ACCESSING ZOOM BREAKOUT ROOMS

To access and choose a breakout room inside a Zoom meeting, follow these step-by-step instructions:

1. Join the Zoom Meeting:

- Click the Zoom meeting link provided by the host to join the meeting.
- Once you're in the meeting, wait for the host to set up and open the breakout rooms.

2. Wait for Breakout Rooms to be Opened:

- The host must set up the breakout rooms before you can be assigned to one.
- Once the breakout rooms are ready, Zoom will notify you that you're being invited to join a breakout room. TMA pre-assigns breakout rooms by the diagnosis you selected when you registered, so you may go into the correct breakout room automatically.
- If you end up in the wrong breakout room, see the instructions below for moving into a different room.

3. Choosing a Breakout Room (If Allowed by Host):

- **If the host has enabled the option for participants to choose their breakout room**, you will be able to select a room yourself. All TMA zoom meetings have allowed this option.
- After receiving the notification, a pop-up window will appear with a list of available breakout rooms.

4. Join a Breakout Room:

- In the pop-up window, you will see the names or titles of the available breakout rooms.
- **Click on the breakout room name** you want to join. You will automatically be moved to the room you selected.

5. Ask for Help (If Needed):

- If the option to choose a room is not enabled or you're not sure how to proceed, you can ask the host to assign you to a specific room. Please type your diagnosis in the chat box and the host will assign you.

- If you're having trouble with the process, you can message the host directly using the Zoom chat.

6. Moving Between Breakout Rooms (If Permitted by Host):

- If the host has enabled the option for free movement between rooms, you will be able to **leave your current room** and choose another one. TMA has allowed this option for all zoom meetings.

- To do this, click on the **"Leave Breakout Room"** button at the bottom of the Zoom window.

- After leaving, the **Breakout Rooms pop-up window** will reappear, allowing you to select a different room.

7. Returning to the Main Room:

- To leave a breakout room and return to the main meeting room, click the **"Leave Room"** button at the bottom of your Zoom screen.

- Select **"Return to Main Session"**, and you'll be brought back to the main room with all other participants.

8. After the Breakout Session:

- The host will typically end the breakout sessions at a specified time.

- When this happens, you will automatically be returned to the main meeting room.

Key Notes:

- Not all Zoom meetings allow participants to choose their breakout rooms. If the host has not enabled the "Allow participants to choose room" option, the host will assign you to a room.

- If you're unsure or have technical issues, don't hesitate to reach out to the host or the meeting's technical support for assistance.

By following these steps, you should be able to navigate the breakout room process with ease in any Zoom meeting!