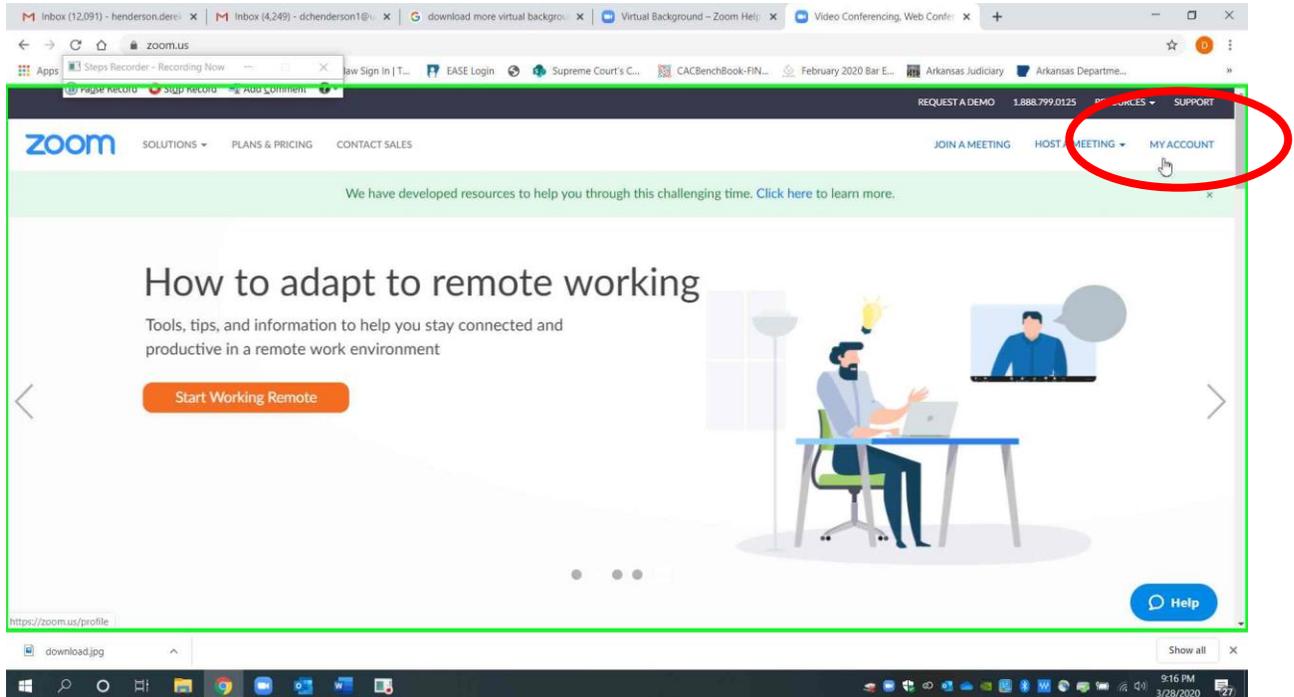


Using Zoom Breakout Rooms

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).



