Webex - Hosting Breakout Sessions
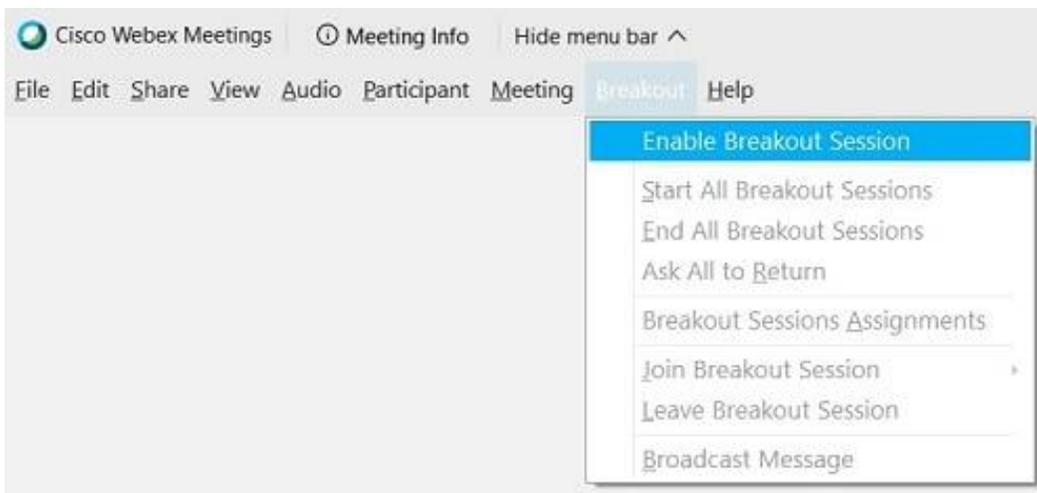
Table of Contents

Webex Meetings | Create Breakout Sessions

Breakout sessions can be created by either the host or co-host of the meeting. They can be created at any time during the session.

To enable the breakout session feature: From the **Breakout** menu, click **Enable Breakout Session**.

When the breakout session feature is enabled, the **Breakout sessions** button appears in the meeting controls.
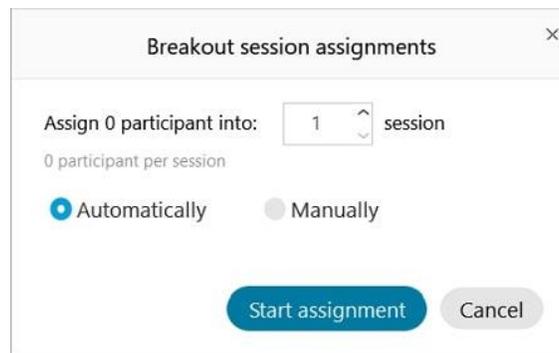
Click the **Breakout sessions button**.

Note: Only **one** host or cohost can have the **Breakout session assignment** dialog box open at a time.
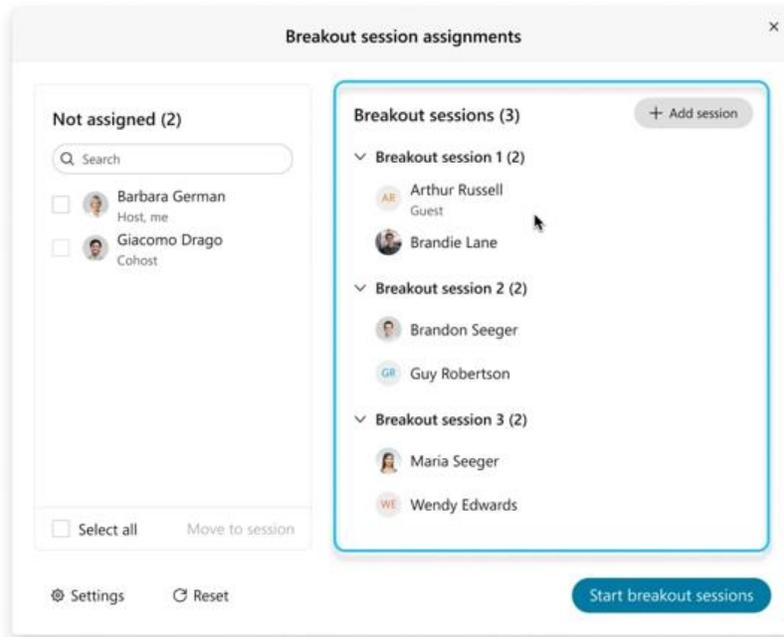
Select the number of breakout sessions that you want to create and how you would like to assign your participants:

