

## Zoom: waiting rooms and breakout rooms

Can be helpful if you want to section people off from you as the host and also if you want to section people off from each other.

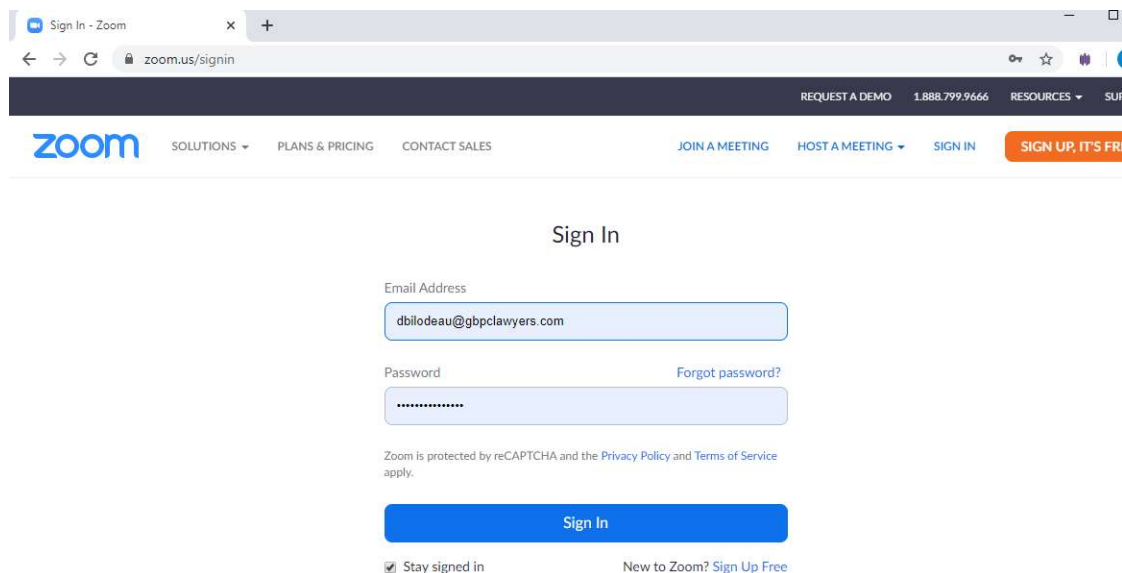
These are two separate features. Waiting room is when someone logs onto zoom and does not see anything (you can set up a waiting image). The host then has to admit the user into the meeting. The waiting room feature is a default setting which can be set so that whenever anyone joins your zoom hosted meetings, they start in the waiting room and the host has to admit them into the meeting. It's very easy to deal with as an ongoing matter. But you can turn the feature on and off as you see fit. Also when scheduling a future meeting in the schedule menu you can deselect the waiting room feature so that even if your default setting is to have a waiting room

Separately within the meeting, the host can assign users into separate breakout rooms from the main meeting. Once in the breakout room the user will not see what is happening in the main meeting, nor will the user see what is happening in other breakout rooms. Users in the same breakout room can see and hear each other. There is one important point to breakout rooms which is that the user must first select on their end to enter the breakout room. Once that happens, the host can move the user into any of the breakout rooms.

So in the context of a mediation. Conciliation, etc., the best practice is to do the following: set up waiting room – this allows you to move people into breakout room before they see each other (if that is necessary). Otherwise you can admit them all into the meeting (talk to them about process etc whatever) and then move them into the breakout rooms. From the user perspective they won't know if you have started the meeting or not when they are initially sitting in the waiting room.

