

## Breakout Rooms

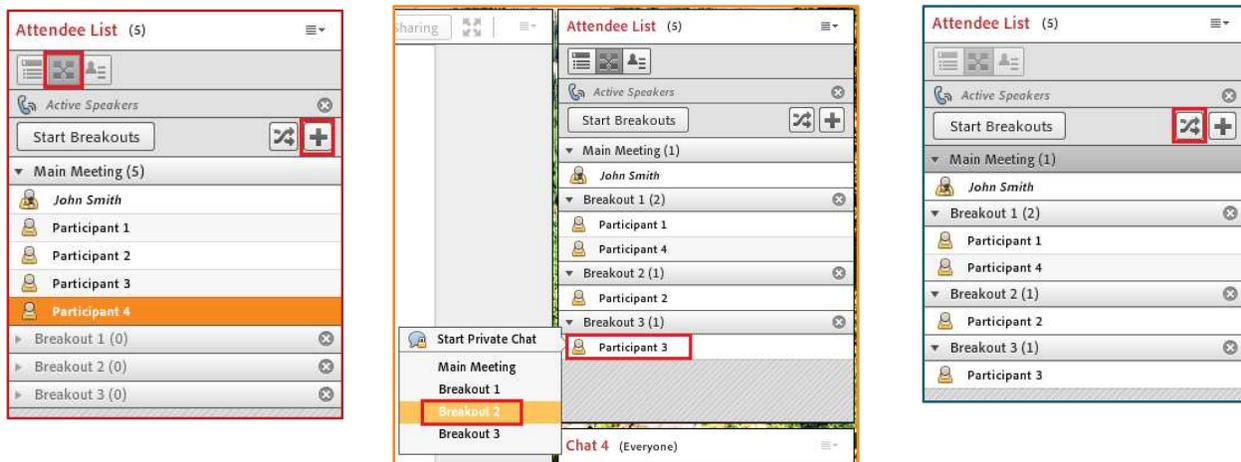
*Breakout rooms are used to have small group activities or conversations while in a larger conference setting.*

To initiate breakout rooms in Adobe Connect, select the Attendee Pod

1. Click the **Breakout Room View** icon in the attendee pod, this will open the “breakout room view”.
2. By default, you will start out with 3 breakout rooms. More can be added, up to 20, by clicking the **Plus** icon.
3. Move participants into the breakout rooms manually, or randomly.
  - a. Click and drag Participants into the desired room
  - b. Click the Participants Name and select Breakout room from the list
  - c. Click the Evenly Distribute From Main (to randomly and evenly distribute participants into breakout rooms)
  - d. The host may move in and out of the breakouts as much as desired.
4. Click the **Start Breakouts** button to begin Breakouts (Breakouts are not started until this step).

*\*In Breakouts all participants have presenter capabilities to screen share, move slides, draw etc. When they return to the main room they maintain their original roll.*

[**Audio Note:** when using integrated audio with breakout rooms, you must have all participants connected to the audio the **same way**, either all by phone (telephony), or all by computer microphone (VOIP). Once in breakouts, participants on the VOIP will no longer be able to hear or communicate with those on the phone, and vice-versa]



## Breakout Room Setup

The breakout rooms, the first time they are initiated, will be created with a default layout. However, breakout rooms are persistent, and can be modified in advance as well, by opening them, moving yourself around to each, and adding content the same way you would with your main meeting room. You have access to all pods within the breakouts, with exception of the Q&A. When you end your meeting, all content that you placed into the breakout room will stay for the next session.