- **Automatically**: splits your participants up evenly into each of the breakout sessions.

- **Manually**: You assign participants to each breakout session.

Click **Start assignment**.

The breakout sessions are then created. By default, breakout sessions will be named *Breakout session 1*, *Breakout session 2*, and so on.

If you want to change the number of breakout sessions, or how the participants were assigned, click **Reset**. The new breakout sessions replace all existing sessions.
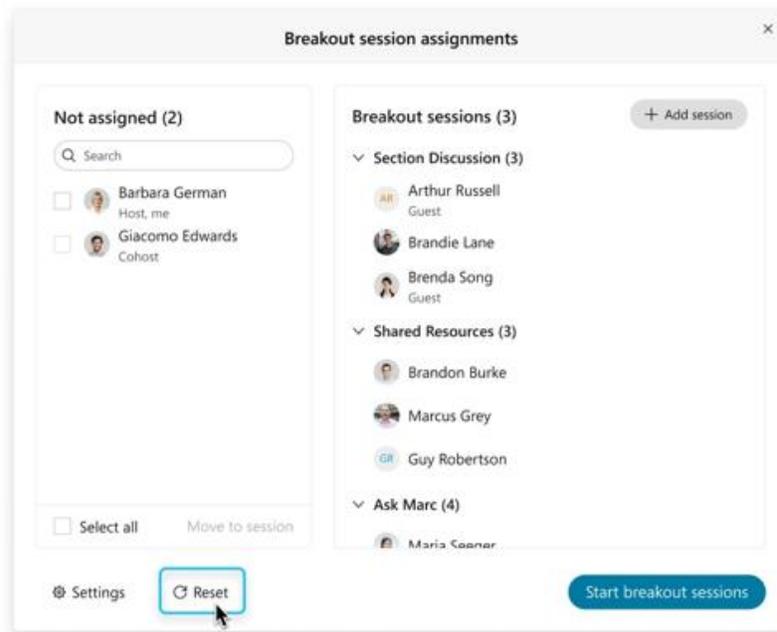

When you're ready to start all breakout sessions, click **Start breakout sessions**.

**Webex Meetings | Add, Rename, or Delete a Breakout Session**

As a host or cohost, you can add or delete breakout sessions before the sessions are started. You can change the name of a breakout session at any time. Remember, only one host or cohost can have the Breakout session assignment dialog box open at a time.

