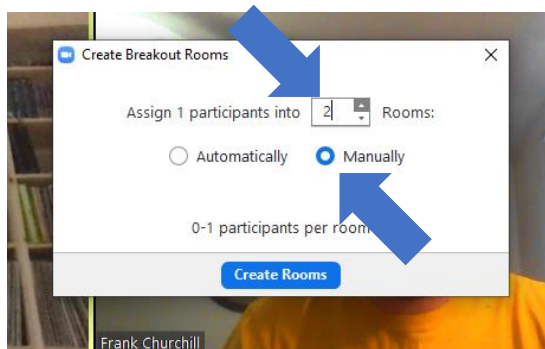


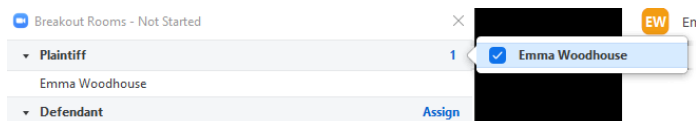
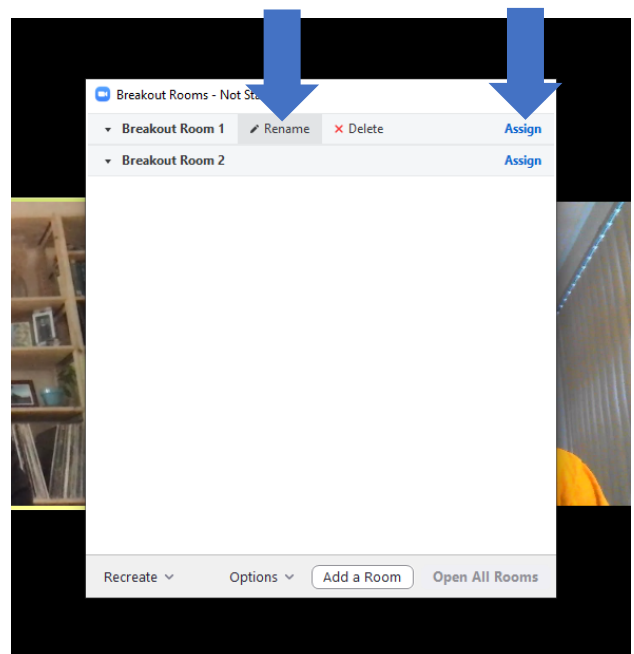
Using Breakout Sessions for Caucuses and Breaks

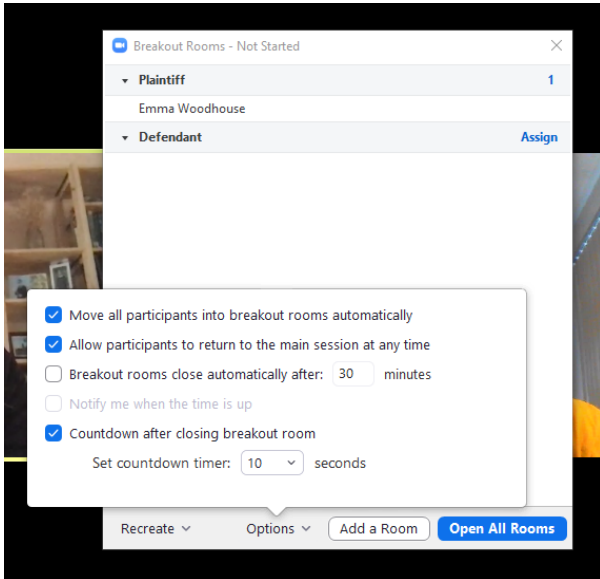
1. If you are setting up the meeting, ensure Zoom's breakout session feature is enabled (see corresponding info sheet for setting up a meeting).
2. When you want to begin a breakout session, navigate to the "Breakout Session" tool on Zoom's lower toolbar and click that option. A window titled "Create Breakout Rooms" will appear.



3. The pop-up window presents two options. Adjust the number of breakout rooms to number of rooms desired, likely equal to the number of parties in interest.
4. Select the option to create breakout sessions "Manually." This enables you to choose which breakout room each participant is assigned to.
5. Click "Create Rooms" to open the "Breakout Rooms" pop-up window.

