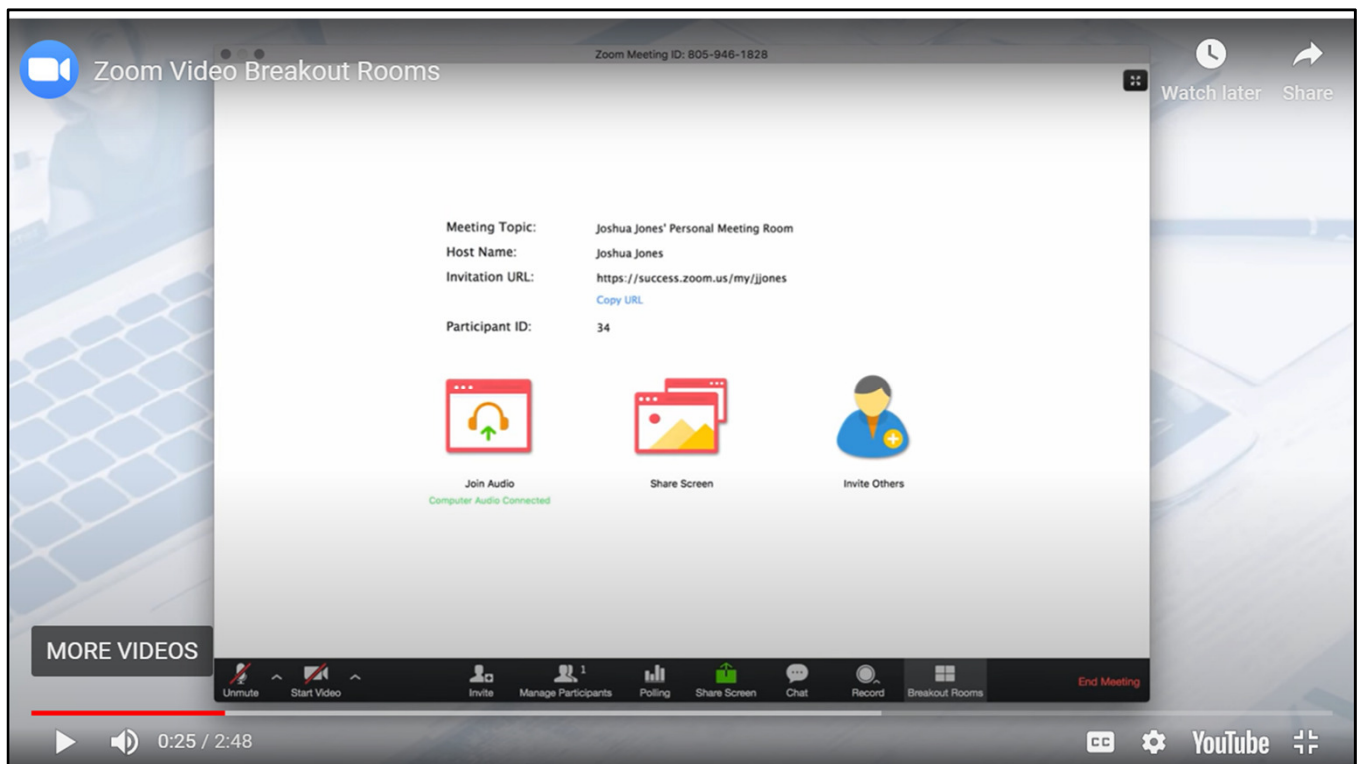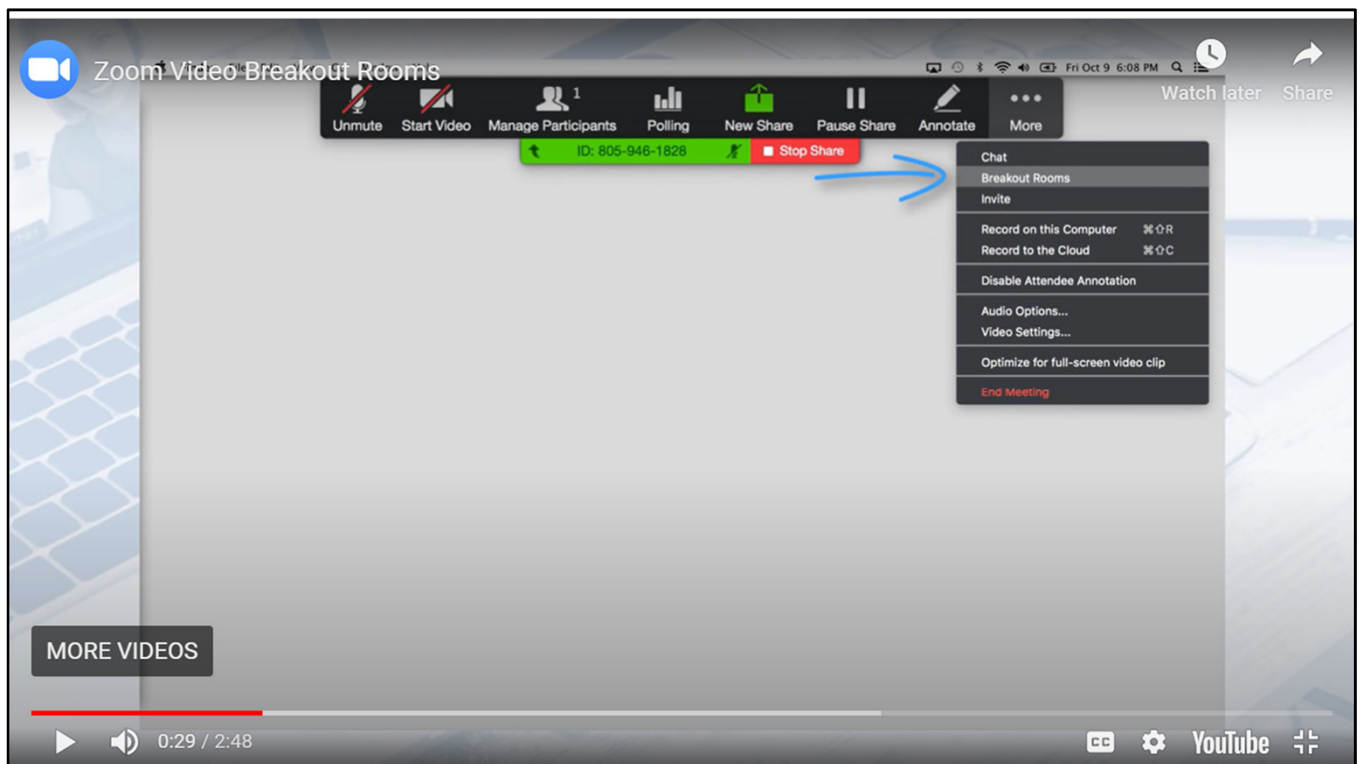Before the meeting ensure you have breakout rooms ticked in advance
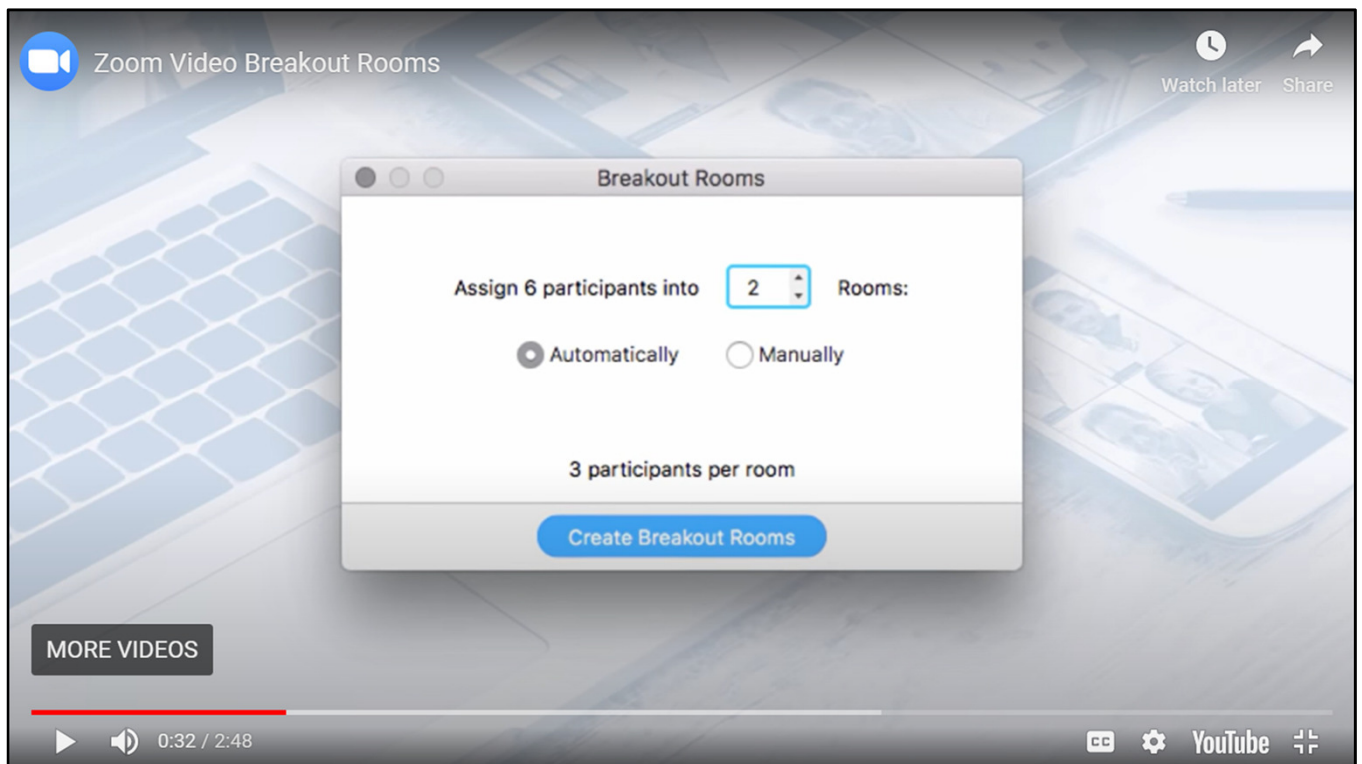
You need to be the host or co-host of the meeting to see the