

# Microsoft Teams: Breakout rooms for private discussion

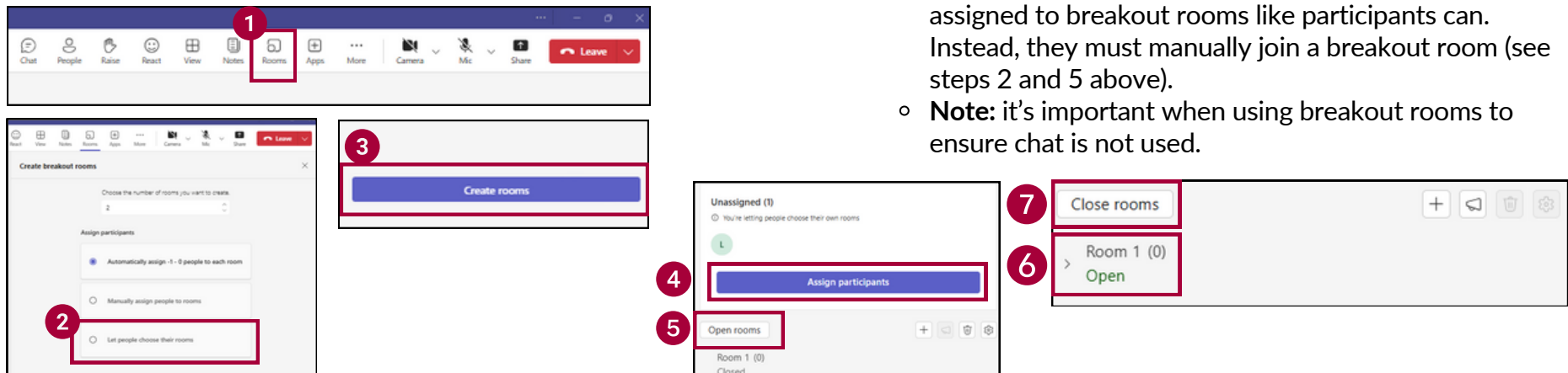
A **breakout room** in Microsoft Teams lets meeting organizers divide a large meeting into smaller group sessions for focused discussions. Breakout rooms can be used during both individual and group virtual visits, or when there are multiple clinicians in the meeting that need to have a private discussion.

**Please note:** breakout rooms may have limited functionality when used on web browsers and mobile devices.

## 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.



1. Click the **Rooms** icon in the meeting toolbar.

2. In the **Create breakout rooms** dialog, select **Manually assign people to rooms**.

3. Click **Create rooms**.

4. In the **Assign participants** dialog, click **Assign participants**.

5. Click **Open rooms**.

6. In the breakout room list, click **Open** for the room you want to use.

7. Click **Close rooms** to return to the main room.

## 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** at the bottom.
4. Click **Assign participants** and change the **‘unassigned’** dropdown to assign up to five participants 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.