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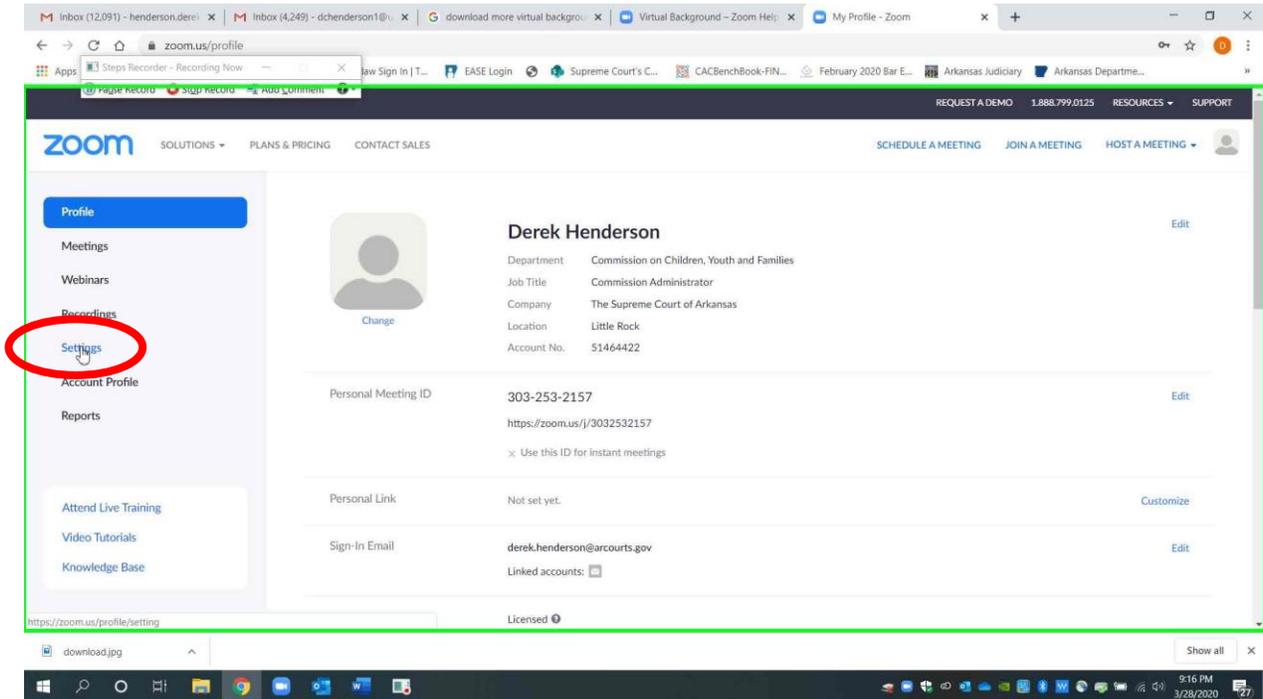
Please contact me with questions or for additional assistance.

derek.henderson@arcourts.gov

501-682-6803 or 910-389-1362 if phones are busy.

Using Zoom Breakout Rooms

Go to “Settings” on the left.



