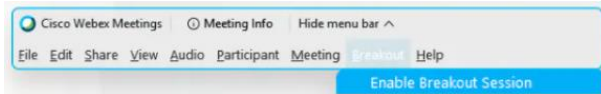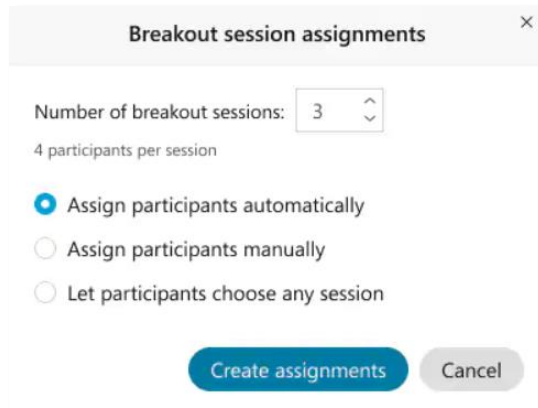# Webex Meetings

Breakout Sessions

Setting up a Breakout Session

Breakout sessions allow you to place your Webex Meeting participants into smaller groups to collaborate and share ideas. They are easy to create and manage. You can even have participants assigned automatically. A breakout session is just like being in a smaller meeting. A space complete with audio and video, where participants can collaborate, share content, or even ask the host for help from the main session. The host can step in and out of each breakout room as needed and then bring everyone back into the main session at any time or after a scheduled time limit.

A From the top menu bar, click **Breakout** and select **Enable Breakout Session**.

B Choose the **number of sessions** and whether to assign participants **automatically**, **manually**, or **let participants choose any session.**
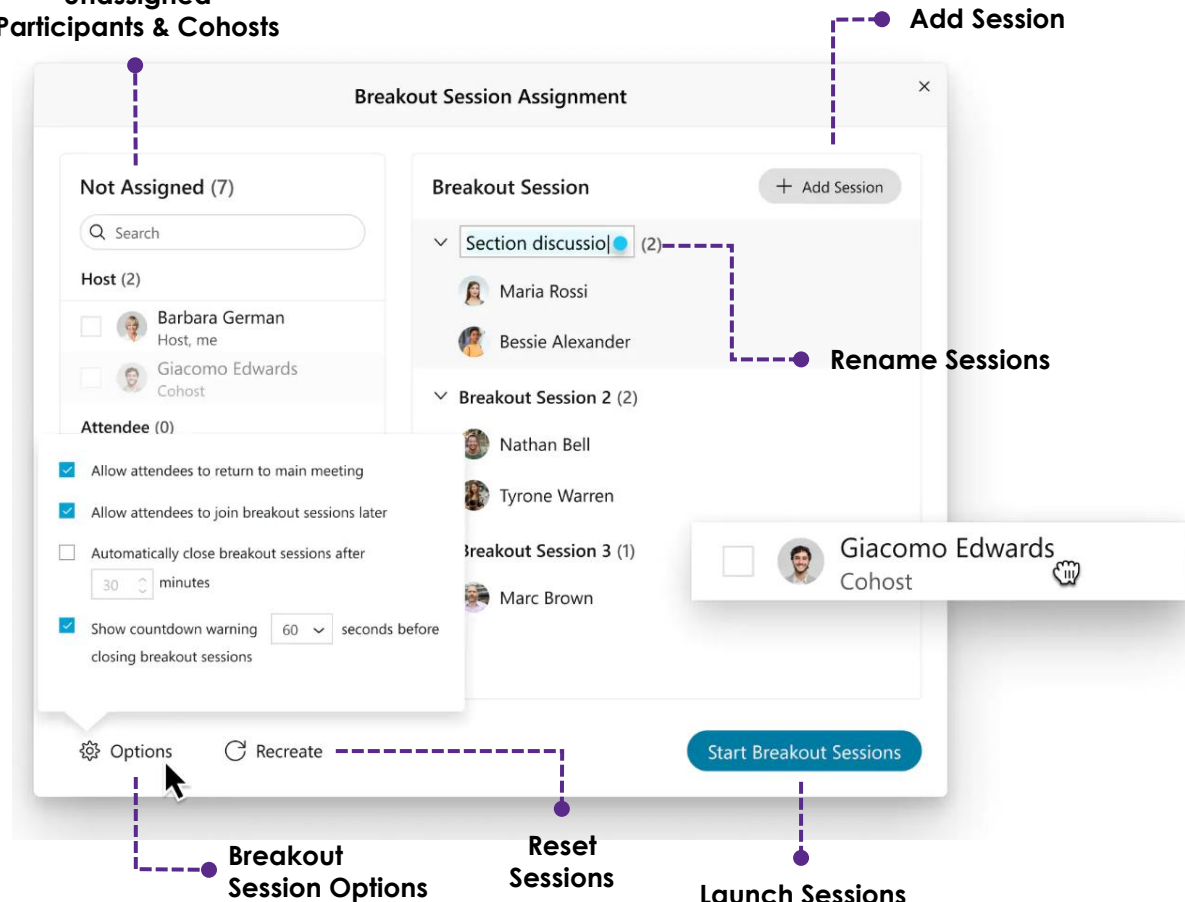
C Add additional sessions by clicking the **+ Add Session** button.