## MAKING WAITING ROOMS

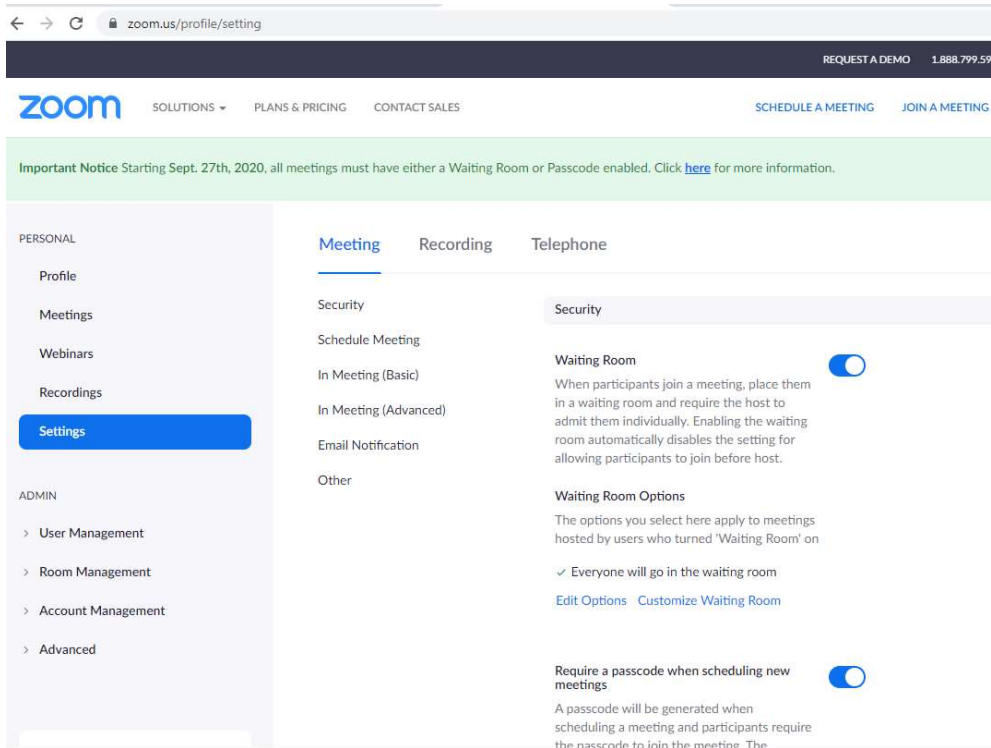
- 1) Log into Zoom portal (the website version not the program on your computer)



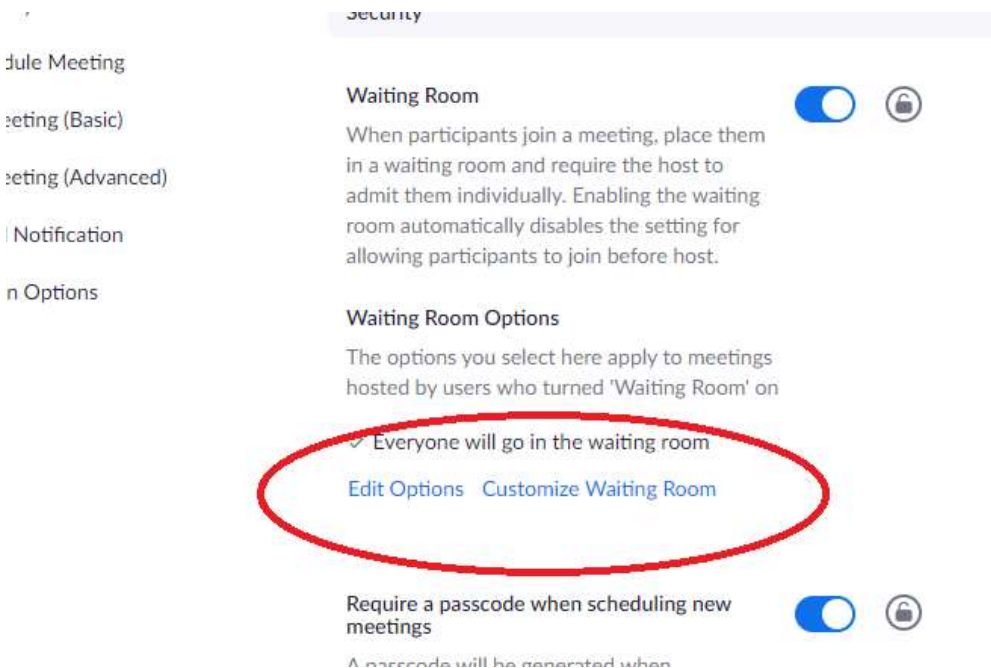
The image shows a screenshot of a web browser displaying the Zoom sign-in page. The browser's address bar shows 'zoom.us/signin'. The page features a navigation bar with the Zoom logo and links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and 'SIGN UP, IT'S FREE'. The main content area is titled 'Sign In' and contains a form with the following elements:

- An 'Email Address' field containing the text 'dbilodeau@gbpclawyers.com'.
- A 'Password' field with a masked password '\*\*\*\*\*' and a 'Forgot password?' link.
- A note stating: 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.'
- A blue 'Sign In' button.
- At the bottom, there is a checked checkbox for 'Stay signed in' and a link for 'New to Zoom? Sign Up Free'.

