# Pre-creating Teams Breakout Rooms and Delegating Control

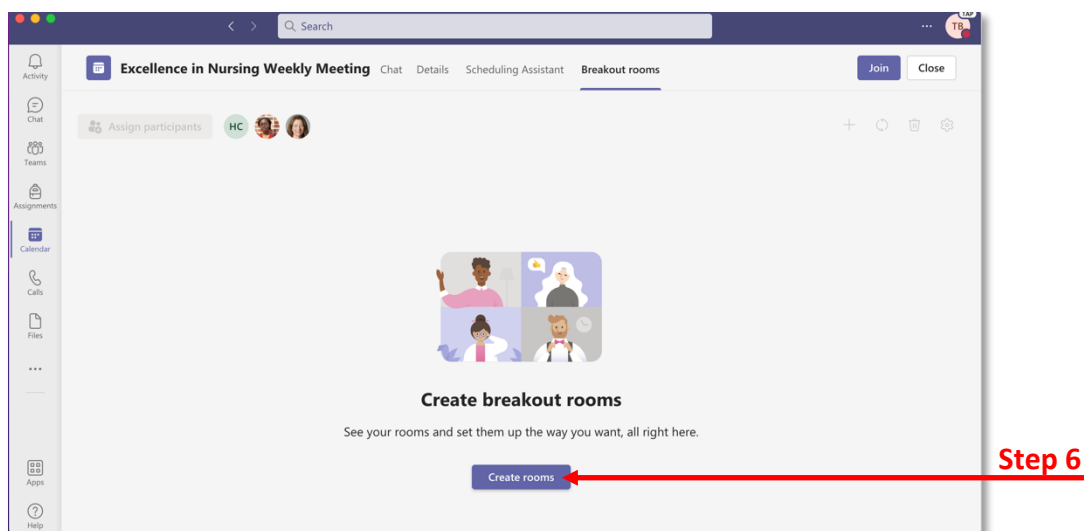## Pre-creating Breakout Rooms

You can create breakout rooms prior to your meeting/class session. The steps below will guide you through the process.