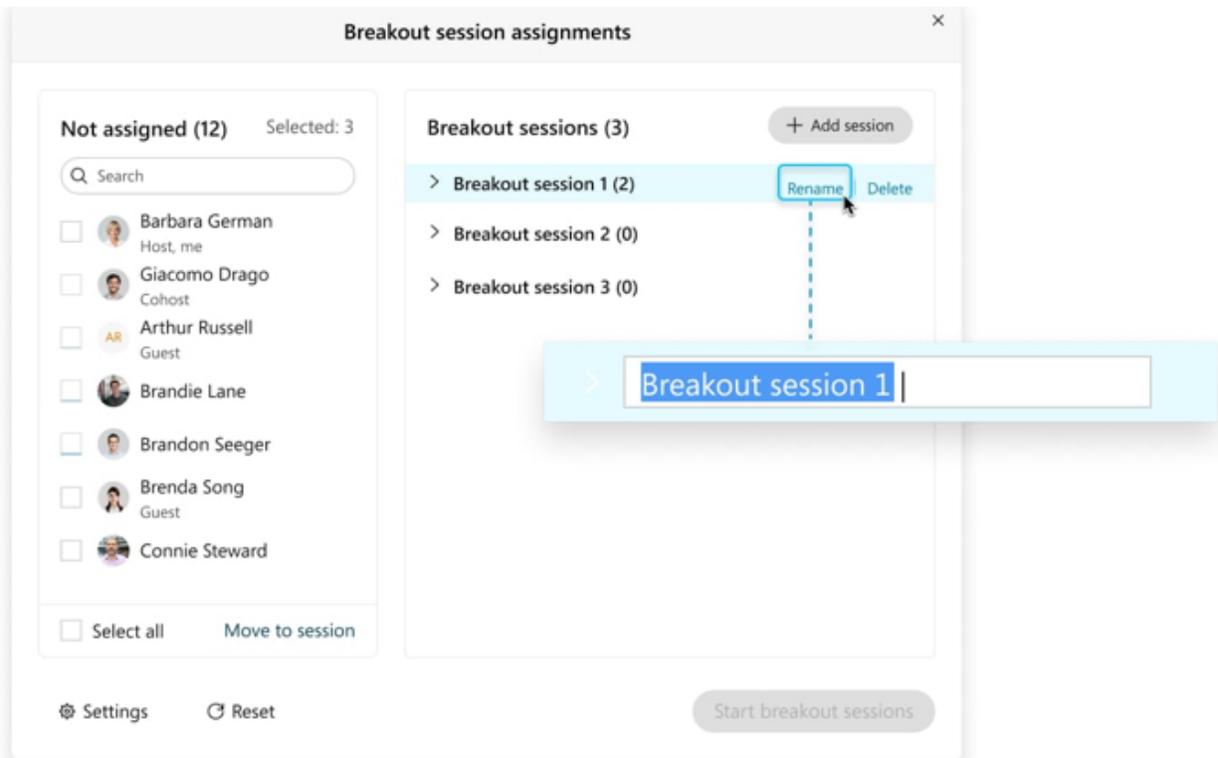A maximum of **100** breakout sessions can be added to meeting.

If the **Breakout session assignments** dialog box isn't already open, click **Breakout sessions** to open it.
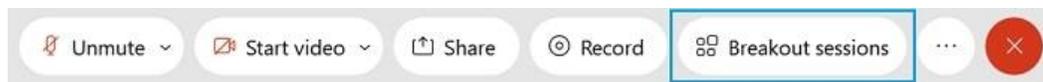
To add a breakout session, click **Add session**, and then enter a new name for the session or press **Enter** to use the default name.
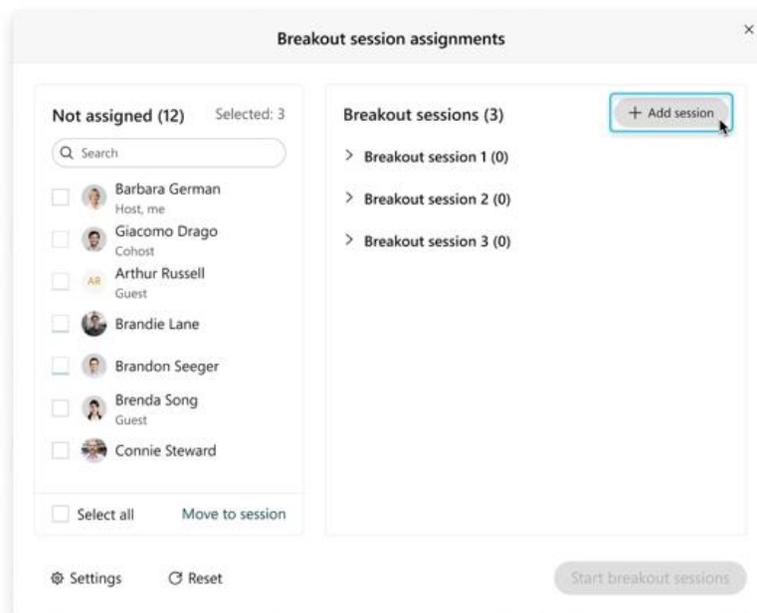
To rename a breakout session, hover over the session name, click **Rename**, and then enter a new name.