Breakout Rooms function in the black tool bar (right hand end) at the bottom of the screen.

It makes it easier to have a host to facilitate and a co-host to manage the tech side eg breakout rooms.

Next step is to click breakout rooms to set up

2 options – automatically – just change the number of rooms to suit how many people you would like in each room and then click – or manually (which I have have done here because we want a working group member in each breakout room)
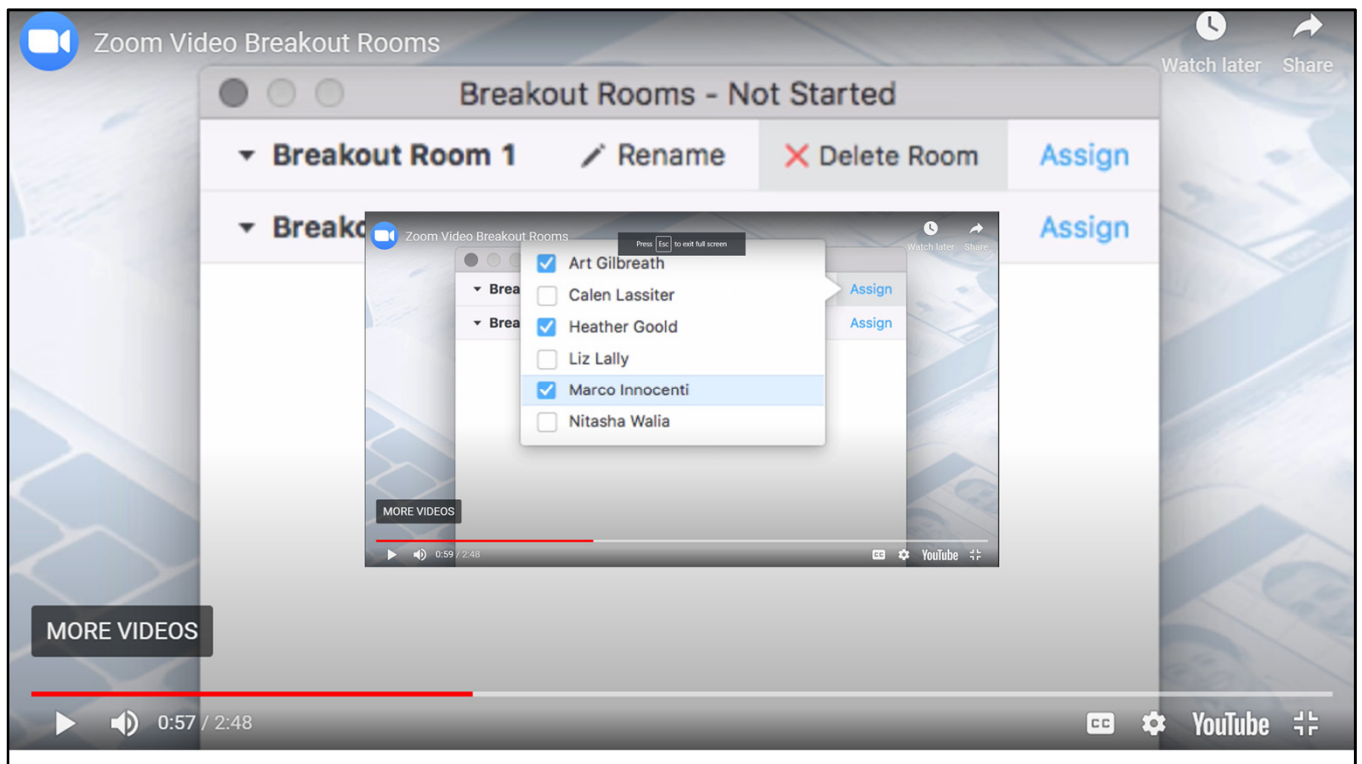