1. Schedule your meeting as you normally would do.
2. Access the Microsoft Teams app.
3. Click **Calendar** from the left side menu.
4. Open the meeting invitation that will have breakout rooms.
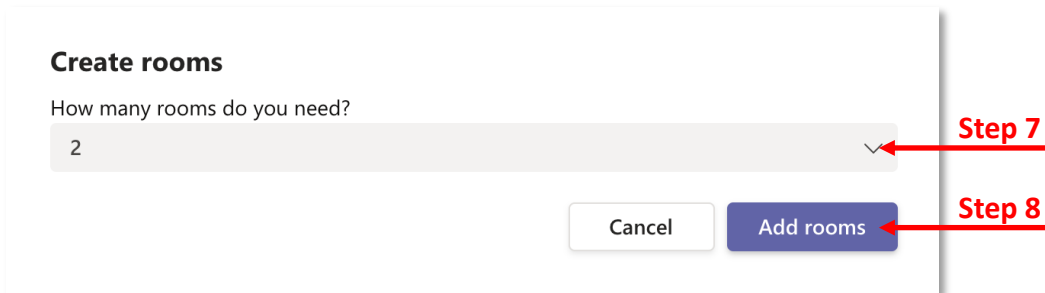5. Click **Breakout rooms** from the menu at the top.
   Note: If you do not see Breakout rooms at the top, click the *#more* button to see additional options.
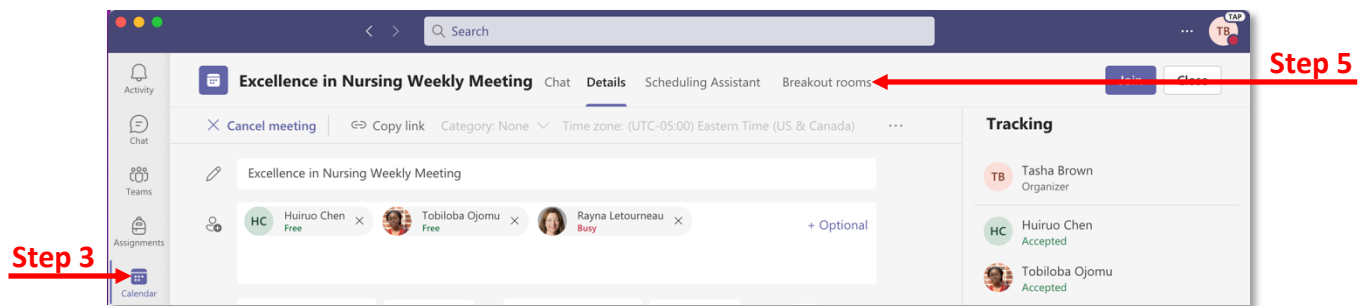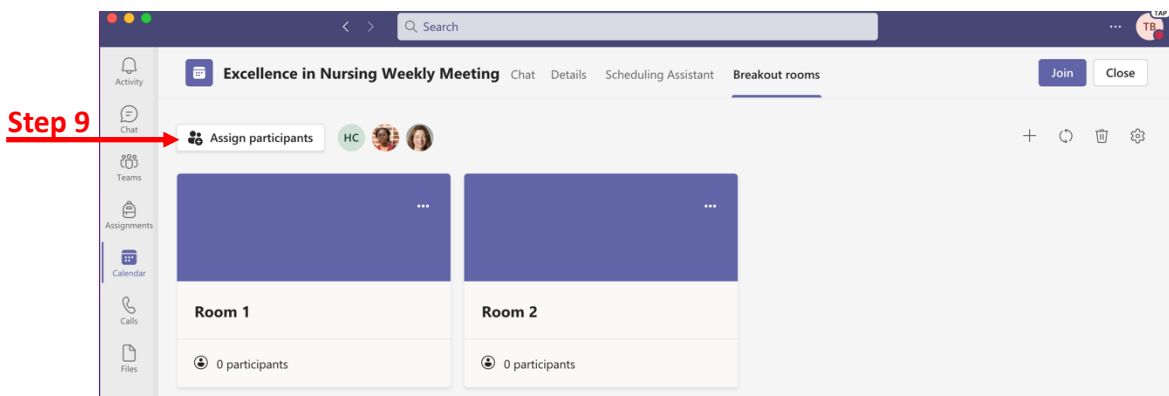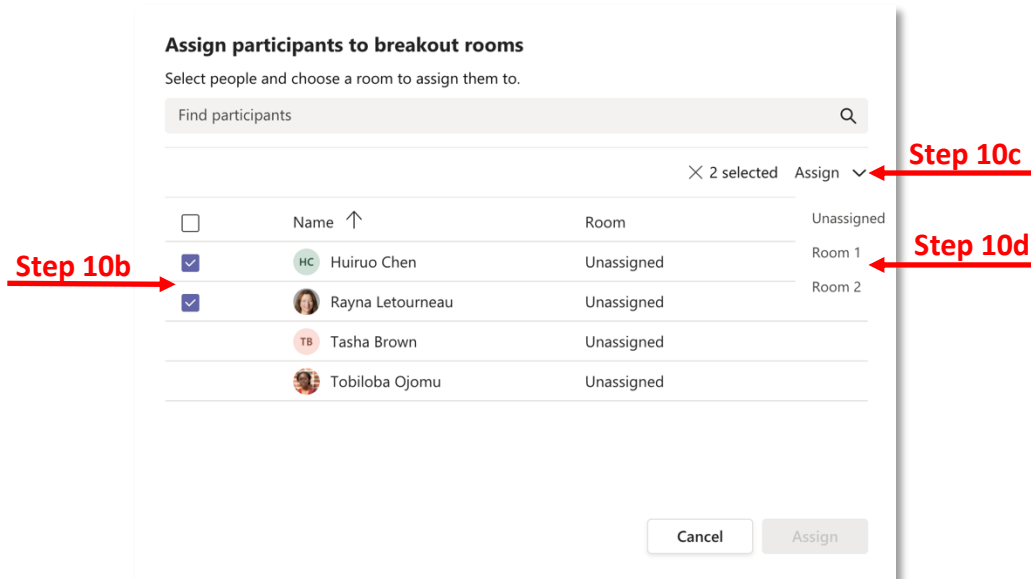

6. Click **Create rooms**.

7. Select the number of rooms you need.
8. Click **Add rooms**.

Create rooms

How many rooms do you need?