D Move and swap people between sessions by dragging and dropping them where you'd like them to be.

E Set breakout session options, such as a time limit and/or a countdown warning before the sessions end.

Unassigned Participants & Cohosts

Add Session

Rename Sessions

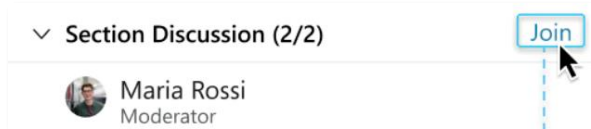**Breakout Session Options**

Reset Sessions

Launch Sessions
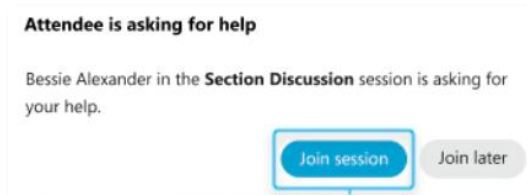
Communicate & Interact with Breakout Sessions

If your participants need help inside breakout rooms, you can join the rooms individually to answer questions or clarify instructions. You can also broadcast messages to let breakout session participants know about important updates.

A From the Participants panel, click the **Breakout sessions** tab to view each session and who is assigned to them.

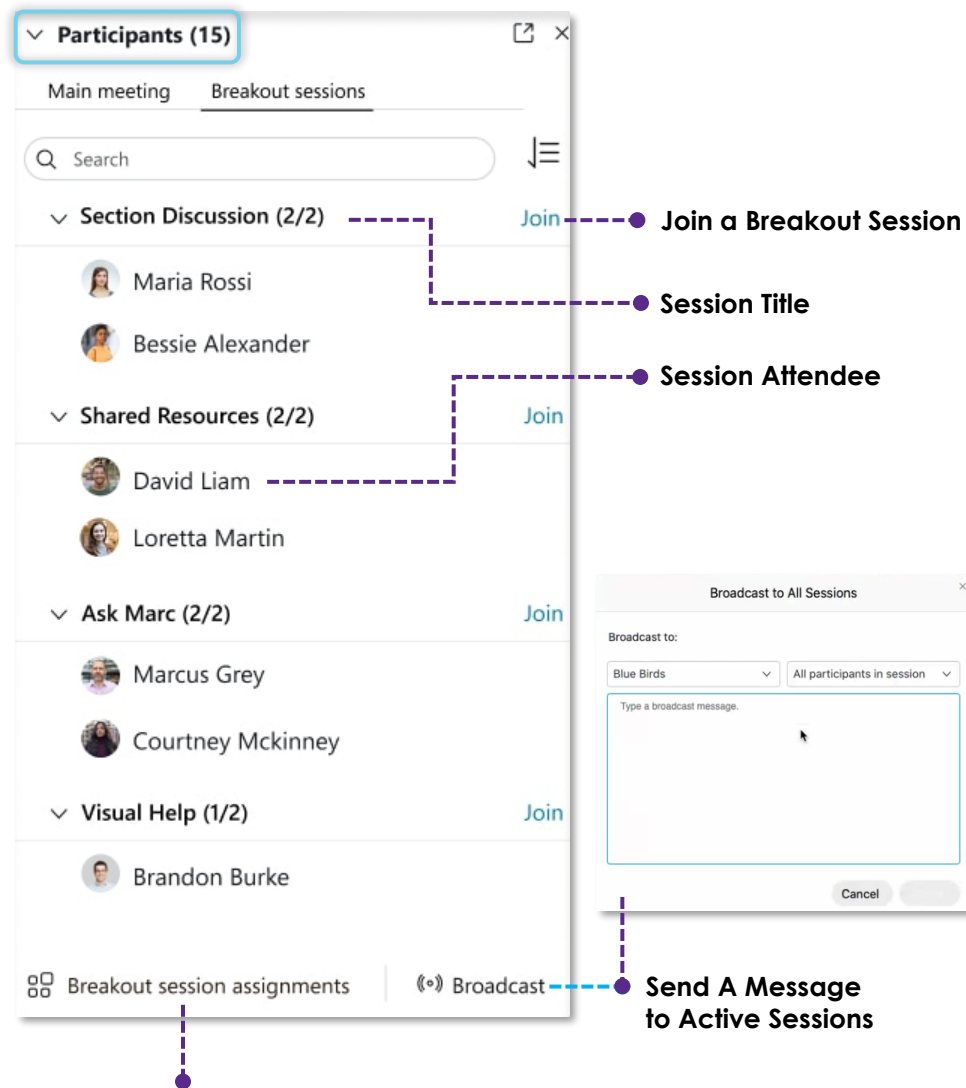**B** To join a session, simply click the blue **Join** link to the right of the Session Name.