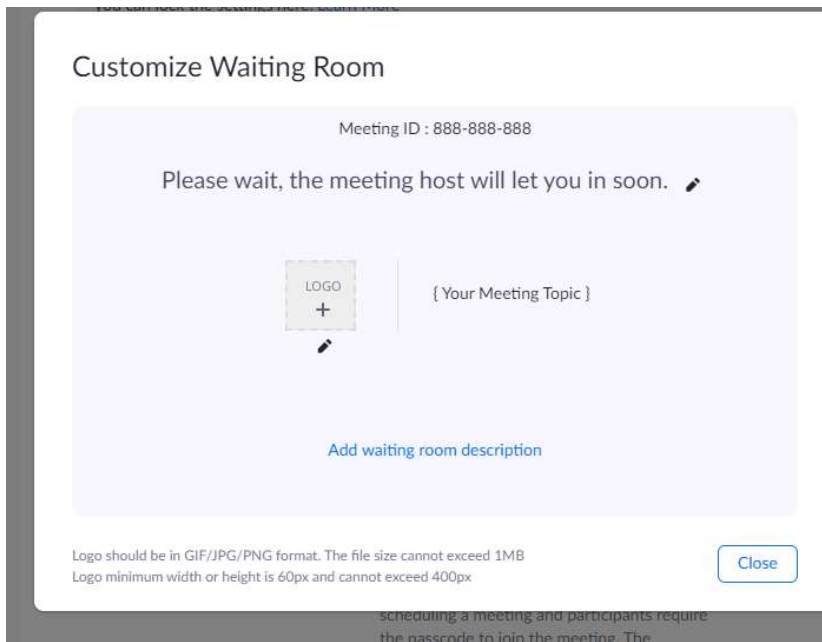
- 2) On the left side there is a task bar navigation panel > select “settings” > then simply toggle the button labeled “waiting Room”



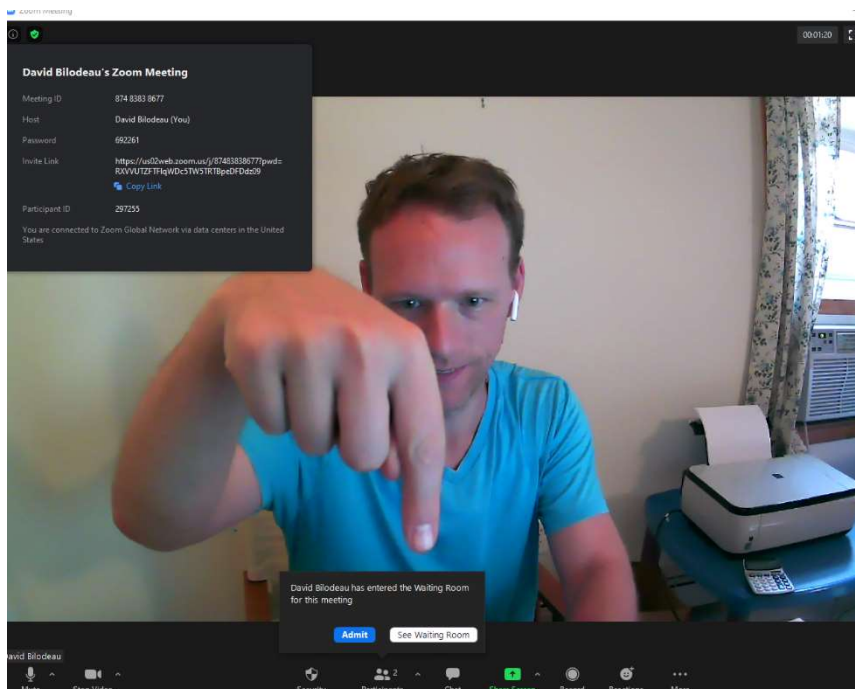
- 3) In this same menu, you can pimp out your waiting room by selecting “Edit Options” and “Customize Waiting Room”