6. The "Breakout Rooms" window includes several important features.
 - a. By default, breakout rooms are titled "Breakout Room 1" and "Breakout Room 2." You can rename them to a more useful indicator, such as the name of participants assigned to that room.
 - b. Use the "Assign" function in this window to assign participants to the proper breakout room. Click "Assign," then check the names of participants assigned to that room. Note that the mediator can only assign participants to rooms after they join the meeting.



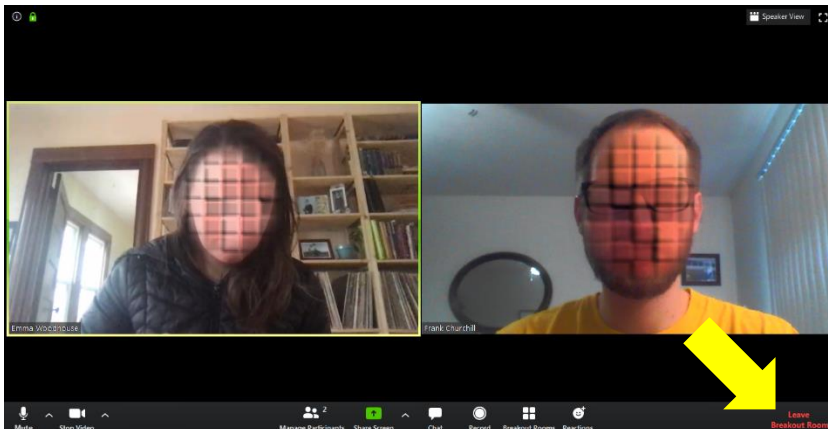
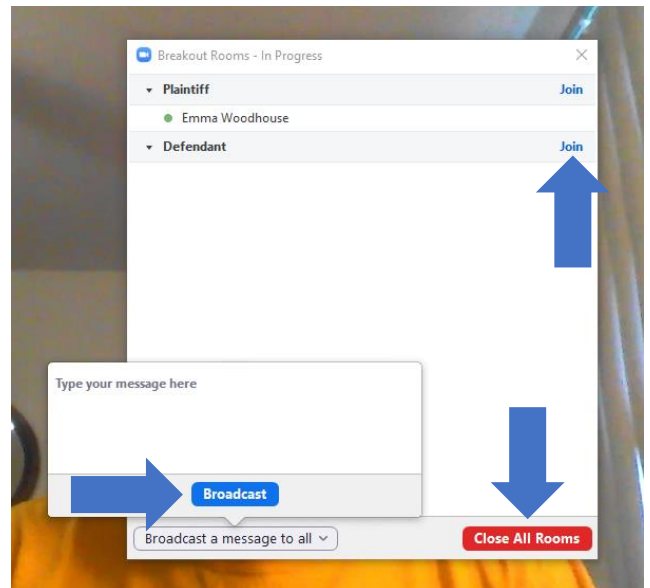


7. There are several additional settings located in the “Options” menu at the bottom of the window.
 - a. Select “Move all participants into breakout rooms automatically.” This will enable you to send participants to their breakout rooms.
 - b. Check the second box if you would like to permit participants to leave the breakout session on their own.
 - c. Set the “countdown timer” for ending a breakout session to the desired length. Note that you cannot change this setting after a breakout session has begun, so a shorter timer is recommended.

8. Click “Open All Rooms” to begin breakout sessions.

9. A mediator has several options during breakout sessions.

- a. If the session is a break, she may remain in the main room for the duration of the break. During this time, she may use the “Broadcast” function to communicate with both rooms simultaneously. Click “Close All Rooms” to end all breakout sessions.
- b. If the session is a caucus, she may join one of the breakout rooms, by using the “Join” function that corresponds to the room the mediator wants to join. After clicking “Join,” Zoom will ask whether you want to join. Click, “Yes.”



10. Breakout rooms look and function like the primary session. However, because the meeting host decides who may enter each breakout room, it creates a secure space for confidential communications.
11. To leave a breakout room, click “Leave Breakout Room.” Then click, “Return to Main Session.”