To delete a breakout session, hover over the breakout session, and then click **Delete**. All participants who were in that breakout session will be automatically unassigned.

Webex Meetings | Change Breakout Session Settings

As a host or cohost, you can choose to have all breakout sessions end automatically after a specified number of minutes. You can have attendees join the sessions automatically, when the sessions start, or allow them to join themselves.

Make sure that you change the settings **before** the breakout sessions start. You can't change the settings after the sessions have started.

If the **Breakout session assignments** dialog box isn't already open, click **Breakout sessions** to open it.


Cizik School of Nursing   Page 5

Click **Settings**.
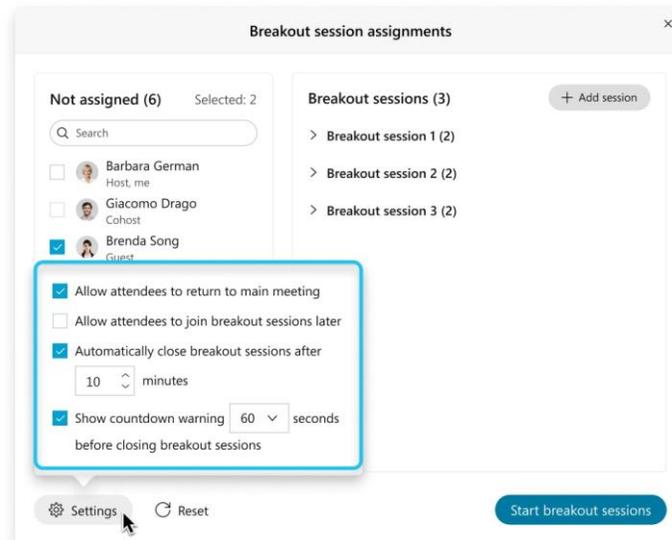
Allow attendees to return to main meeting: check this setting if you want to allow attendees to be able to leave the breakout sessions and return to the main meeting at any time. Uncheck this setting if you want attendees to remain in the breakout session until the breakout sessions end or you ask all to return.

Allow attendees to join breakout sessions later: check this setting if you want attendees to receive a message that they've been invited to a breakout session but allow them to join the sessions on their own. Uncheck this setting if you want attendees to be moved automatically into the breakout sessions after the sessions start.
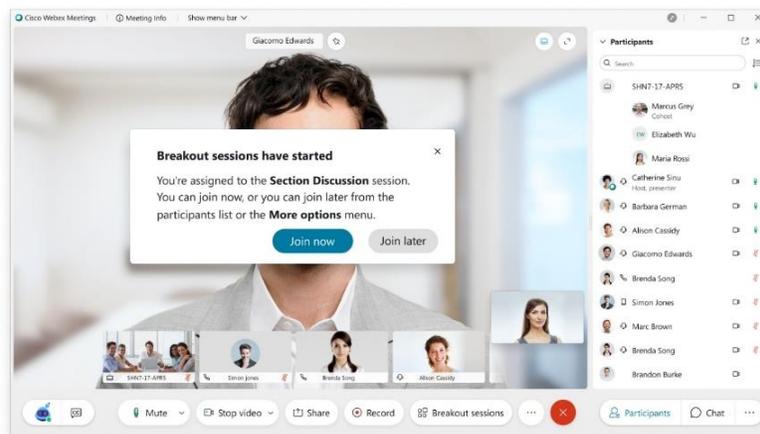
Automatically close breakout sessions after: check this setting if you want breakout sessions to end automatically after a specified time. Enter the duration in minutes. Otherwise, you'll need to end all breakout sessions manually.

Show countdown warning before closing breakout sessions: check this setting if you want to give attendees some time to wrap up before the breakout sessions end. Select the countdown duration. Uncheck this setting if you want the breakout sessions to end and attendees to return to the main meeting immediately after you end all breakout sessions.