2 ⌄ ← **Step 7**

Cancel | Add rooms ← **Step 8**

9. Click **Assign participants**.

Step 9 → [screenshot of Breakout rooms interface showing "Assign participants" button, Room 1 and Room 2, each with 0 participants]

10. Choose Automatically or Manually.
    a. If you choose *Automatically*, participants will be automatically placed into rooms.
    b. If you choose *Manually*, select all the individuals that will be in one room.
    c. Click **Assign** for the drop-down menu.
   d. Select the room from the drop-down menu.

Assign participants to breakout rooms

Select people and choose a room to assign them to.

Find participants 🔍

✕ 2 selected | Assign ⌄ ← **Step 10c**

	Name ↑	Room	Unassigned
☑	HC Huiruo Chen	Unassigned	Room 1 ← **Step 10d**
☑	Rayna Letourneau	Unassigned	Room 2
	TB Tasha Brown	Unassigned	
	Tobiloba Ojomu	Unassigned	

Step 10b → [pointing to the checkboxes]

Cancel | Assign

e.   Repeat these steps to assign all the participants to a room.
f.   Once all have been assigned, you will see a room next to their name.
g.   Click **Assign** once you're done assigning all participants to a room.
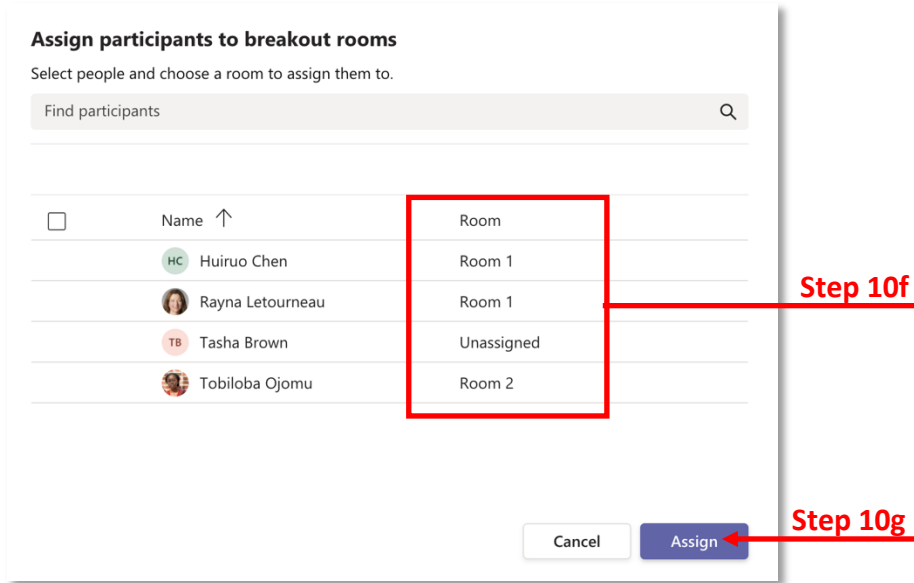
Delegating Control to Manage Breakout Rooms

Microsoft Teams has released a new feature – Breakout Room Manager. This feature allows the meeting organizer to delegate control of breakout rooms to another person such as another faculty or TA. Breakout Room Managers can add and delete breakout rooms, start and stop breakout rooms, add and remove participants, and set timers for the breakout rooms.

