

ZOOM: PRE-ASSIGNING BREAKOUT ROOMS

1

NAVIGATE TO [BOSTONU.ZOOM.US](https://bostonu.zoom.us) AND LOG IN

2

WITHIN YOUR CREATED MEETING, CHECK "BREAKOUT ROOM PRE-ASSIGN".

Meeting Options

☐ Enable join before host

☒ Mute participants upon entry 

☒ Enable waiting room

☐ Only authenticated users can join

☒ Breakout Room pre-assign

[+ Create Rooms](#)

[↑ Import from CSV](#)

☐ Record the meeting automatically

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IF YOU DON'T SEE BREAKOUT ROOMS OPTION, GO TO YOUR SETTINGS AND CHECK "BREAKOUT ROOM" AND "ALLOW HOST..."

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

Additional Breakout Rooms instructions can be found [here](#).

Schedule Meeting

In Meeting (Basic)


In Meeting (Advanced)

Email Notification

Other

In Meeting (Advanced)


Report participants to Zoom

Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting controls toolbar. 



Breakout room

Allow host to split meeting participants into separate, smaller rooms

☒ Allow host to assign participants to breakout rooms when scheduling 



Remote support

Allow meeting host to provide 1:1 remote support to another participant



Questrom School of Business