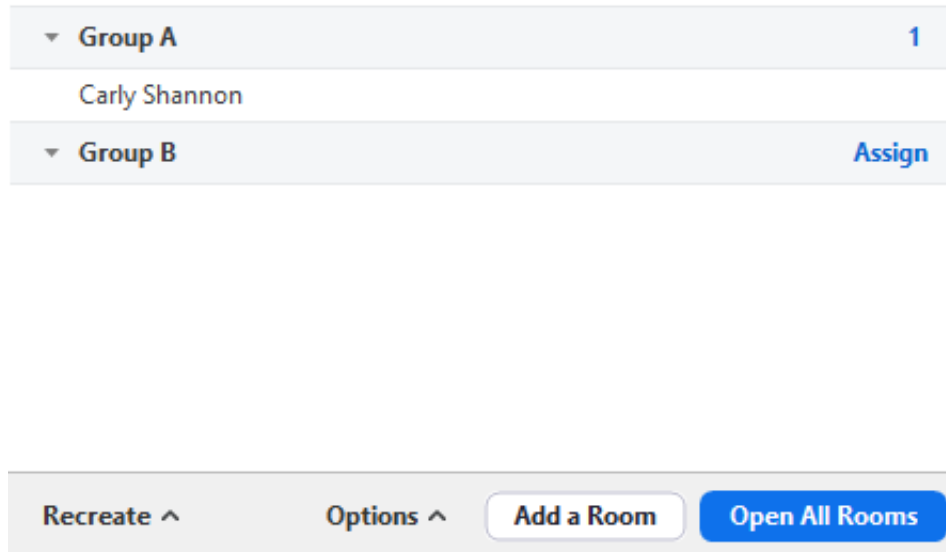
If you have already pre-assigned participants to breakout rooms, you can edit the assignments before you start the meeting.

Note: You can also [manage breakout rooms](#) during the meeting.

1. Sign in to the Zoom web portal.
2. Click **Meetings** and click the meeting you want to edit.
3. In the **Breakout Room** section, click **View detail**.
4. Edit the breakout rooms as needed. See the previous section for more details.
5. Click **Save**.

Starting a meeting with pre-assigned breakout rooms

1. Start the meeting with participants pre-assigned to breakout rooms.
2. Click **Breakout Rooms** in the meeting controls to access the breakout rooms you created.

**Note:**

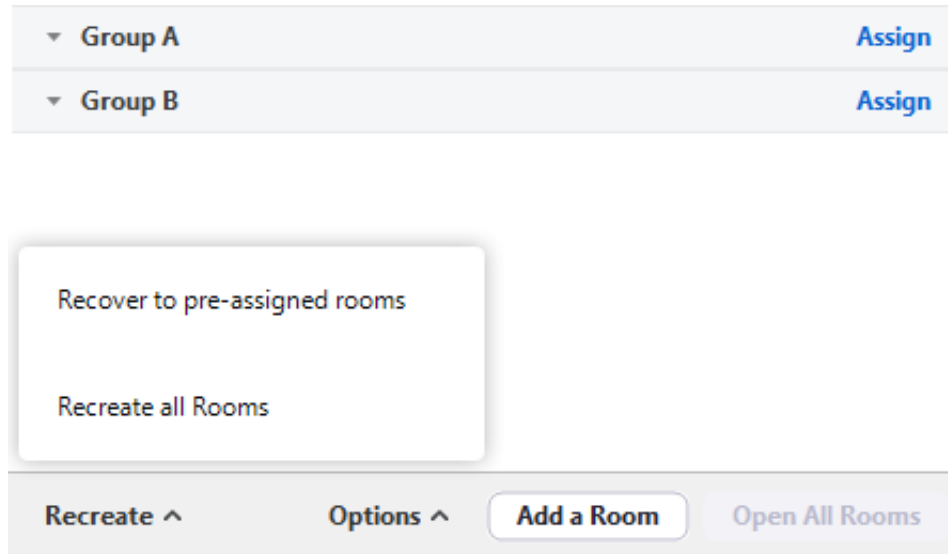
- If a participant is not be automatically assigned to the breakout room you specified when scheduling the meeting. Recover to pre-assigned breakout rooms to assign participants to their pre-assigned breakout rooms.
- You can manually assign participants using the [in-meeting breakout room controls](#).

3. Click **Open All Rooms** to start the breakout rooms.

Recovering to pre-assigned breakout rooms

After starting the breakout rooms, you can recover to the breakout rooms assignment you previously specified. This can be useful if you changed your breakout rooms during the meeting, or pre-assigned participants have joined the meeting after you joined the meeting or started breakout rooms.

1. Start the meeting with participants pre-assigned to breakout rooms.
2. Click **Close All Rooms** to end all breakout rooms.
3. Click **Recreate** then **Recover to pre-assigned rooms**.



Participants will be re-organized into the breakout rooms you specified when scheduling the meeting.

Learn more about [managing breakout rooms](#).