With Breakout Rooms, educators can divide their classes into small groups to facilitate discussions and team projects. Since Breakout Rooms can only be created using the desktop version of Microsoft Teams, you may need to download the desktop version to access this feature.

In this guide, you'll find some helpful tips on how to get started with Breakout Rooms for your class. To ensure that you have Breakout Rooms enabled, make sure you have updated to the latest version of Microsoft Teams.

Follow this guide for instructions on how to use Breakout Rooms.

### Break into groups

1. **Create Breakout Rooms**
   - Turn on the Breakout Rooms feature in your settings to start recording.
   - Select the meeting controls and select
   - Hover over student names until checkboxes appear. Choose
   - Everyone in the Breakout Room is notified that recording
   - Repeat this process until all students have been assigned
   - You have access to all the Breakout Room content
   - If chat is disabled in the main meeting
   - When you're ready to leave the Breakout Room
   - If chat is enabled in the main meeting
   - Select
   - To close rooms individually, select
   - All recordings will be accessible by any attendee in the
   - To close rooms all at once, select
   - Next to the
   - Choose how many rooms you'd like to create from the
   - Type in your announcement and then select
   - Send an announcement to everyone
   - To start rooms all at once, select
   - To start rooms individually, select
   - Students will receive a notification in their meeting chat to
   - Bring everyone back together
   - Break into groups
   - Support small group learning with Breakout Rooms in Microsoft Teams for Education

### Facilitate discussions

1. **Open the Breakout Room**
   - To start rooms all at once, select
   - Open the Breakout Room and return to the main meeting.

2. **Control the Breakout Room security settings**
   - Breakout Rooms have the same security settings as Teams
   - Control the Breakout Room security settings and return to the main meeting.

3. **Record Breakout Rooms**
   - Breakout Rooms can be recorded from any Breakout Room.
   - Share content between Breakout Rooms, and return to the main meeting.

4. **Send an announcement to everyone**
   - To send an announcement to everyone, select
   - More options
   - Send an announcement to everyone.

5. **Open the Breakout Room**
   - To see what features are available in the Breakout Room, please visit our support page.

### Breakout Rooms also have additional features

#### Rename Breakout Rooms to reflect small groups or projects

- Use Rename Breakout Rooms to reflect small groups or projects.
- Rename each Breakout Room to reflect small groups or projects.

#### Reassign students to different Breakout Rooms

- Reassign students to different Breakout Rooms if you need to.
- Reassign students to different Breakout Rooms if still open.

#### Need more help with Breakout Rooms?

- Visit the support link below for instructions.
- Learn how to keep students safe while using Microsoft Teams.

- Together Mode
- Whiteboard
- Live Captions