Follow the instructions to assign participants to rooms
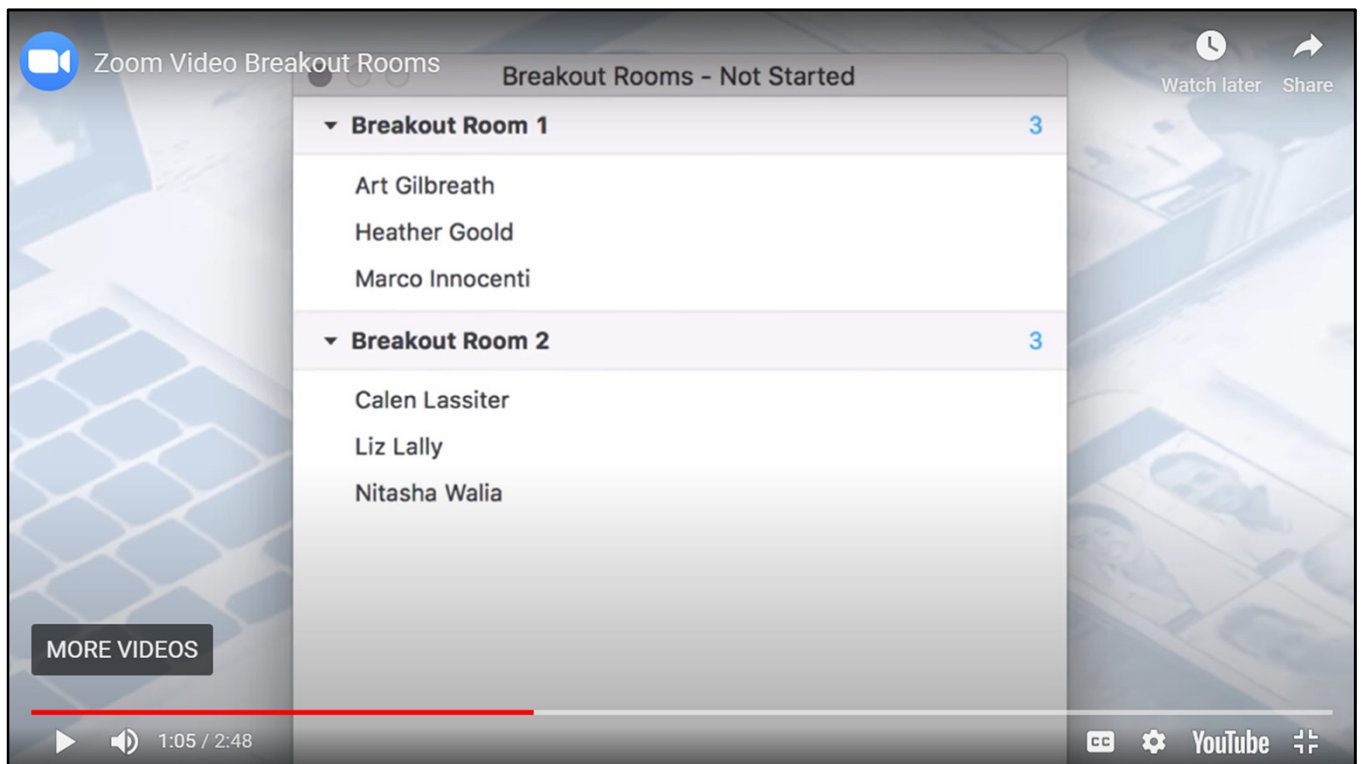
Then start rooms – the host can see who has joined, broadcast a message, reassign participants, close rooms (gives 60 second warning)