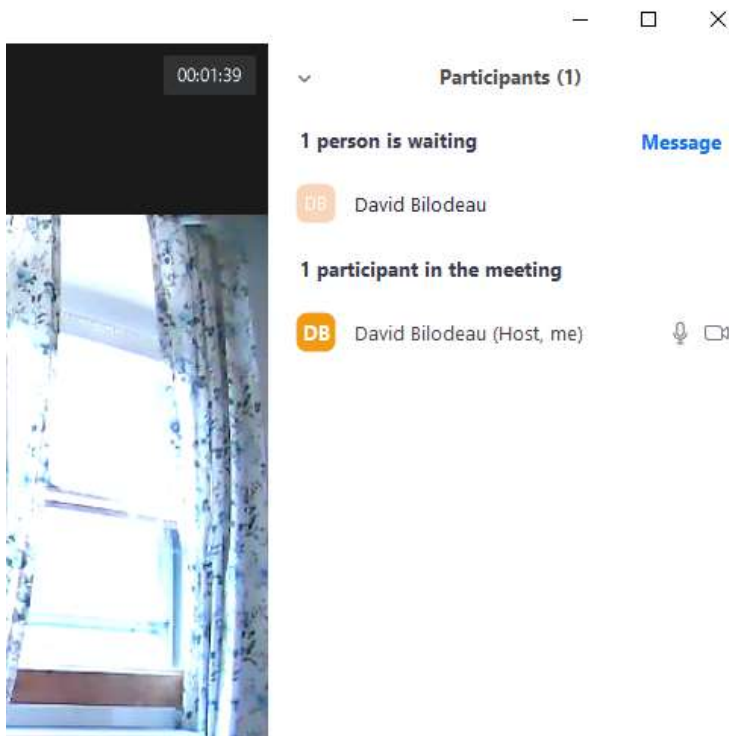
- 4) You can add an image to your waiting room (any JPEG or other image file)



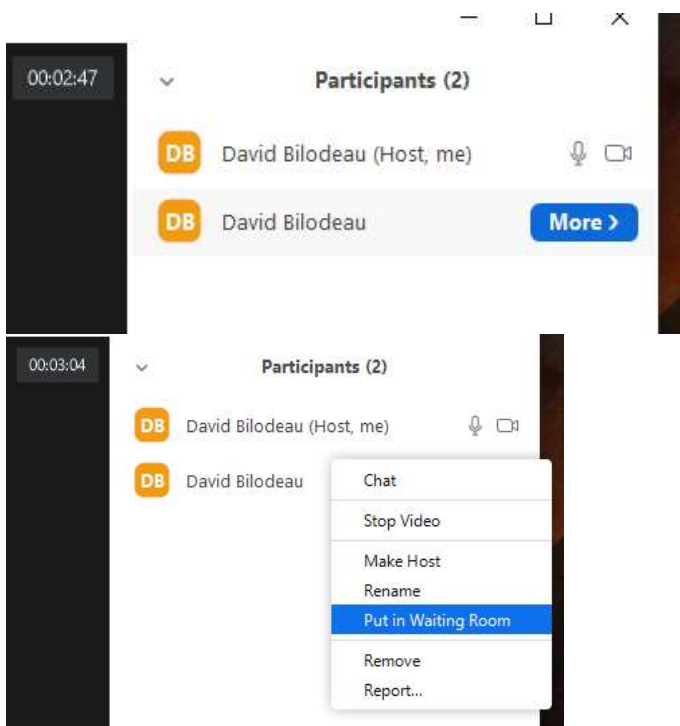
- 5) When you go to your meeting you and users join, you will see a notice on the bottom of your screen showing that users are waiting enter.



- 6) Select the “Participants” menu at the bottom to see a right screen panel appear. From there you can also admit users attempting to join the meeting.