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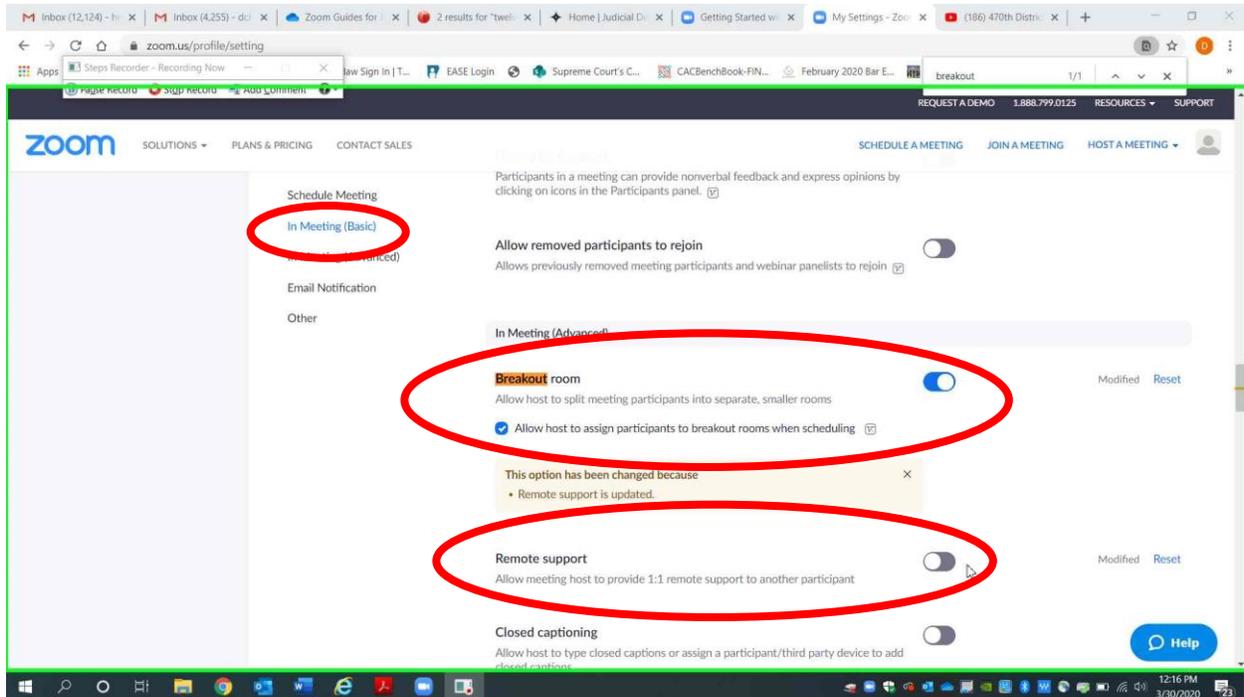
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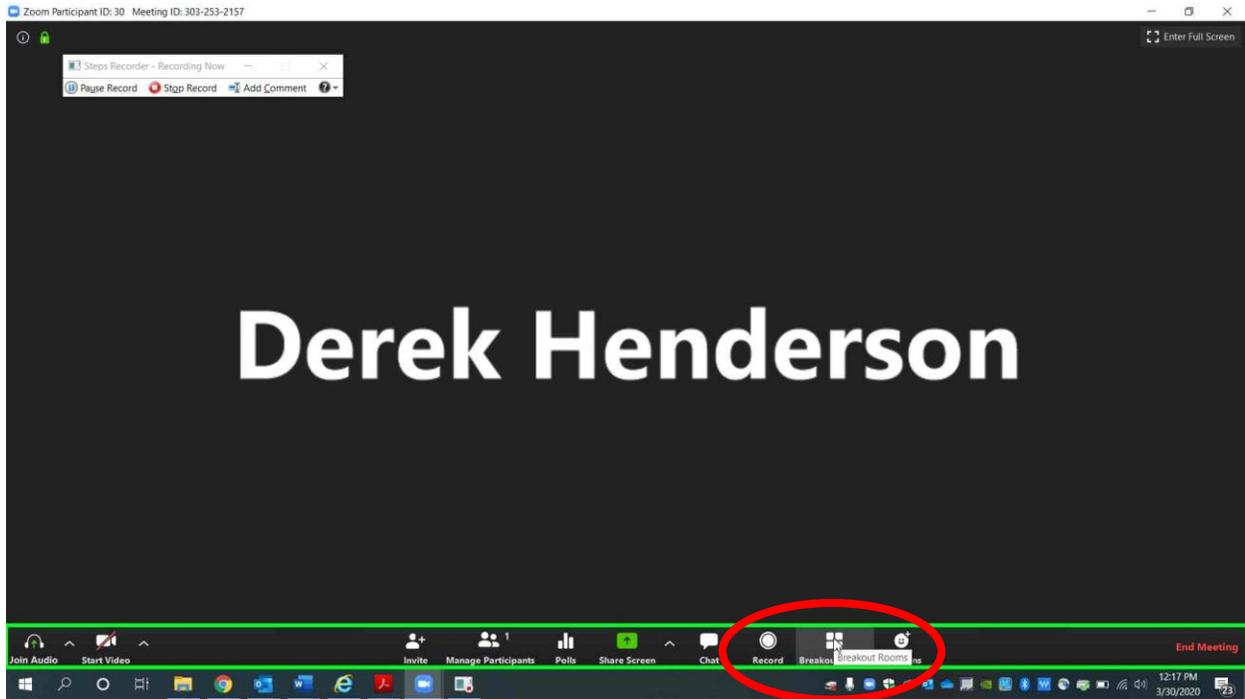
Using Zoom Breakout Rooms

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.



Using Zoom Breakout Rooms

When you are in the Zoom app running a meeting as host, you will see an option for “Breakout Rooms” at the bottom.



