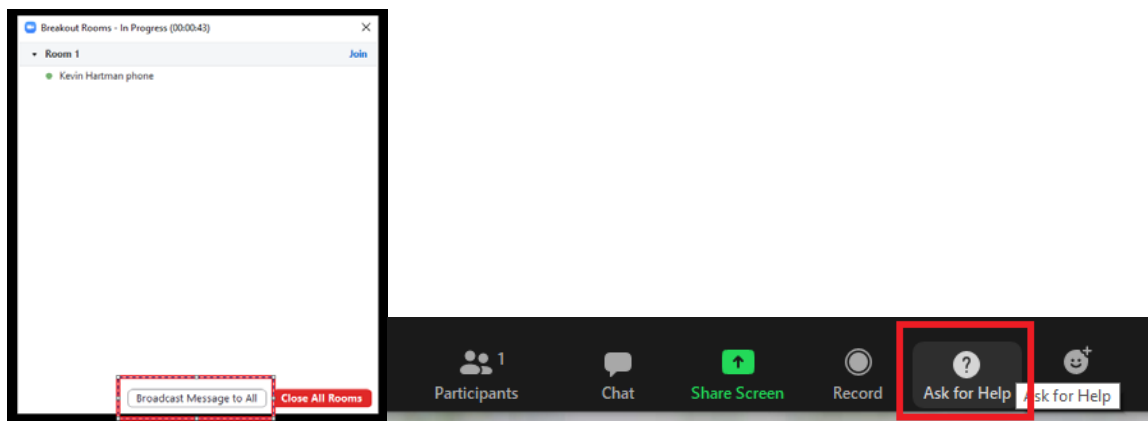


Zoom Breakout Room Limitations and Capabilities

Zoom breakout rooms allow you to send smaller groups of meeting participants into their own area to meet. Attendees can have access to chat, screen share, video, and audio, however the meeting host may have to enable certain features in order for them to work in breakout rooms.

CHAT:

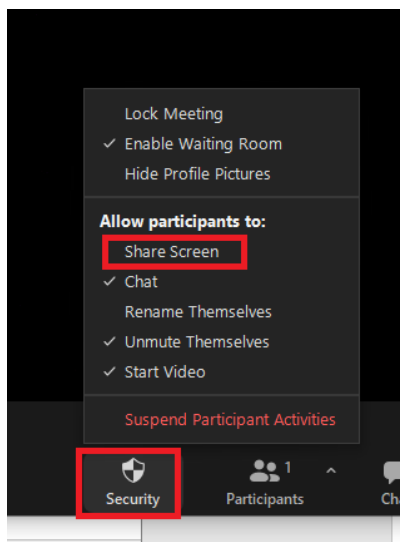
- Chat is available in breakout rooms **only if chat is enabled in the main meeting room.**
- If the chat is enabled, the chat messages in each breakout room are only available to those participants in the breakout room. (Example: Attendees in Room 1 cannot see breakout room chat messages among attendees in Room 2, and vice versa.)
- **Your chat history follows you.** This means while attendees are in a breakout room, they will still be able to view the chat messages from the main room prior to entering a breakout room. When they return to the main room, chat messages from their specific breakout room will appear in the chat panel.
- While someone is in a breakout room, if attendees remaining in the main room send public chat messages, those returning from a breakout room will not see those chat messages.
- Meeting hosts can broadcast messages to attendees in all breakout rooms, participants in breakout rooms can click the “Ask for Help” button to request the meeting host join their room.



NOTE: Meeting co-hosts can also assign participants to breakout rooms, move between breakout rooms, and broadcast messages to all attendees in breakout rooms. Only the meeting host is notified of requests for help.