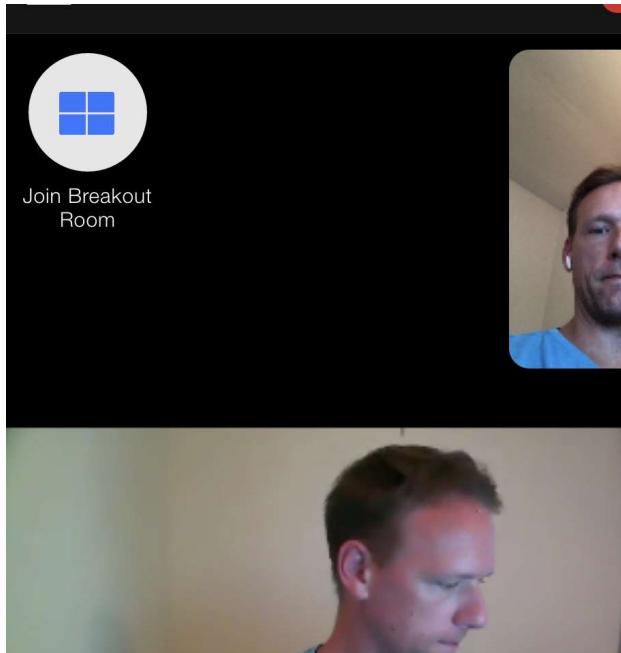


- 7) Once they are in the meeting select “More” and you can put them back into the waiting room.

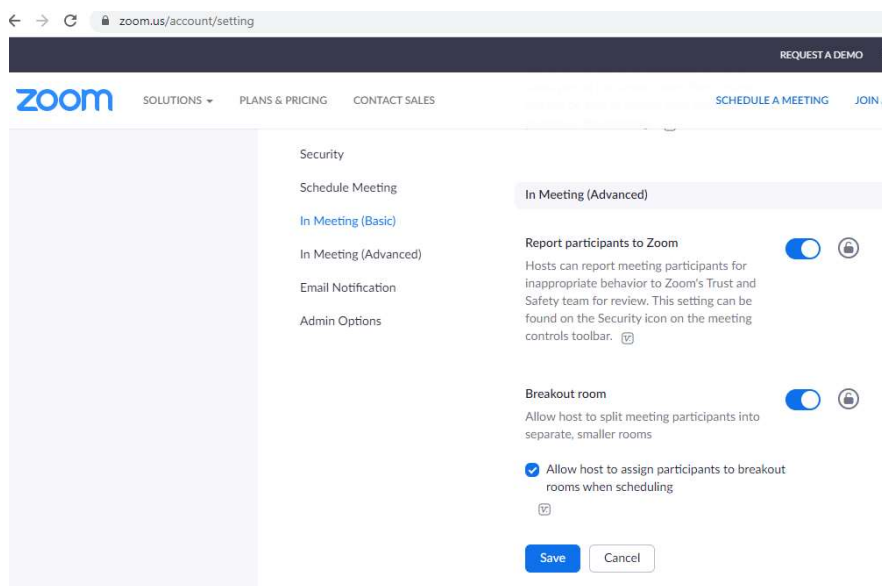


## **BREAK OUT ROOMS**

- 8) Just remember – the user has to join the breakout rooms on their end. There is a button on their zoom meeting window that they have to select before you can control their movements within the meeting.