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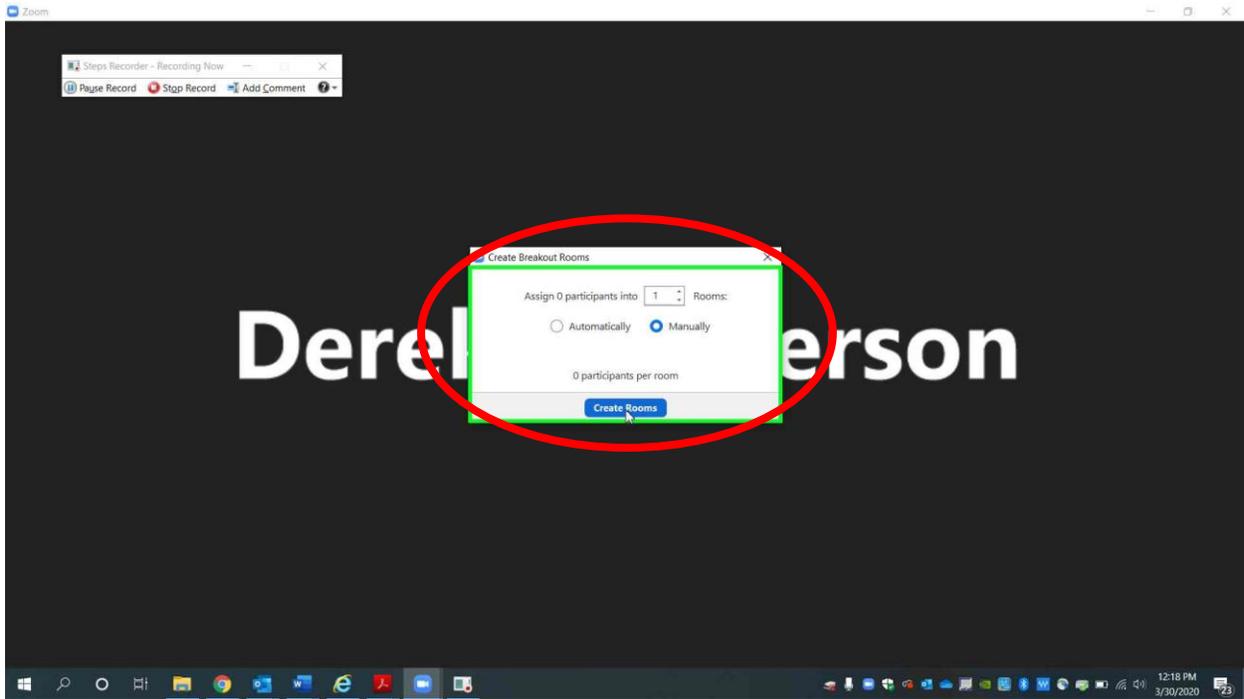
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Using Zoom Breakout Rooms

You can create any number of rooms, but you will probably only need one. Choose “Manually” and “Create Rooms.”



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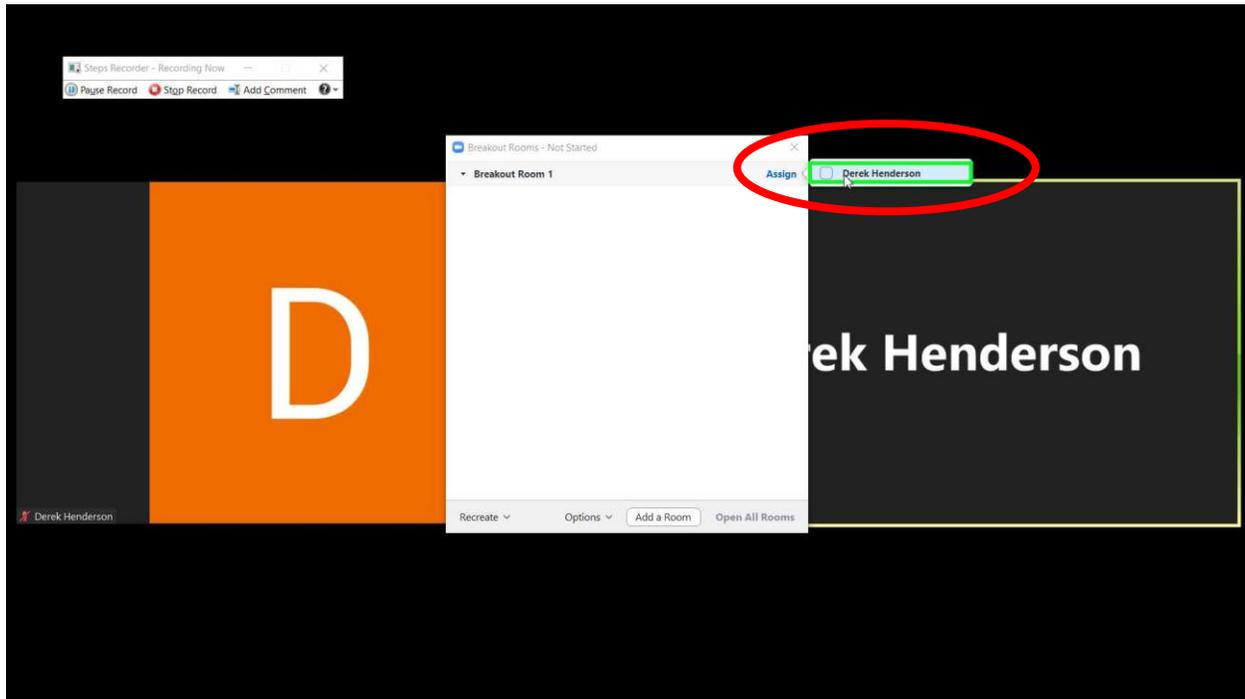
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Using Zoom Breakout Rooms