Webex Meetings | Assign Participants to a Breakout Session

As a host or cohost, if you chose to assign participants manually, you can choose which participants you want in each session. If participants join the meeting late, you can assign them to a breakout session after the sessions have started.
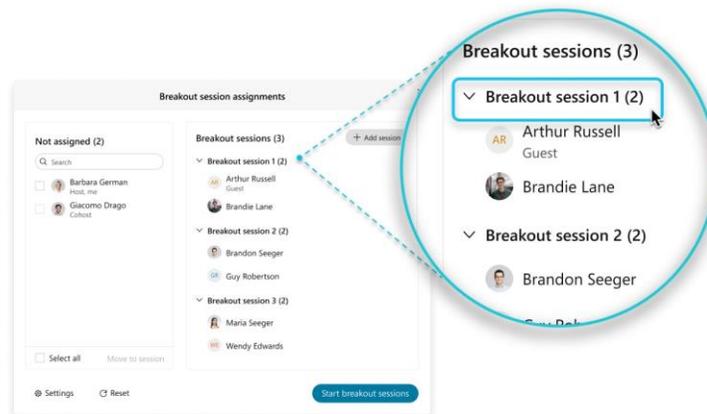
Participants who aren't assigned to breakout sessions remain in the main meeting when the breakout sessions start.

If the **Breakout session assignments** dialog box isn't already open, click **Breakout sessions** to open it.
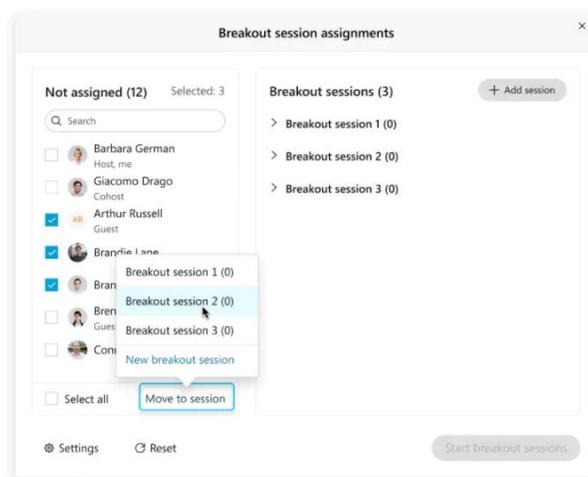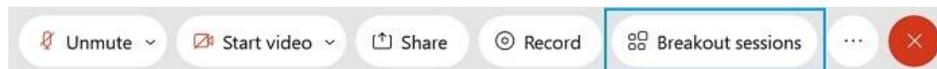
Under **Not Assigned**, select the participants that you want to assign. You can also enter a name in the **Search** field to find a participant.

Click **Move to session**, and then select the breakout session or click **New breakout session**.

The number of attendees assigned to each breakout session is shown in parentheses next to the name of the breakout session.

Webex Meetings | Move or Exchange Attendees in Breakout Sessions

As a host or cohost, you can move or exchange attendees between breakout sessions before the sessions start or when the sessions are in progress.
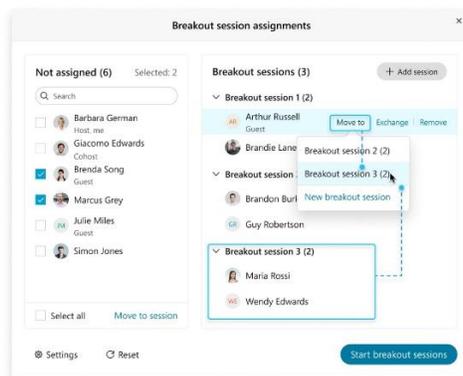
If the **Breakout session assignments** dialog box isn't already open, click **Breakout sessions** to open it.


In the list of breakout sessions, locate and hover over the attendee that you want to move or exchange.

Do one of the following:

- Click **Move to** to move the attendee to another breakout session, and then select the breakout session.