C If during a breakout session an attendee needs help, they can send you a notification asking for assistance. Just click the **Join session** button and you're in.

D To adjust who is assigned to each group, click the **Breakout session assignment** link on the bottom left of the panel.

E Need to send a broadcast message to let breakout session participants (all or select set) know about important updates? Just click the **Broadcast** link at the bottom right of the panel.
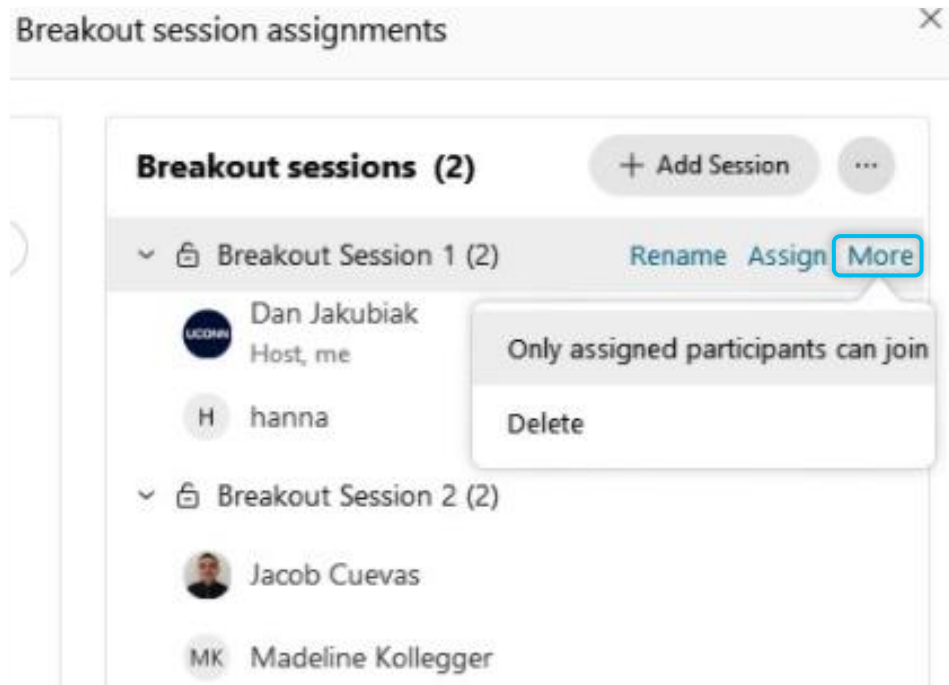
Join a Breakout Session

