# Microsoft Teams: Breakout rooms for private discussion

A **breakout room** in Microsoft Teams lets meeting organizers divide a large meeting into smaller group sessions for focused discussions. Breakout rooms can only be used during a virtual visit with a **single patient,** where there are **multiple clinicians in the meeting** that need to have a private discussion.

## Scheduling and joining a meeting

1. Schedule a Teams meeting and add participants.
2. If the person scheduling the meeting will not be attending, a co-organizer must be assigned. Click **Meeting Options** and assign a co-organizer.
3. Click **Save**, then send the invite to participants.
4. The co-organizer clicks the Teams link they received and joins the meeting.

Please see **Microsoft Teams calendar scheduling options** for a full step-by-step guide on scheduling meetings.
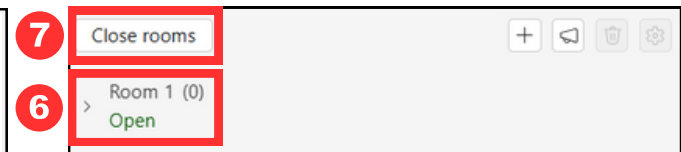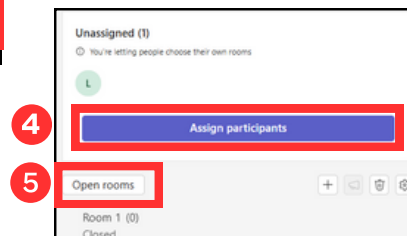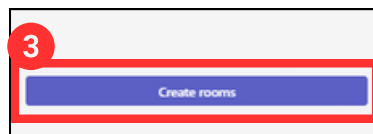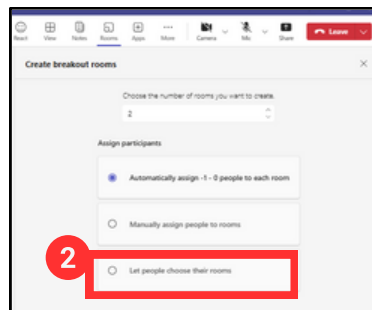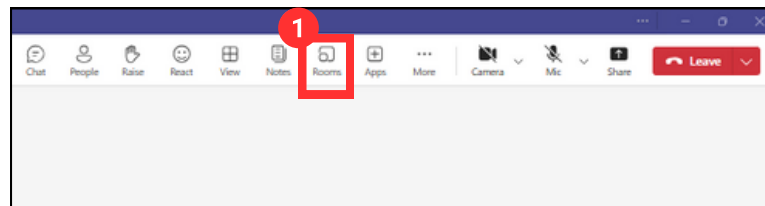




## Breakout rooms for clinician to clinician discussion

1. At the top of your screen in a Teams meeting click the **Rooms** icon.
2. Here you can choose different options to assign meeting participants to the rooms. Select **"Manually assign people to rooms"**.
3. Click **Create rooms** are the bottom.
4. Click **Assign participants** and change the '**unassigned**' drop-down to assign up to five participant to a room.
5. Click on "**Open rooms**" and this will open the breakout room for all Health authority organization emails.
   - This will not open the room to external emails.
6. The clinicians will be placed in a break out room while the patient remains in main room. The co-organizer will then join the room with the clinicians.
7. Once the clinicians have completed their discussion in the breakout room click "**Close rooms**" to return to the main room with patient.
   - **Note:** organizers and co-organizers cannot be directly assigned to breakout rooms like participants can. Instead, they must manually join a breakout room (see steps 2 and 5 above).
   - **Note:** it's important when using breakout rooms to ensure chat is not used.