- To move the attendee to a new breakout session, click **New breakout session**.
- Click **Exchange** to swap the attendee with an attendee in another room, and then select the attendee.
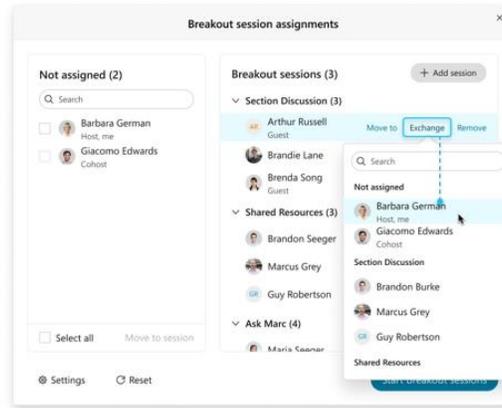
- If you move an attendee after the breakout sessions have started, the attendee sees this message:
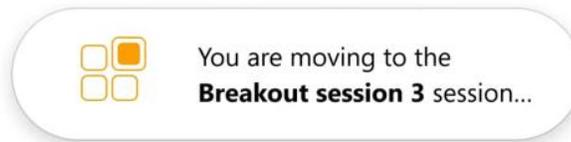
Webex Meetings | Remove a Participant from a Breakout Session

As a host or cohost, you can remove a participant from a breakout session before the sessions start and they will be moved back to the main meeting.

If the **Breakout session assignment** dialog box isn't already open, click **Breakout sessions** to open it.
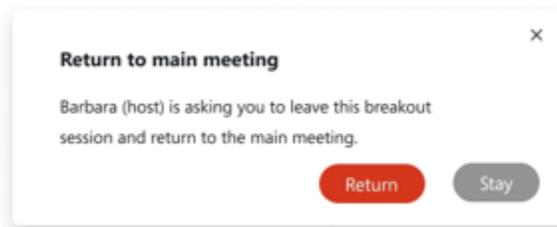

In the list of breakout sessions, locate and hover over the participant that you want to remove, and then click **Remove**.
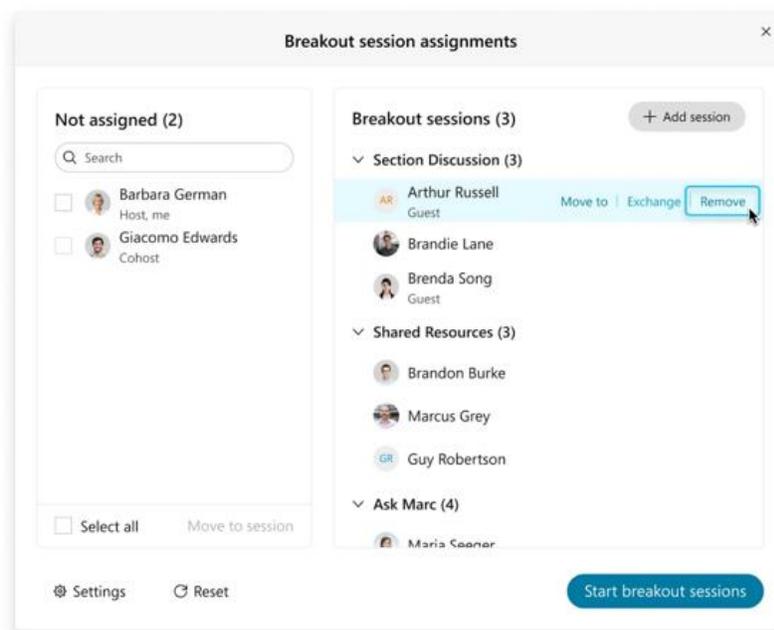
Webex Meetings | Ask All Participants to Return to the Main Meeting

As a host or cohost, you can send a message to participants in all breakout sessions, asking them to return to the main meeting.

Participants can choose to return to the main meeting or stay in the breakout sessions.

Participants who return to the main meeting can rejoin the breakout sessions later, if the breakout sessions aren't ended.

If you don't end the breakout sessions when you ask all to return, the participants' audio will be muted when they return to the main meeting. Remind participants to unmute if they have something to say.