Session Title

Session Attendee

Send A Message to Active Sessions

Review Session Assignments

Allow Attendees to Move Themselves Between Breakout Sessions

Open up additional possibilities for collaboration with the option for attendees to move between all or selected breakout sessions. This option allows hosts to set up meetings where ideas can roam freely between small groups and participants can choose the group and topic that best suits them.
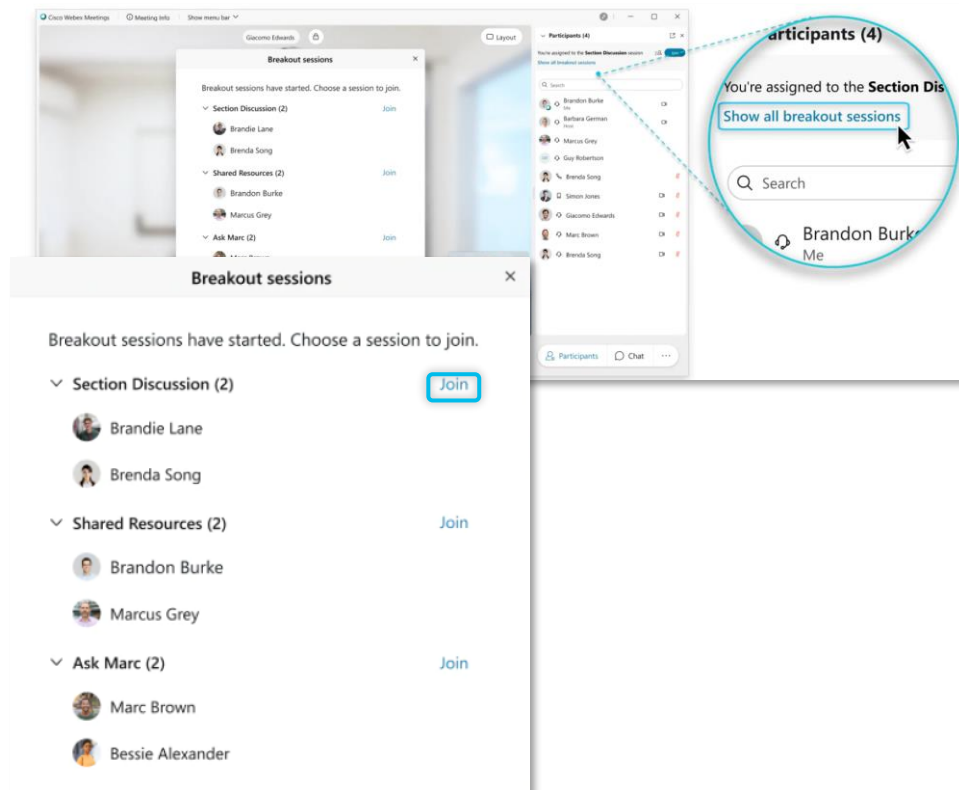
Host/Cohost Option Set Up

If you as the host or cohost did not select the option to **Let participants choose any session** when you set up the initial breakout room assignment, click on the name of the breakout room that you would like to open to any participants. From there, select **More**, which will display the option to let anyone join that breakout room.
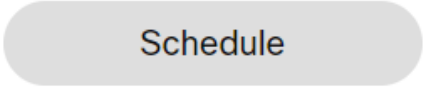

Participants

If the host or cohost has designated that participants can join any breakout session, go to the **Participants** panel, click **Show all breakout sessions**, then simply click **Join** next to the session you want to join.

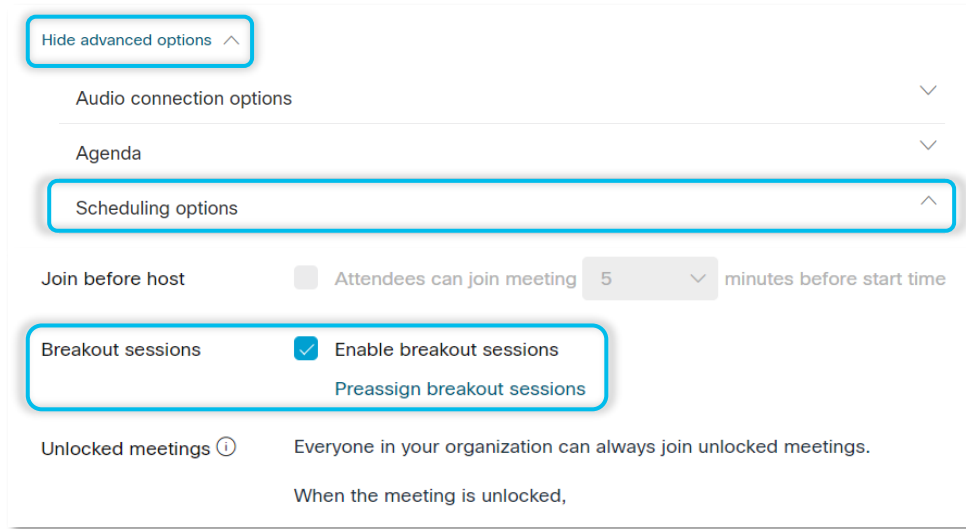## Enable & Assign Breakout Sessions During Scheduling