When the room is created, click “Assign” and check the names you would like to assign.



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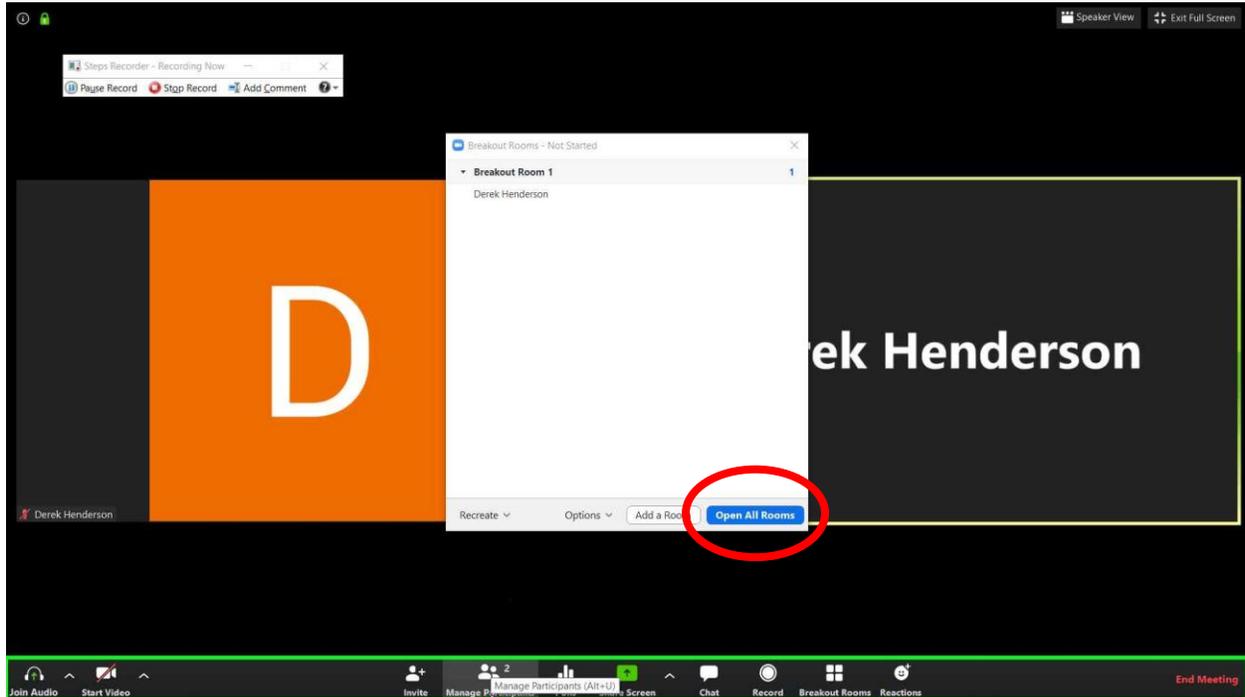
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Using Zoom Breakout Rooms

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.



