# Preassigned Breakout Rooms in Zoom

Enable Breakout Rooms as an End-User
To enable the Breakout Room feature for your own use:

1. Sign in to the Zoom web portal.
2. Click **Settings**.
3. Navigate to the **Breakout Room** option on the **Meeting** tab and verify that the setting is enabled. Check the box Allow host to assign participants to breakout rooms when scheduling
If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.
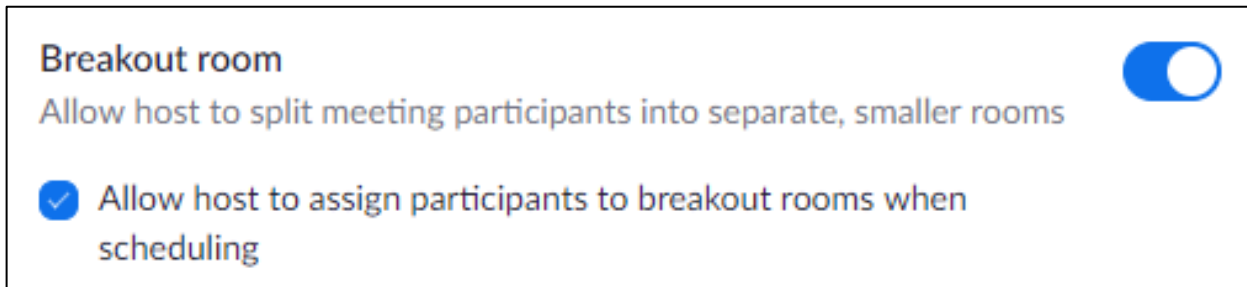

Prerequisites
1. Breakout rooms enabled in your meeting settings
2. **Meeting host**: Zoom desktop client for Windows or Mac, version **4.5.0** or higher
Note: If you start the meeting from the Linux client or Zoom Mobile App, you will not be able to see your breakout rooms with pre-assigned participants.
3. When joining a meeting with pre-assignments, participants need to be signed in to their Zoom account for pre-assignments to be applied.
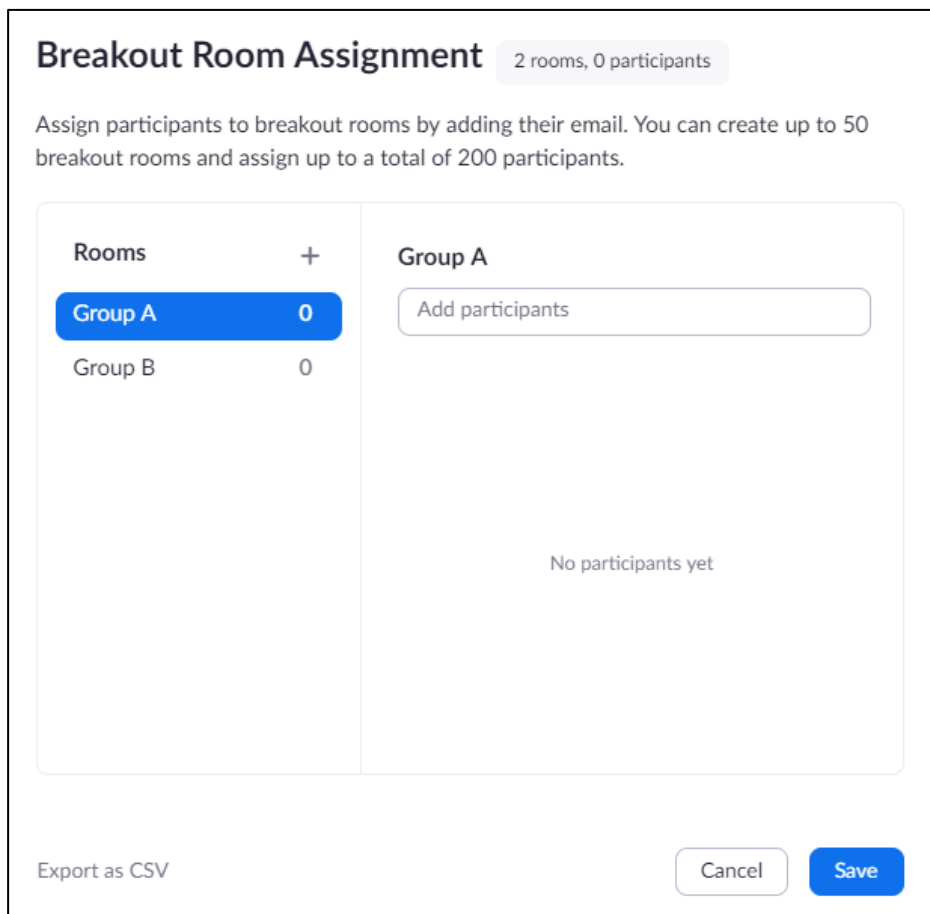
Limitations
1. You can only pre-assign participants that have a Zoom account (internal or external Zoom users).
2. When pre-assign participants directly in the web portal, you can only pre-assign internal Zoom users that are in the same account.
3. To pre-assign participants that are external Zoom users, import a CSV file.
4. If you have registration enabled and external participants register for the meeting, you need to assign them to breakout rooms during the meeting.

