



# Webex Breakout Sessions

## Host Cheat Sheet

- Enable the breakout sessions by clicking **Breakout** -> **Enable Breakout Sessions** from the top menu.
- Open the **Participants** panel (right of screen) and advise attendees to do the same.
- Assign one or more Cohosts to help manage the meeting. To do so, right click on a person in the **Participants** panel and click **Change Role To** -> **Cohost**.
- Open the breakout sessions assignment screen by clicking **Breakout** -> **Breakout Sessions Assignments**.
- Specify the number of sessions you would like and the assignment method. Automatic assignment is recommended. Click **Next**.
- Rename sessions if desired, and assign Cohosts to sessions if appropriate.
- Tweak the session **Settings** if desired. The default options are suitable for most meetings.
- When ready, click **Start Breakout Sessions**.
- While the sessions are in progress
  - If recording the meeting, only the main meeting will be recorded, not the breakout sessions. So consider pausing the recording while the breakout sessions are in progress and then resuming the recording when everyone returns to the main meeting.
  - Keep an eye out for anyone who remains in the main meeting – they may have chosen not to join the breakout sessions yet, or they may have connected from a VC room or with audio only and therefore be unable to participate in the breakout sessions. If the later is true, you can use the main meeting as a breakout session.
  - Look out for requests for help; you will receive a popup message when this happens. Consider asking one of the Cohosts to help out so that you stay in the main meeting and field other requests.
  - Use the broadcast feature to send a message to all attendees in all sessions (**Breakout** -> **Broadcast Message**). Alternatively, send a broadcast message to specific sessions or to just the Cohosts and Presenters.
  - Consider saving breakout session chats by joining a session and clicking **File** -> **Save As** -> **Chat** from the top menu.
  - End the sessions when ready by clicking **Breakout** -> **End All Breakout Sessions**.
- When everyone returns to the main meeting:
  - If you paused the recording earlier, resume recording now.
  - Remind attendees that they are muted.

For more information:

[https://conferencing.csiro.au/working-from-home/webex-meetings.php?ref=breakout\\_rooms](https://conferencing.csiro.au/working-from-home/webex-meetings.php?ref=breakout_rooms)