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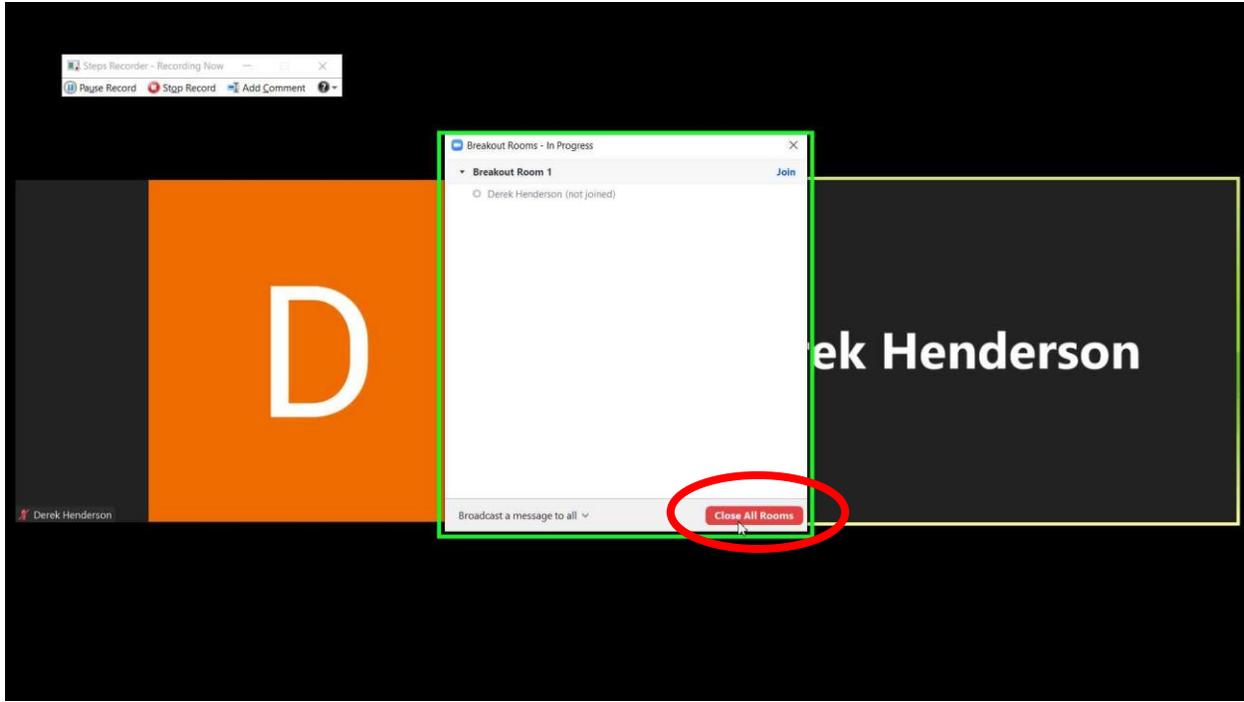
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Using Zoom Breakout Rooms

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.



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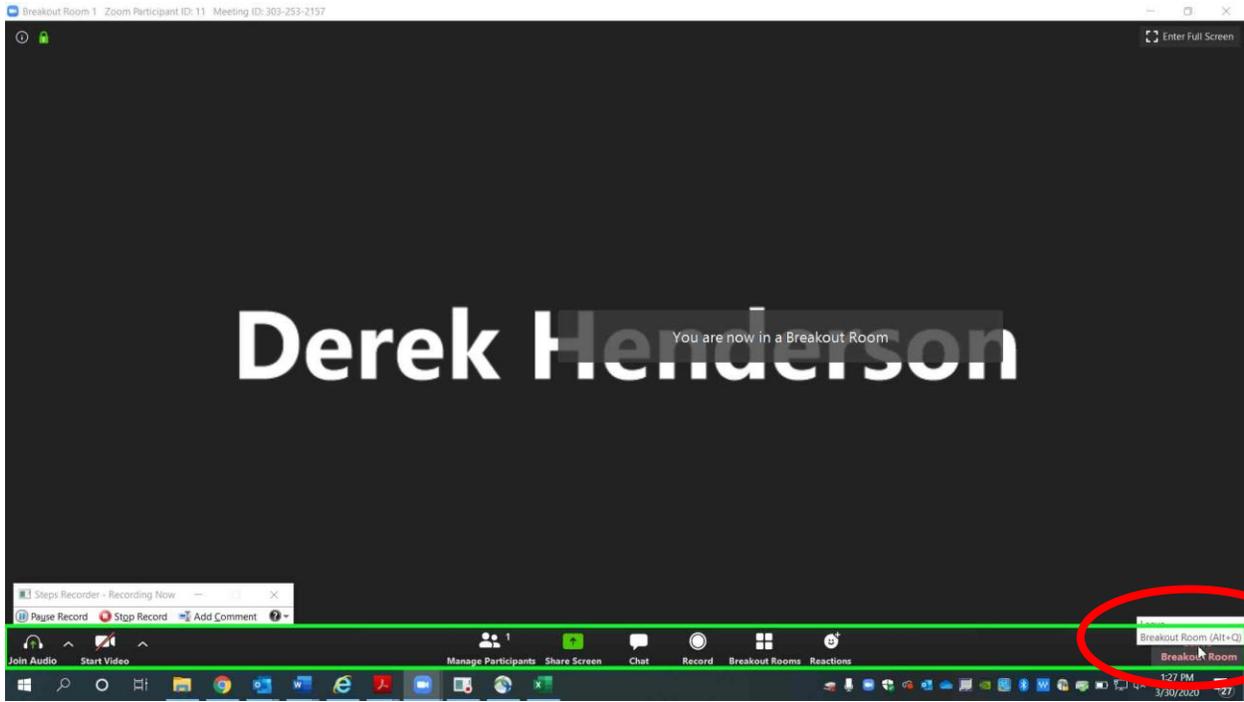
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Using Zoom Breakout Rooms