From the **Breakout** menu, click **Ask all to return**.
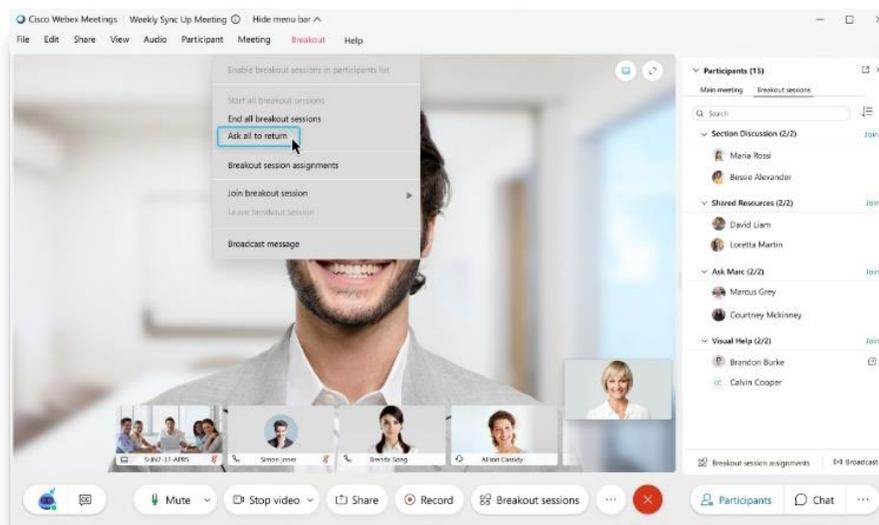
Webex Meetings | End All Breakout Sessions

As a host or cohost, you can end all breakouts sessions. When you end all breakout sessions, everyone who's in a breakout session returns to the main meeting automatically.
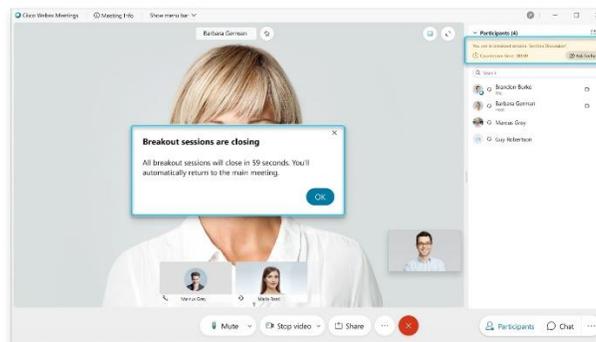
If the **Breakout session assignment** dialog box isn't already open, click **Breakout sessions** to open it.

Click **End all breakout sessions** > **End sessions**.
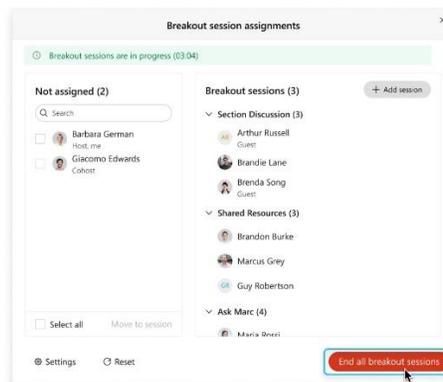
Attendees see a message like this when you end all breakout sessions.

Webex Meetings | Best Practices for Participating in Breakout Sessions

As an attendee in a breakout session, you can move from the main meeting to participate in a more focused group where you can collaborate and share ideas.

