

Screen Sharing in Zoom Breakout Rooms

Important: Zoom must be up to date for all participants for all features to work.

Participant Screen Sharing with Breakout Rooms

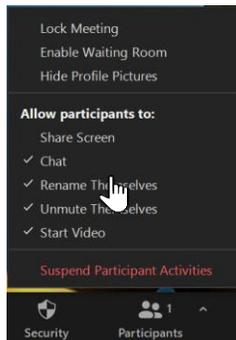
Breakout room participants have the same audio, video and screen sharing capabilities as in the main session. Within each breakout room, attendees can screen share **if participants can screen share in the main room**. Only one person can share at a time in each breakout room (even if multiple people are allowed to share simultaneously in the main room).

To enable participant sharing:

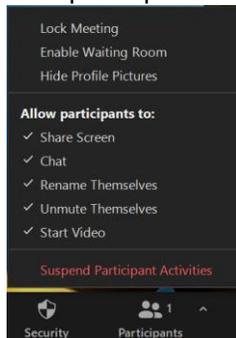
1. Select the “Security” tab



2. Toggle the “Share Screen” option under the participant permissions section



3. Now participants should be able to share their screen in the main room and in breakouts



4. If a host turns a participant's video off, the participant cannot turn it back on, even in a breakout room.

Host Screen Sharing with Breakout Rooms

Hosts can manage their breakout rooms in many ways.

Broadcast a Message

Hosts can broadcast a message into all breakout rooms to provide instructions, give notifications and much more. To broadcast a message:

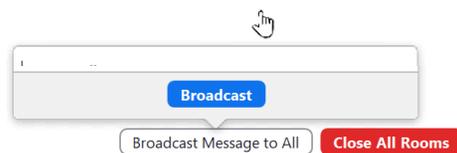
1. Click on the “Breakout Rooms” tab



2. Select “Broadcast Message to All”

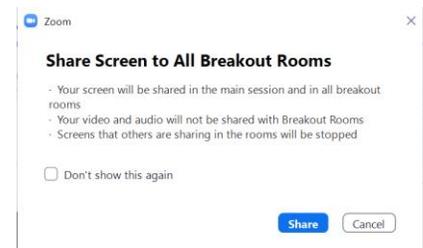


3. Type your message and click “Broadcast”



Broadcast a screen

Hosts can broadcast their own screen into all breakout rooms. This will interrupt any other screen currently being shared in any of the rooms. Content on whiteboards will be saved before being interrupted. **Note:** Currently Zoom does not support audio broadcast, so the students in breakout rooms will be unable to hear you during the broadcast.



Important: As this is a new feature, all participants must have updated Zoom in order to see the broadcasted screen. If their version of Zoom does not support screen broadcasting they will be unable to see your broadcast.

To broadcast a screen:

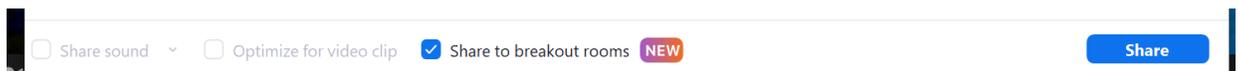
1. Select the “Share Screen” option



2. Select content to be shared

- a. **Basic:** select a screen, whiteboard, application or device to be shared
- b. **Advanced:** select a PowerPoint (as background), Portion of screen, or 2nd camera view
 - i. Computer Audio and Videos cannot be broadcasted into breakout rooms
- c. **Files:** Select a file to share from a variety of sources

3. Check the “Share to breakout rooms” condition from the bottom of the window and share



Breakout Room details

Chat Features

- Within breakout rooms, participants can chat with everyone in the same room, or a specific person in the room. **This is possible even if participant chat is disabled in the main session.**
- Messages sent in the breakout room is only viewable by others in the same room.
- Messages in the main room cannot be seen by participants in breakout rooms.
- Participants in breakout rooms can request the host to join them in the breakout room by clicking "Ask for Help".

Share Screen

- Participants can share screens in their breakout rooms if participant screen sharing has been enabled in the main session.
- Only one person can share their screen at a time in *each* of the breakout rooms. It does not matter if multiple screens can be shared at the same time in the main session. This is a limitation of breakout rooms.

Audio

- All participants can unmute/mute themselves within breakout rooms regardless of the settings in the main session
- If participants are muted in the main sessions, any participant leaving their breakout room, will automatically be muted

Video

- If a host disables a participant's video, the participant cannot turn on their video even in breakout rooms

Recording

- Only the main room is recorded, regardless of which room the host is in
- If participants have the permission to record the meeting locally, their recording will only record the room that they are currently in