1. Follow the steps in the *Pre-creating Breakout Rooms* section to pre-create your rooms.
2. Click Breakout rooms and you should see the rooms with number of participants in each room.
3. Click the *Room settings* button (cog icon).
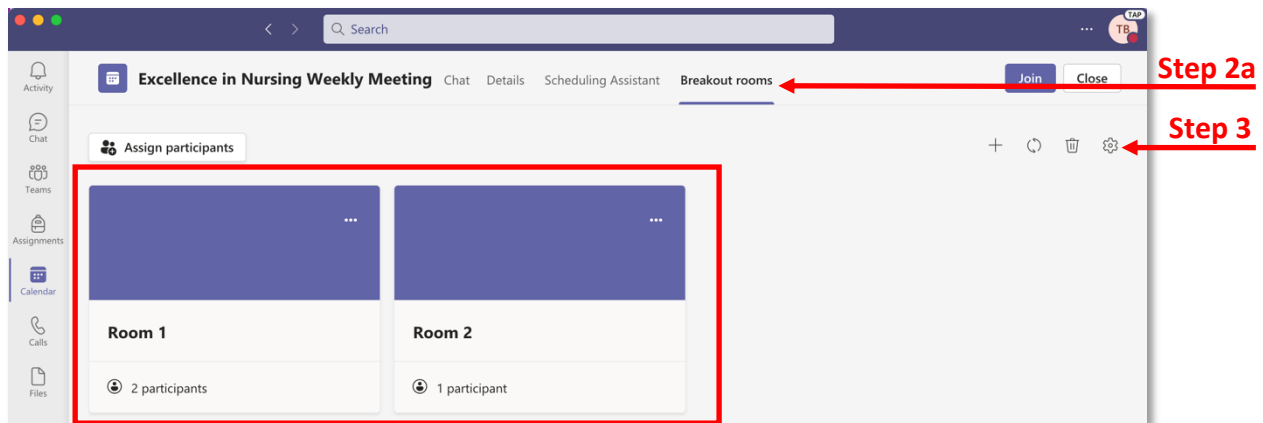
4. Click the button to enable *Assign presenters to manage rooms*.
5. Select the individual(s) you want to make presenters.
6. Click the x to close the window.
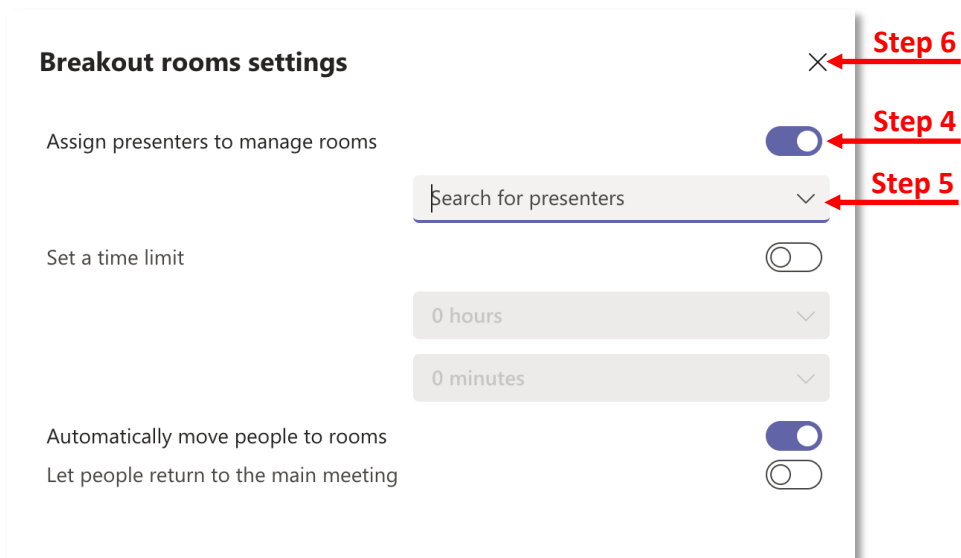
Setting Time Limit in Breakout Rooms

You can now set a time limit for the breakout room in Teams.

1. Follow the steps in the *Pre-creating Breakout Rooms* section to pre-create your rooms.
2. Click Breakout rooms and you should see the rooms with number of participants in each room.
3. Click the *Room settings* button (cog icon).
4. Click the button to enable *Set a time limit*.
5. Choose the hour and/or minutes from the drop-down menus.
6. Click the x to close the window.