Use breakout rooms to put students into small groups during a synchronous class meeting. The students will already be logged into Teams for the class session. When you are ready to send the students into breakout rooms ...

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| 1. | Click **Breakout rooms** on the Teams meeting toolbar. |  |
| 2. | Choose the number of rooms you want to create. |  |
| 3. | Choose one of the two ways to assign students to breakout rooms. * Automatically - Teams assigns participants to the number of rooms you specified, as equally in number as possible,
* Manually - You assign students to rooms on the next screen.
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| 4. | Click **Create rooms**. |  |
| 5. | If you opted to assign students manually, click to select students who will share the first breakout room you set up. |  |
| 6. | Click Assign. |  |
| 7. | Repeat Steps 5 and 6 until you have assigned all students to rooms. |  |