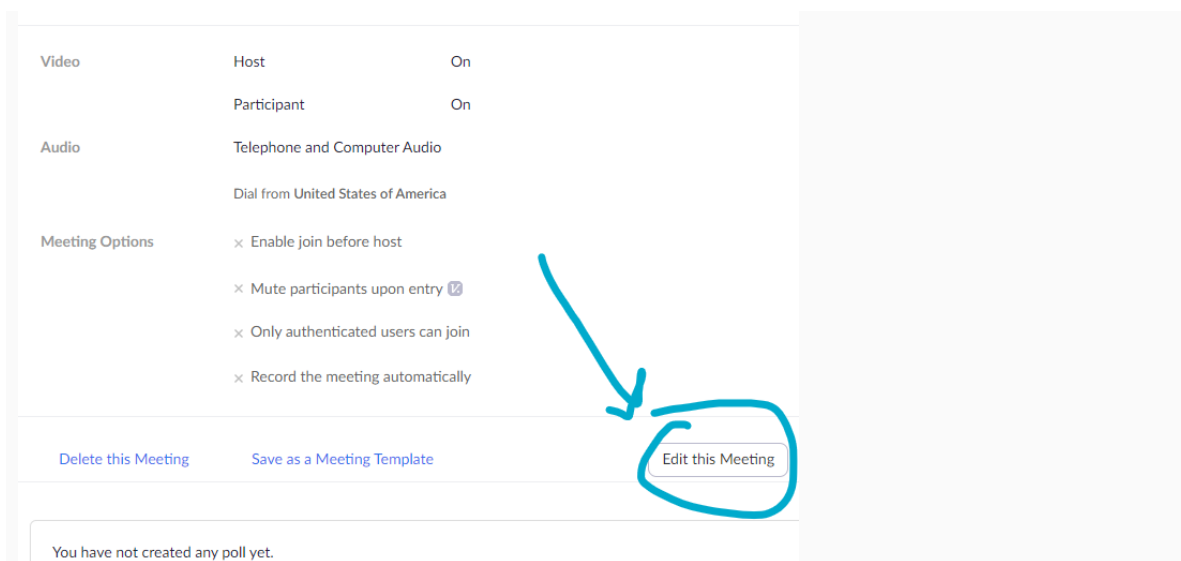


Pre-assigning participants to breakout rooms using the web portal

1. Sign in to the Zoom web portal. <https://cornell.zoom.us/>
2. Click **Meetings** and then select meeting Topic.
3. Click Edit this Meeting



4. In the **Meeting Options** section, select **Breakout Room pre-assign** and click **Create Rooms**.



5. 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	<input type="text" value="Add participants"/>
Group B	0	


No participants yet

Export as CSV

Cancel

Save

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

Breakout Room 1 

7. 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](#)

Cancel

Save

- (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.
- Click **Save**.