Pre-assigning participants to breakout rooms using the web portal

1. Sign in to the Zoom web portal.
2. Click **Meetings** and schedule a meeting.
   Note: Make sure to enable join before host.
3. In the **Meeting Options** section, select **Breakout Room pre-assign** and click **Create Rooms**.

☑ Breakout Room pre-assign
   ✚ Create Rooms   ⬆ Import from CSV
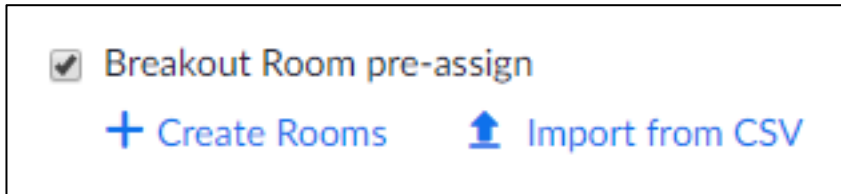
1. Click the plus icon beside Rooms to add breakout rooms.

Breakout Room Assignment 2 rooms, 0 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms	+	Group A
Group A	0	Add participants
Group B	0	
		No participants yet

Export as CSV   Cancel   Save

2. Hover over the default breakout room name and click the pencil icon to rename it.

Breakout Room 1 ✏

3. In the Add participants text box, search for participants' name or email address to add them to the breakout room.

Note: You can add internal Zoom users that are in the same account. To pre-assign participants that are external Zoom users, import a CSV file.

4. (Optional) Use these options to edit your breakout rooms and participants:
   - Click and drag a participant's email address to change the order.
   - Hover over a participant's name to see options to move them to another room or remove them from the current room.
   - To delete a breakout room, hover the room name in the left panel and click the trash bin icon.

5. Click **Save**.
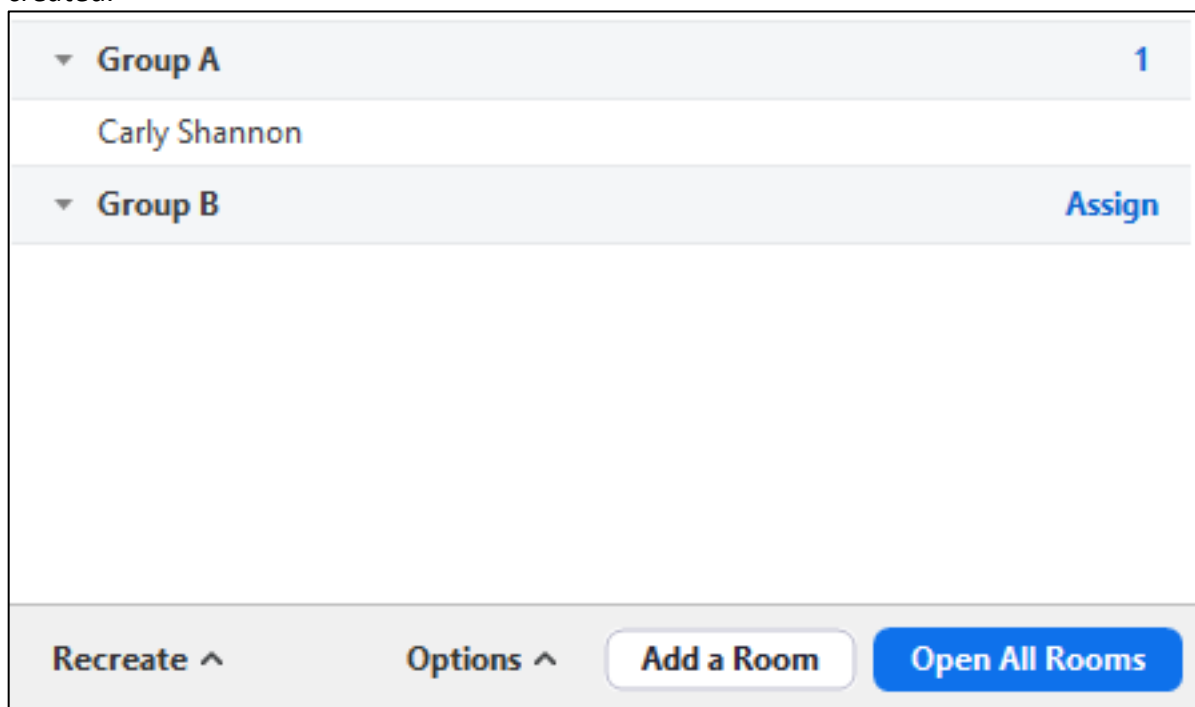
Editing breakout rooms assignment

If you have already pre-assigned participants to breakouts rooms, you can edit the assignments before you start the meeting.
Note: You can also manage breakout rooms during the meeting.

