

## How to setup pre-assigned participants to breakout rooms using the Excel CSV

1. Sign in to the Zoom web portal.
2. Click **Meetings** and schedule a meeting.
3. In the **Meeting Options** section, select **Breakout Room pre-assign** and click **Import from CSV**.
4. Click **download** to download a sample CSV file you can fill out.

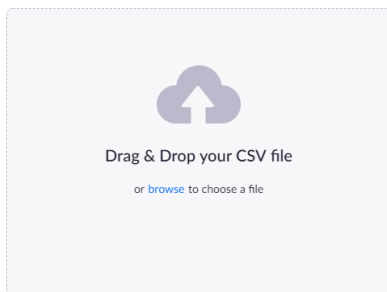


breakout\_room\_sam  
mple.csv

- See CSV template here [https://support.zoom.us/hc/en-us/article\\_attachments/360051832571/breakout\\_room\\_sample.csv](https://support.zoom.us/hc/en-us/article_attachments/360051832571/breakout_room_sample.csv) or download from below link
- [https://support.zoom.us/hc/en-us/article\\_attachments/360051832571/breakout\\_room\\_sample.csv](https://support.zoom.us/hc/en-us/article_attachments/360051832571/breakout_room_sample.csv)

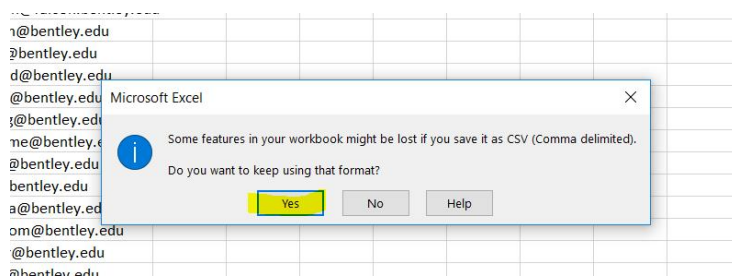
### Import Rooms and Participants from CSV file

CSV format requirements: Breakout room name, email. Click to [download](#) the template.



Tip: You can create up to 50 breakout rooms and assign up to a total of 200 participants.

5. Open the CSV file with spreadsheet software like Microsoft Excel.  
**Note:** You can specify internal or external Zoom users.
6. Fill in the **Pre-assign Room Name** column with the breakout room name, and the **Email Address** column with the assigned participant's email address.
7. After step 6, save the file and ensure file is saved as **xxxx.csv (Comma delimited)** format, as seen below. This is to prevent email validation issue.



8. Drag and drop the file in the web portal.  
Zoom will verify that the email address has a Zoom account.

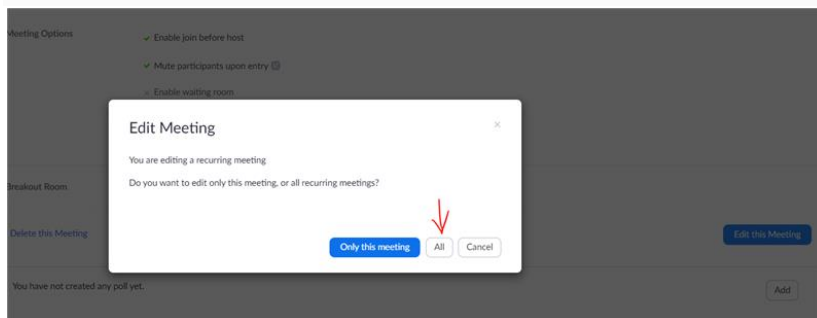
## Editing breakout rooms assignment

If you have already pre-assigned participants to breakout rooms, you can edit the assignments before you start the meeting.

**Note:** You can also manage breakout rooms during the meeting.

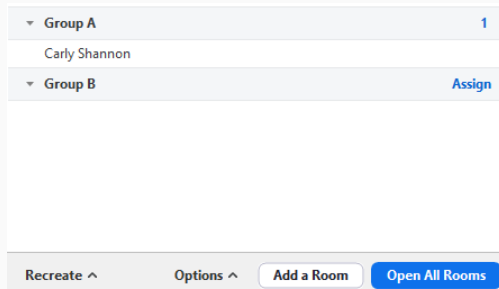
1. Sign in to the Zoom web portal.
2. Click **Meetings** and click the meeting you want to edit.
3. In the **Breakout Room** section, click **View detail**.
4. Edit the breakout rooms as needed. See the previous section for more details.
5. Click **Save**.

If you are adding this to an already created meeting, make sure when you "edit" your Zoom meeting you select "edit all" so the breakout rooms apply to all the remaining meetings you have set up as seen below.



## Starting a meeting with pre-assigned breakout rooms

1. Start the meeting with participants pre-assigned to breakout rooms.
2. Student must **ensure they sign in to their Bentley zoom** account via **bentley.zoom.us** before joining the meeting as any participant joining meeting just by clicking the link to join without having signed in first to bentley.zoom.us will have the word (Guest) next to their name.
3. Click **Breakout Rooms** in the meeting controls to access the breakout rooms you created.



- If a participant joins before you (the host), **they will be automatically assigned to the breakout room** you specified when scheduling the meeting.
  - 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.
4. Click **Open All Rooms** to start the breakout rooms.