After you join a breakout session, the **Participants** panel tells you everything you need to know—who's in the session and how much time remains.
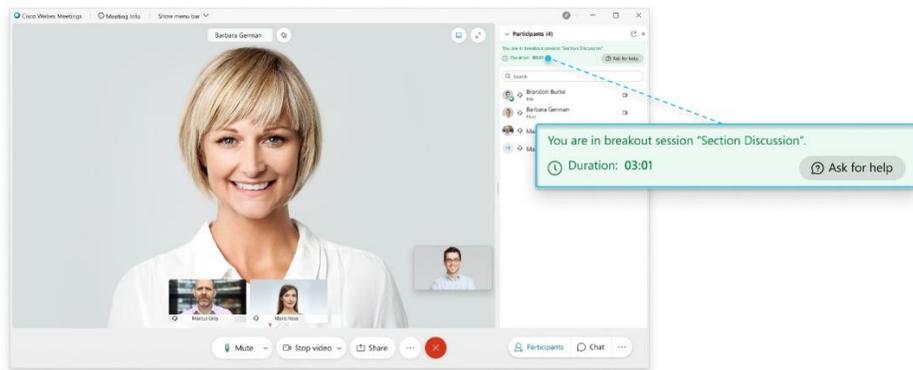

You can start or stop your video and mute or unmute your audio at any time. Use Chat to message other participants in the breakout session and share content the same way that you share content in the main meeting. If you have a question or need assistance, ask the host or cohost for help.
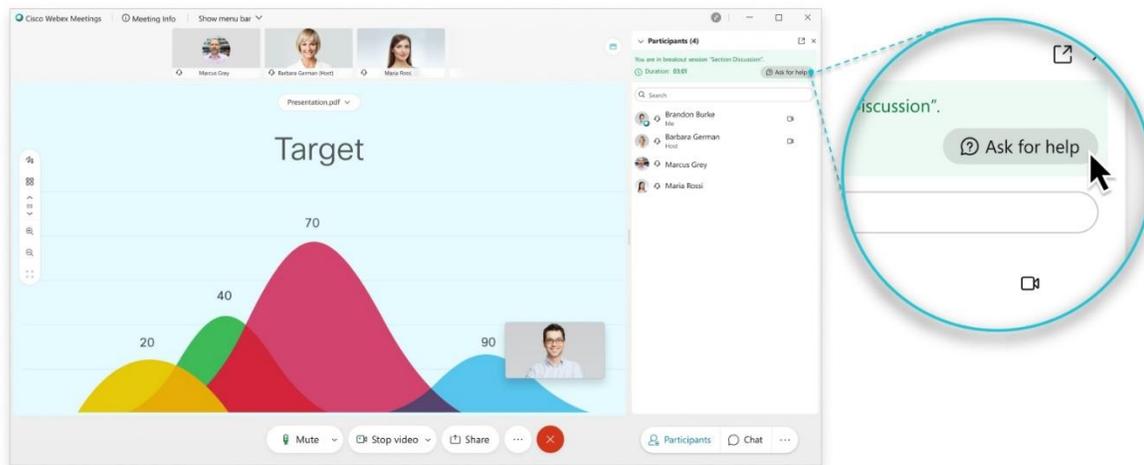
If the host or cohost wants you to return the main meeting, you see a message like this. You can choose whether you want to return to the main meeting or stay in the breakout session.
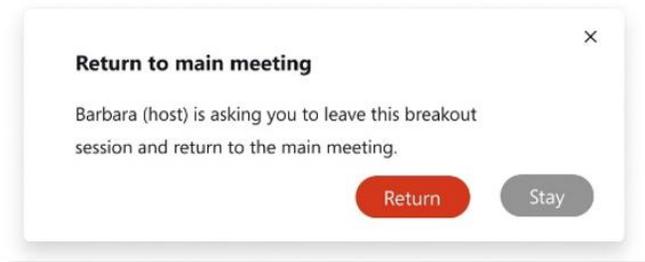
If the breakout sessions aren't ended when you return to the main meeting, your audio is muted in the meeting. If you want to speak in the meeting, remember to unmute your audio. The host or cohost may choose to move you to another breakout session. If they do, you'll see a message similar to this message and you'll move to the session automatically:
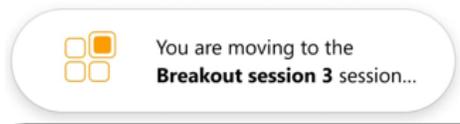
When the breakout sessions end, you'll see a message like this message. Depending on how the sessions were set up, a timer may count down the remaining time so you'll have some time to wrap up. You'll automatically return to the main meeting.