When scheduling a meeting online, Modern View users now have the option to enable meeting breakout sessions and preassign invitees to specific sessions while setting up their meetings. Note: "Modern View" should be displayed by default.

1 Log into your Webex site and begin scheduling your meeting as usual by selecting the **Schedule** button on either the **Home** or **Meetings** page.

Schedule

2 On the Schedule a Meeting page, scroll down to **Show Advanced Options**, and select the down arrow to expand. When the advanced options are displayed, select and expand the **Scheduling options** section. In this section, find **Breakout sessions** in the list of options, and select **Enable breakout sessions**.

Hide advanced options ∧

Audio connection options   ∨
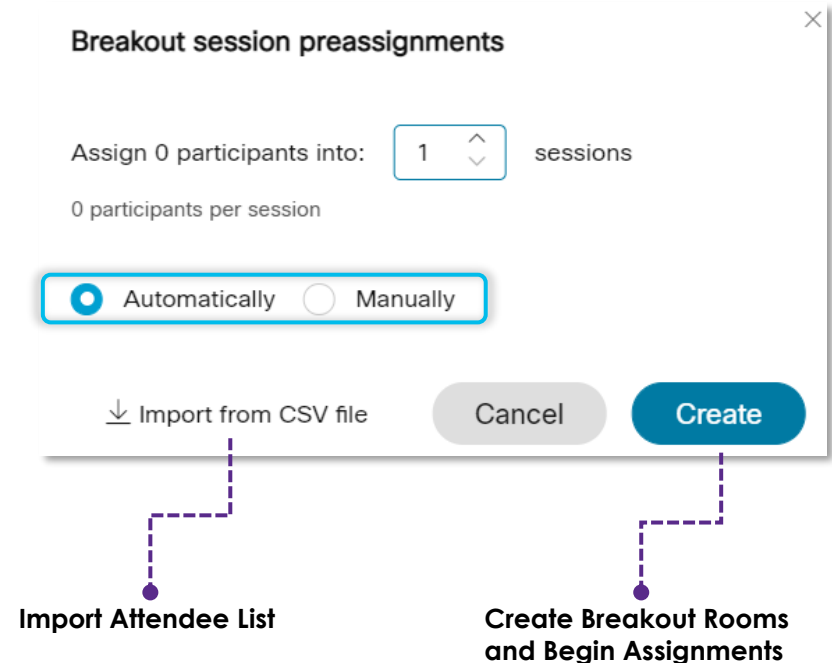
Agenda   ∨

Scheduling options   ∧

Join before host   ☐ Attendees can join meeting 5 ∨ minutes before start time

Breakout sessions   ☑ Enable breakout sessions
                          Preassign breakout sessions

Unlocked meetings ⓘ   Everyone in your organization can always join unlocked meetings.

                          When the meeting is unlocked,

3 Once breakout sessions are enabled, you will see the option to **Preassign breakout sessions**. Select this option, and you will be able to input the number of breakout rooms, import your attendee list, select whether you will assign each person to a breakout room **automatically** or **manually**.

Note: Attendees added to breakout rooms will automatically be added to the invitation list within Webex Meetings.

Breakout session preassignments   ✕

Assign 0 participants into: 1 ⌃⌄ sessions

0 participants per session

◉ Automatically   ○ Manually

⤓ Import from CSV file   Cancel   Create

Import Attendee List   **Create Breakout Rooms and Begin Assignments**

Click here for additional information on the Breakout Session experience!