Breakout rooms allow the host to place two or more participants in a separate room temporarily. This can be used to let a client speak with his attorney privately or other purposes as the court sees fit.

Go to zoom.us in your web browser. Log in under your account (you may have to click the person icon in the top right or "My Account" if you are already logged in).



Page 1 of 10 Please contact me with questions or for additional assistance. <u>derek.henderson@arcourts.gov</u> 501-682-6803 or 910-389-1362 if phones are busy.

Go to "Settings" on the left.

| RICING CONTACT SALES | Derek Henderson | SCHEDULE A MEETING | JOIN A MEETING | HOST A MEETING 👻 |
|----------------------|--|--|--|--|
| | Derek Henderson | | | |
| | Department Commission on Children, Youth and Families Job Title Commission Administrator Company The Supreme Court of Arkansas | | | Edit |
| Change | Location Little Rock Account No. 51464422 | | | |
| Personal Meeting ID | 303-253-2157 https://zoom.us/l/3032532157 | | | Edit |
| Personal Link | Not set yet. | | | Customize |
| Sign-In Email | derek.henderson@arcourts.gov Linked accounts: | | | Edit |
| | Change Personal Meeting ID Personal Link Sign-In Email | Company The Supreme Court of Arkansas Location Little Rock Account No. 51464422 Personal Meeting ID 303-253-2157 https://zoom.us///3032532157 × Use this ID for instant meetings Personal Link Not set yet. Sign-In Email derek-henderson@arcourts.gov | Company The Supreme Court of Arkansas Location Little Rock Account No. 51464422 Personal Meeting ID 303-253-2157 https://zoomus//3032532157 x Use this ID for instant meetings Personal Link Not set yet. Sign-In Email derek.henderson@arcourts.gov | Company The Supreme Court of Arkansas Location Little Rock Account No. 51464422 Personal Meeting ID 303-253-2157 https://zoom.usr/y/3032532157 x Vise this ID for instant meetings Personal Link Not set yet. Sign-In Email derek-henderson@arcourts.gov |

Page 2 of 10 Please contact me with questions or for additional assistance. <u>derek.henderson@arcourts.gov</u> 501-682-6803 or 910-389-1362 if phones are busy. Go to "In Meeting (Basic)," and scroll down to "Breakout Room." Make sure that "Remote Support" directly below it is turned off (it will show in gray). Turn on "Breakout room" (it will show in blue). You can also check the box below it to allow assignment during scheduling.

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| ZOOM SOLUTIONS - PLANS & PRICING CONTACT SALES | SCHEDULE | A MEETING JOIN A MEETING | HOST A MEETING 👻 🚨 |
| Schedule Meeting | Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. $$ | | |
| In Meeting (Basic) | | | |
| | Allow removed participants to rejoin | | |
| the staticed | Allows previously removed meeting participants and webinar panelists to rejoin 🕞 | | |
| Email Notification | | | |
| Other | In Monthing (Advanced) | | |
| | In weeding Addition | | |
| | Breakout room | | Modified Reset |
| | Allow host to split meeting participants into separate, smaller rooms | | 1 |
| | ✔ Allow host to assign participants to breakout rooms when scheduling (r) | | |
| | | | |
| | Remote support is updated. | | |
| | | | |
| | Remote support | | Modified Reset |
| | Allow meeting host to provide 1:1 remote support to another participant | | |
| | | | |
| | Closed captioning | | |
| | Allow host to type closed captions or assign a participant/third party device to add | | Help |
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Page 3 of 10 Please contact me with questions or for additional assistance. <u>derek.henderson@arcourts.gov</u> 501-682-6803 or 910-389-1362 if phones are busy. When you are in the Zoom app running a meeting as host, you will see an option for "Breakout Rooms" at the bottom.



Page 4 of 10 Please contact me with questions or for additional assistance. <u>derek.henderson@arcourts.gov</u> 501-682-6803 or 910-389-1362 if phones are busy. You can create any number of rooms, but you will probably only need one. Choose "Manually" and "Create Rooms."



Page 5 of 10 Please contact me with questions or for additional assistance. <u>derek.henderson@arcourts.gov</u> 501-682-6803 or 910-389-1362 if phones are busy. When the room is created, click "Assign" and check the names you would like to assign.



Page 6 of 10 Please contact me with questions or for additional assistance. <u>derek.henderson@arcourts.gov</u> 501-682-6803 or 910-389-1362 if phones are busy. When you are ready to put the participants in the room, choose "Open All Rooms." The participants will have to choose to enter from their screens.



Page 7 of 10 Please contact me with questions or for additional assistance. <u>derek.henderson@arcourts.gov</u> 501-682-6803 or 910-389-1362 if phones are busy. When you are ready to end the breakout room, you can choose "Close All Rooms." By default, this will give the participants in the room a 60 second countdown, but you can adjust that setting.



Page 8 of 10 Please contact me with questions or for additional assistance. <u>derek.henderson@arcourts.gov</u> 501-682-6803 or 910-389-1362 if phones are busy. The breakout room users can choose to leave the breakout room before you close the room. Their screens will appear as below. They can choose "Leave Breakout Room."



Page 9 of 10 Please contact me with questions or for additional assistance. <u>derek.henderson@arcourts.gov</u> 501-682-6803 or 910-389-1362 if phones are busy. When prompted, the users will choose "Return to Main Session."



Page 10 of 10 Please contact me with questions or for additional assistance. <u>derek.henderson@arcourts.gov</u> 501-682-6803 or 910-389-1362 if phones are busy.