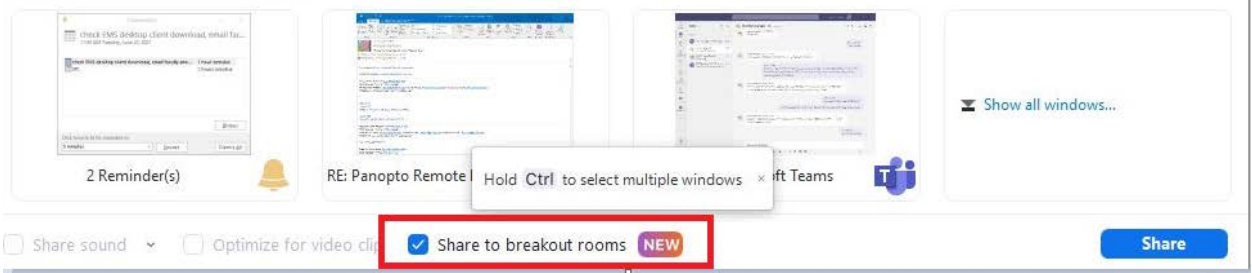
SCREEN SHARE:

- Inside a breakout room, participants cannot share their screens **unless they're allowed to share their screen in the main room**. UB Zoom default user settings and recommended best practice is to only allow meeting hosts to share their screens to prevent Zoom bombings.
- Only one person can share a screen at a time in a breakout room.
- If you want to enable screen share in a breakout room, right before you send attendees into a breakout room, enable screen share by clicking on the Security button in your meeting controls, and under the "Allow Participants To" menu, select "Share Screen."
- When breakout rooms are closed and participants have returned to the main room, please remember to press the Security button again and de-select "Share Screen," **otherwise there's a chance you could have a meeting participant sharing their screen and displaying inappropriate content**, a form of Zoom bombing.



NEW – HOST CAN SHARE SCREEN FROM MAIN ROOM TO BREAKOUT ROOMS:

- This feature is only available to meeting hosts and attendees logged in through the Zoom app and **using Version 5.7.0 or higher**.
- If participants are in breakout rooms, a host can share their screen to all rooms by clicking the "Share Screen" button in their meeting controls, and then checking the option for "Share to Breakout Rooms" at the bottom of the window.



- Your screen will be shared with all breakout rooms. Your video and audio (microphone or from computer) will **NOT** be shared.
- If you allow meeting participants to share their screen in breakout rooms, any active screen sharing will be interrupted. If a breakout room participant is using the whiteboard or annotation feature in Zoom, the annotation or whiteboard is saved before the host's shared content is viewed.

AUDIO:

- Within a breakout room, attendees can unmute or mute their microphones to talk to one another **even if participants are muted and not allowed to unmute in the main meeting room.**
- If a meeting attendee unmutes their microphone in a breakout room and your meeting settings **include muting attendees and not allowing them to unmute, when attendees return to the main meeting room they will be muted.**

VIDEO:

- If a host does not allow attendees to start video (Security button in meeting controls, uncheck option that says Start Video), an attendee cannot turn their video on in the main room. **However, attendees will be able to start their video if sent to a breakout room. When they return to the main room, their video will be off again.**
- If a host turns an individual attendee's video off, the attendee **will** be able to turn their video back on in a breakout room. **When they return to the main room, their video will be off again.**

POLLING:

- Polls are unavailable in breakout rooms.

RECORDING:

- If recording to the Zoom cloud, **only the main meeting room is recorded, however an instructor can record a breakout room to their local machine if they enter a breakout room and press the Record button in their meeting controls.**
- If someone is recording to their hard drive (local recording), it will record the breakout room where they are currently located.

- If an instructor records a breakout room locally to their machine, the recording can be uploaded to Panopto for the entire class to view if needed.
- If you allow meeting attendees to record locally, and need access to a breakout room recording an attendee recorded to their machine, **you will have to work out with the attendee how they get that file to you.** (UB Box, OneDrive, Panopto permissions, YouTube, etc.)

NOTE: You must give permission for attendees to record locally before opening the breakout rooms. To do so, mouse over someone's name in the participant's list, press the More button, and select "Allow to Record Local Files." If you don't see this option, go to your Zoom user settings (<https://buffalo.zoom.us/>) and in the section for Recording, make sure you have Local Recording turned on and have the option checked for "Hosts can give participants the permissions to record locally."