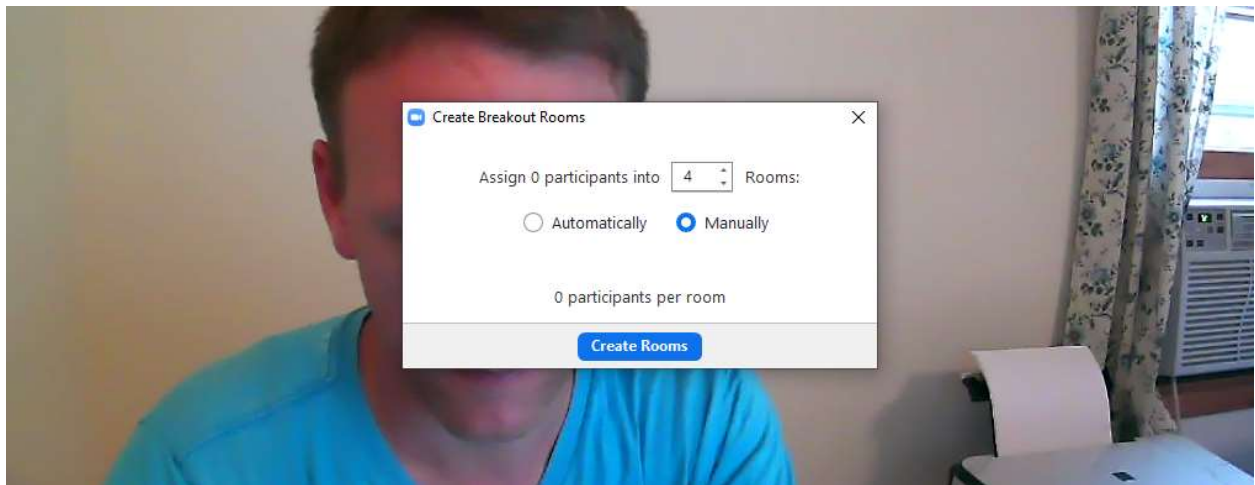
- 9) To set up as the host, go back to the website version of the Zoom control panel (see the first instruction of this document). On the left navigation panel select "Settings". Scroll waaaay down until you see "Breakout room". Select the toggle to turn breakout rooms on.



10) In your meeting a new control panel option will appear at the bottom of the screen.

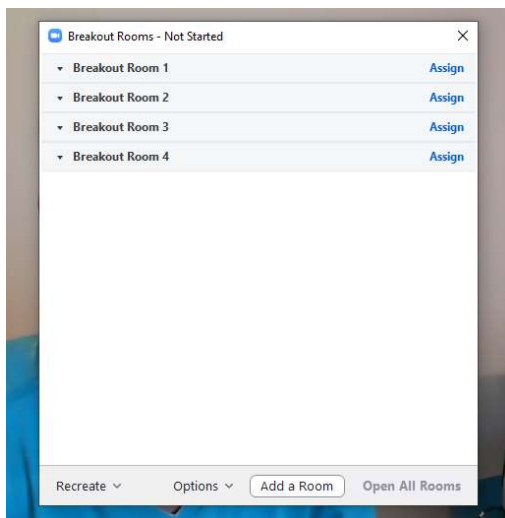


11) Select the breakout room option in the meeting and a window will appear where you can create as many (up to 100) rooms as you want.



12) Again remember the user has to agree to use the room. ALSO IMPORTANT if the user has an old version of the software this will not work. ALWAYS MAKE SURE THE USERS HAVE THE MOST UPDATED SOFTWARE VERSION.

If the user has already accepted the use of breakout rooms you will not be able to move users into rooms at your election.



Breakout Rooms - Not Started

- Breakout Room 1 Assign
- Breakout Room 2 Assign
- Breakout Room 3 Assign
- Breakout Room 4 Assign

Recreate Options Add a Room Open All Rooms

iPhone (2)

00:01:55

Breakout Rooms - Not Started

- Breakout Room 1 1 iPhone (2)
- Breakout Room 2 Assign
- Breakout Room 3 Assign
- Breakout Room 4 Assign

Recreate Options Add a Room Open All Rooms

Participants (1)

