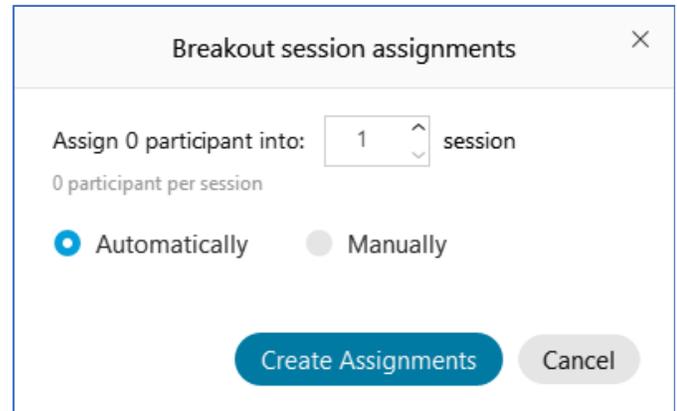


## WebEx Meeting and Breakout Sessions

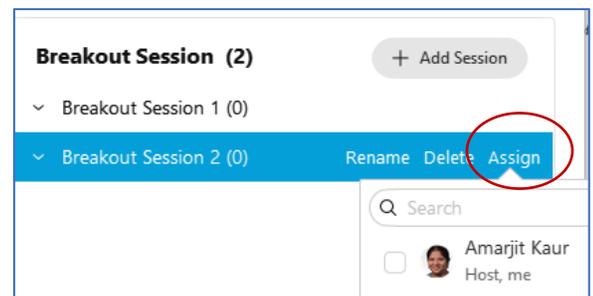
The Breakout Sessions assignments are available from a Webex meeting.

### Create Break out rooms

1. Start a WebEx meeting
2. Click Breakout from the File menu
3. Click Enable Breakout Sessions
4. Click Breakout Session Assignments
5. To automatically assign attendees select Automatically. After you start a breakout session, an attendee is assigned randomly as the presenter.



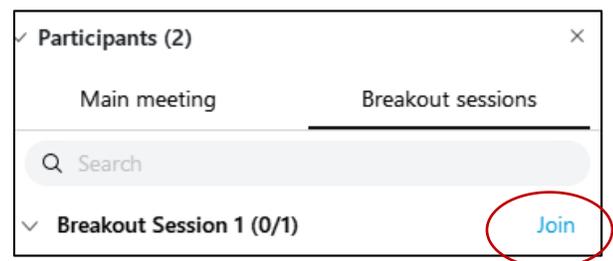
To manually create breakout sessions and assign attendees select Manually. Add a session by selecting the + Add Session button. Enter a new name or use the default name that is provided. Highlight the name of the breakout session and select Assign to add participant.



When you're ready to start all breakout sessions, click Start breakout sessions from File menu.

### Join or Leave a Breakout Session

To join a breakout session click Join next to the breakout session. You can move between breakout sessions by leaving a session and joining another session.



To leave the session click the  button at the bottom of the screen.

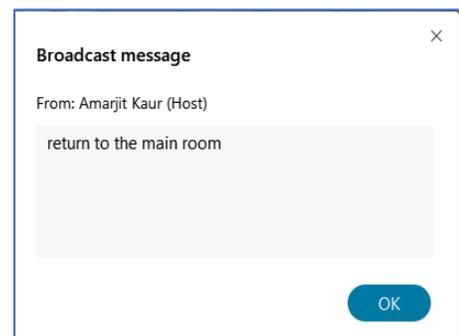
## Ask All Participants to Return from a Breakout Session

In the Session window, select Breakout menu > Ask All to Return.

All participants in breakout sessions receive a message asking them to return to the main training session. They can choose to leave the session or continue.

### Send a Broadcast Message to All Breakout Sessions

- 1 In the Session window, select Breakout menu > Broadcast Message.
- 2 Select who you want to receive the message.
- 3 In the Message box, type your message and Select Send.



Your message appears on the selected participants' desktops during their breakout sessions. If you don't end the breakout sessions when you ask all to return, the participants' audio is muted when they return to the main meeting. Remind participants to unmute if they have something to say.

## End All Breakout Sessions

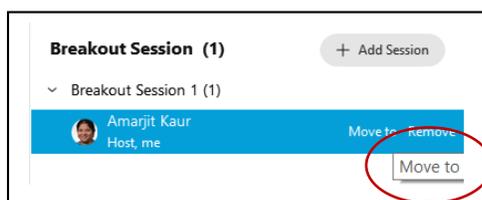
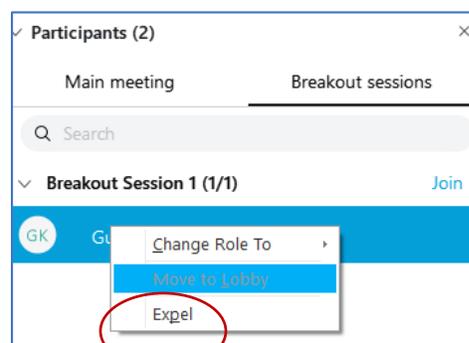
In the Breakout Session panel, select End All Breakout sessions.

All participants receive a message that their breakout session ends in 60 seconds.

## Remove a Participant from a Breakout Session

Removing a participant from a breakout session does not remove the participant from the main training session.

1. In the participant list on the Breakout Session panel, select the name of the participant whom you want to remove from the breakout session.
2. Right click on the Participant name > Expel



To Move attendee to another breakout session, click name of the attendee and select Move to.

For more information go to: <https://help.webex.com/en-us/nroo6fs/Webex-Meetings-Breakout-Sessions>