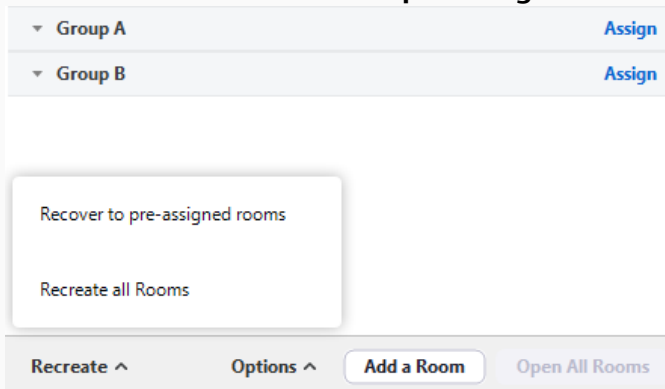
**Note:**

- 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.
- In a case whereby the host (Professor) joins the meeting before the students, it is **mandatory** the host leaves the meeting without ending meeting for all and rejoins to get all participants in their respective/assigned rooms.
- 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.

For more information, please visit <https://support.zoom.us/hc/en-us/articles/360032752671-Pre-assigning-participants-to-breakout-rooms>

## How to setup pre-assigned 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**.



4. 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.

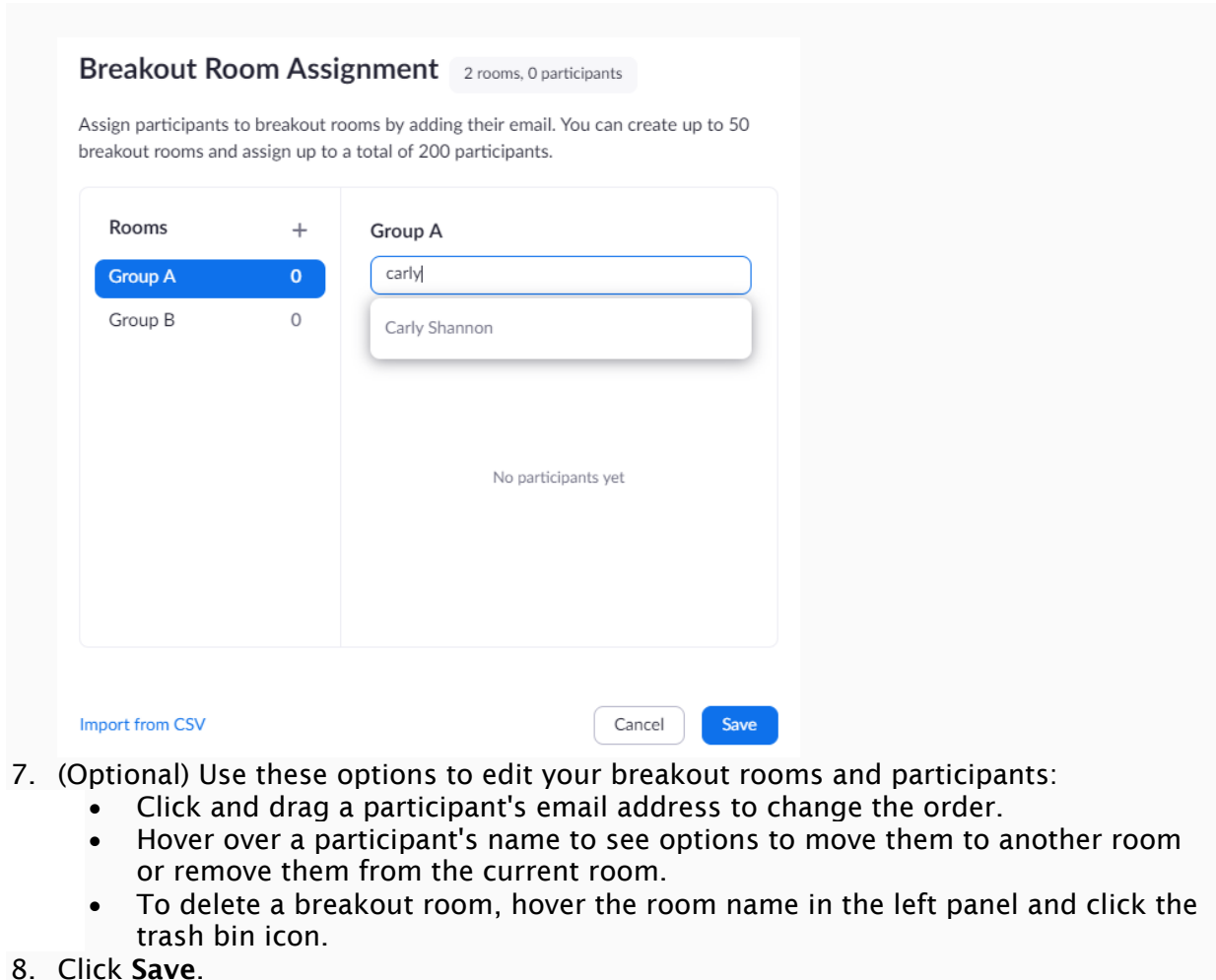
Rooms	+
Group A	0
Group B	0

**Group A**  
Add participants

No participants yet

Export as CSV   Cancel   Save

5. Hover over the default breakout room name and click the pencil icon to rename it.  
**Breakout Room 1** ✎
6. 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.



**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	<input type="text" value="carly"/>
Group B	0	<input type="text" value="Carly Shannon"/>

No participants yet

[Import from CSV](#)

7. (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.

8. Click **Save**.

For more information, please visit <https://support.zoom.us/hc/en-us/articles/360032752671-Pre-assigning-participants-to-breakout-rooms>