1. Sign in to the Zoom web portal.
2. Click **Meetings** and click the meeting you want to edit.
3. In the **Breakout Room** section, click **View detail**.
4. Edit the breakout rooms as needed. Click **Save**.

Starting a meeting with pre-assigned breakout rooms

1. Start the meeting with participants pre-assigned to breakout rooms.
2. Click **Breakout Rooms** in the meeting controls to access the breakout rooms you created.

3. If a participant joins before you (the host), they will be automatically assigned to the breakout room you specified when scheduling the meeting.
4. If a participant joins after you (the host), they will not be automatically assigned to the breakout room you specified when scheduling the meeting. Revert to pre-assigned breakout rooms to assign participants to their pre-assigned breakout rooms.
5. Click **Open All Rooms** to start the breakout rooms.
   **Note**:
6. If a participant joins after you started the breakout rooms, they won't be pre-assigned to the breakout room you specified when scheduling the meeting.
7. If a participant is in their pre-assigned breakout room and they leave the meeting and rejoin, they won't rejoin their pre-assigned breakout room.

You can manually assign participants using the in-meeting breakout room controls, or revert to pre-assigned breakout rooms.

Reverting to pre-assigned breakout rooms

After starting the breakout rooms, you can revert to the breakout rooms assignment you previously specified. This can be useful if you changed your breakout rooms during the meeting, or pre-assigned participants have joined the meeting after you joined the meeting or started breakout rooms.

1. Click **Close All Rooms** to end all breakout rooms.
2. Click **Recreate** > **Recover to pre-assigned rooms**.
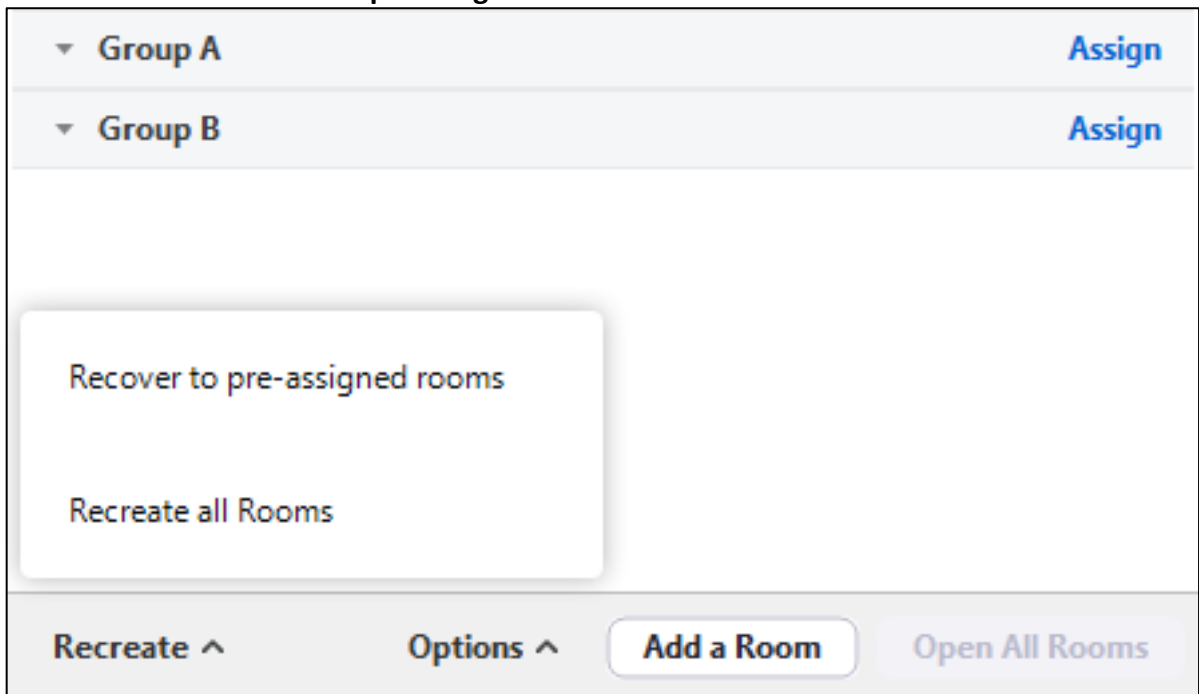
Participants will be re-organized into the breakout rooms you specified when scheduling the meeting.