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.”



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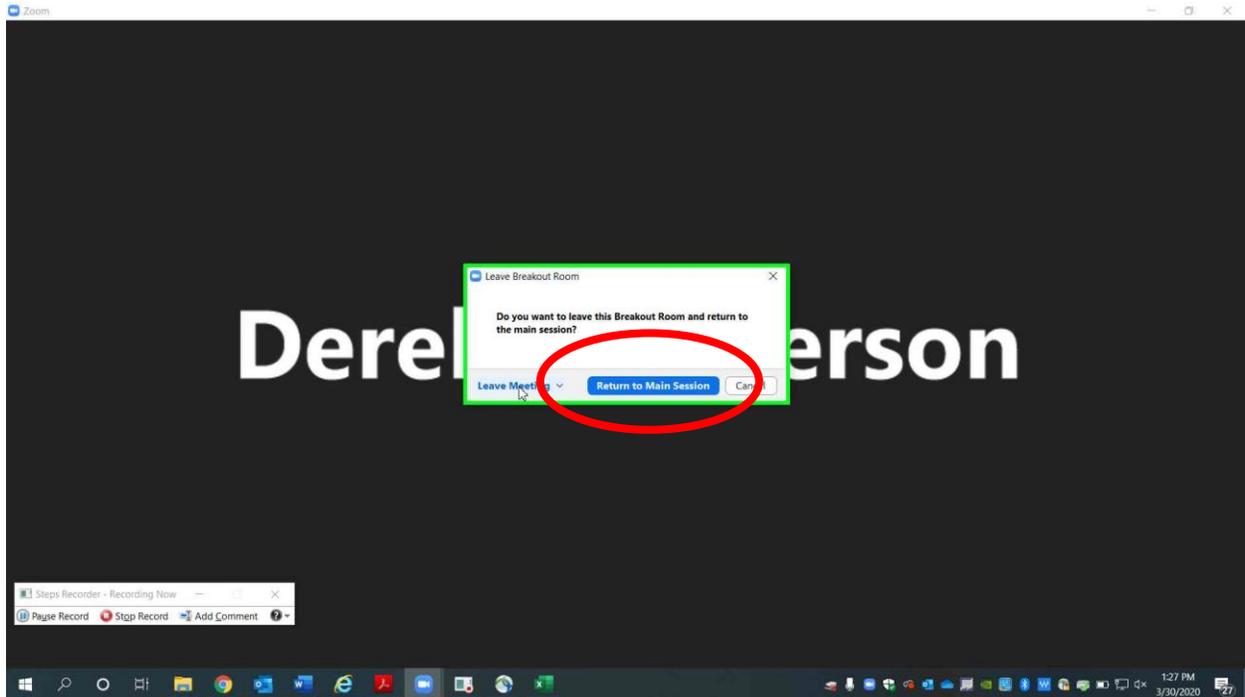
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Using Zoom Breakout Rooms

When prompted, the users will choose “Return to Main Session.”



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