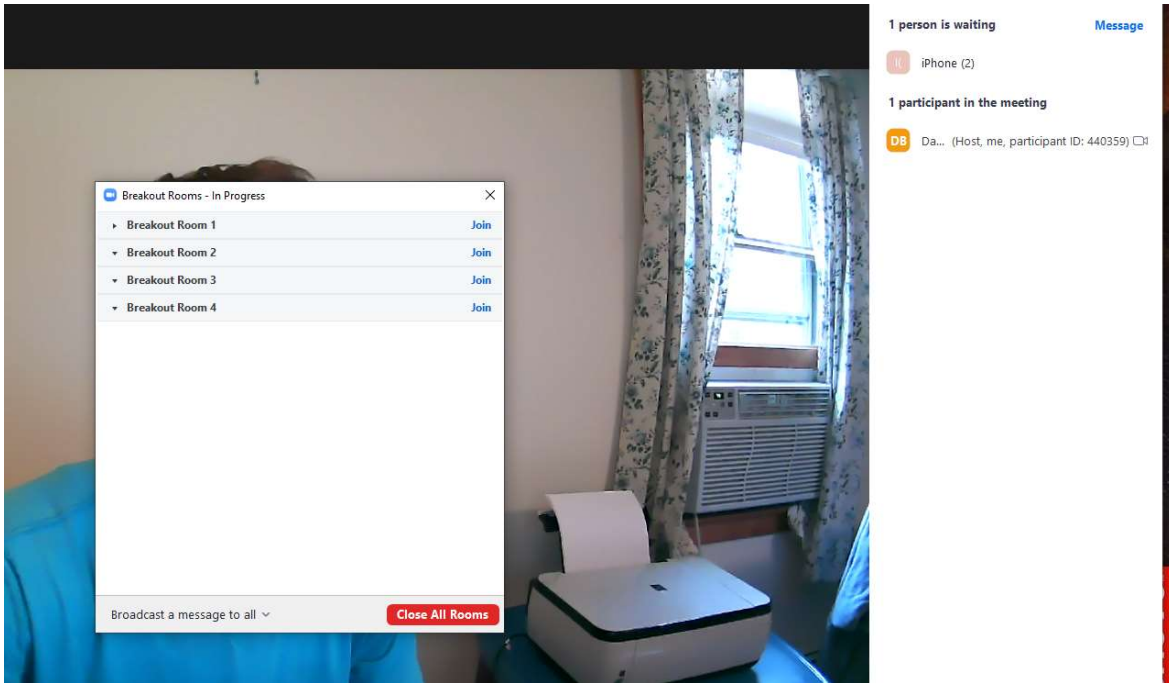
1 person is waiting [Message](#)

iPhone (2)

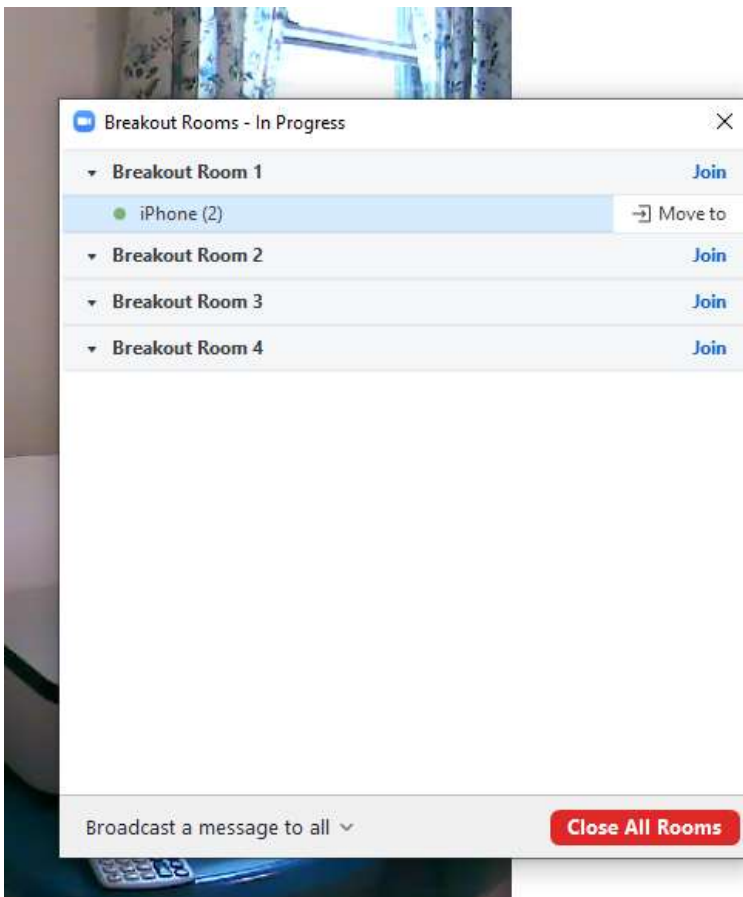
1 participant in the meeting

Da... (Host, me, participant ID: 440359)





13) You can also move users between rooms by selecting the "Move to" button on the right of their name in the breakout room task window.





That's all. Have fun!!! 😊