CREATING BREAK OUT ROOMS IN COLLABORATE
MOVING PARTICIPANTS IN/OUT OF BREAKOUT ROOMS

Go to:
- Tools Menu
- Breakout rooms
- Check allow participants to move themselves in and out of breakout rooms

Go again to:
- Tools Menu
- Breakout rooms
- Create breakout rooms
- Complete the “Create Breakout Rooms” Window
  - Name of room(s)
  - Number of rooms
  - Choose your Distribution options: (don’t distribute, distribute evenly or divide into groups)
- If manually moving participants to room(s) then hold down the ctrl key and click on the participants names you want to place in a breakout room
- Go back to:
  - Tools Menu
  - Breakout rooms
  - Send to breakout room:
  - Choose the room

NOTE: There is an easier way to move participants between rooms if working manually. Ctrl + click the participants then select the drop down above participants names and choose the room. See image below.