

## Virtual Breakout Rooms

Whether in advance, or during a meeting, presenters can use **Breakout Rooms** to create separate meeting workspaces. You can divide attendees among the rooms, either manually or automatically, and allow each group to meet separately. After the breakout sessions are over, you can bring everyone back to the main meeting.

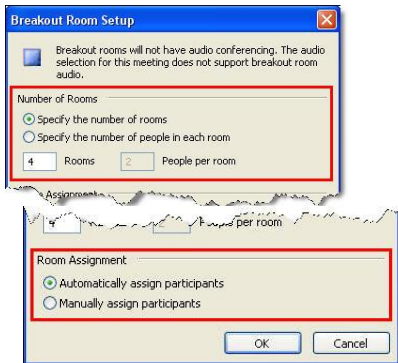
## Setting up Breakout Rooms

1. From **My Home** on the Live Meeting Manger page, or from your e-mail invitation, click **Join Meeting** as a presenter to start the **Live Meeting** console.
2. Click **Attendees** on the Command menu bar, then click **Rooms** in the **Attendee Panel**.



**Note:** You may need to click the **More** button (>>) to see **Rooms**.

3. In the **Breakout Room Setup** window, **Specify the number of rooms** you want to create and assign attendees to Breakout Rooms.



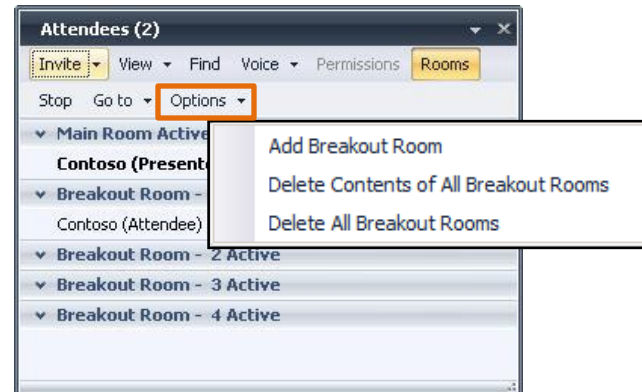
**Note:** If you chose **Manually Assign Participants**, you can simply drag attendees to specific rooms. In the **Attendees** pane, click an attendee's name and drag it to the desired room.

**NOTE:** Breakout Rooms can be built prior to the start of a Live Meeting or on-the-fly, during a meeting. The presenter may change the Breakout Room assignment for an attendee before starting the Rooms.

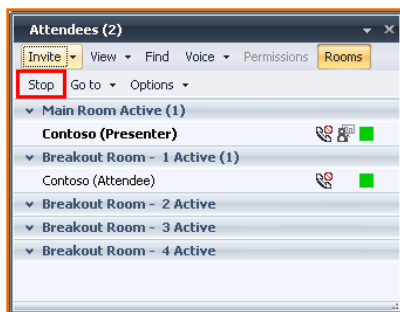
4. To **Activate** Breakout Rooms, in the **Attendee** pane, click **Start**.



5. To **Add** a Breakout Room, in the **Attendees** pane, click **Options**, and then click **Add a Breakout Room**.



- To send everyone back to the main room, you must first stop the Breakout Rooms. In the **Attendees** pane, click **Stop**.



- To delete Breakout Rooms, click **Options**, and then click **Delete Contents of All Breakout Rooms** or click **Delete All Breakout Rooms**.

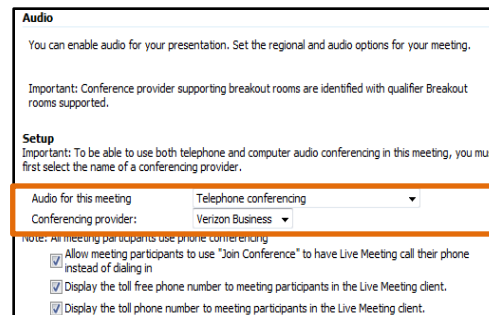
## Breakout Room Audio

In order for Audio to be separate in each room, the conference call provider must be a Certified Conferencing Service Provider of Live Meeting *and* support Live Meeting 2007 Breakout Room audio sub-conferencing.

**Note:** Currently Telephone Conferencing is the only BOR supported audio configuration.

## Enabling Telephone Conferencing for Break Out Room Support

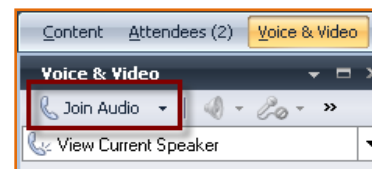
- On the **Conference Center Meeting Options** page, go to **Audio, Setup**, and under **Audio for the meeting list**, select **Telephone Conferencing**.
- Select **Conferencing Provider** from drop down list.



## “Call Me” for Attendees

When using **Telephone Conferencing**, direct participants to connect to the conference call through the **“Join Conference”** feature. This feature allows the conferencing service to call them directly.

- From the Live Meeting console, click **Voice & Video** on the menu bar to open the pane.



- Click the *down* arrow next to the **Join Audio** button, then click **Call Me**.

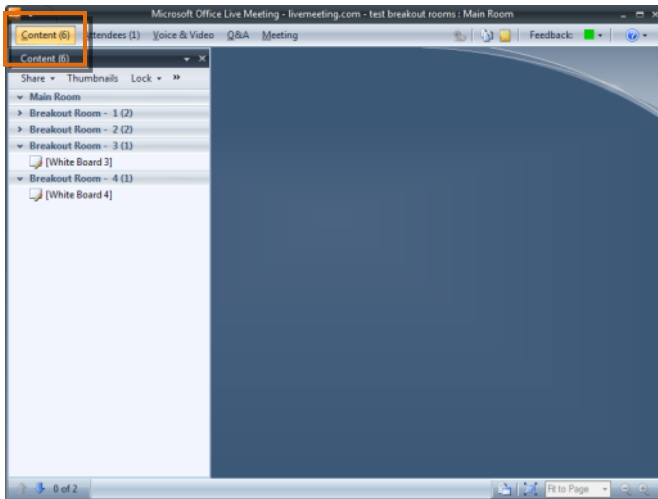


# Microsoft® Office Live Meeting Handout: Uploading Content to Breakout Rooms

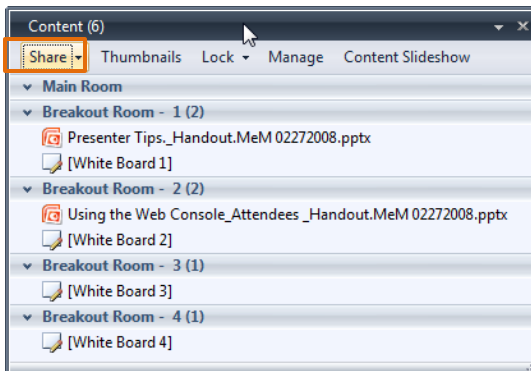
## Uploading Content to Breakout Room

The organizer or presenter can upload **Content**, or "assignments", to individual **Breakout Rooms** before the meeting starts so that it is waiting for attendees when they arrive to their assigned room.

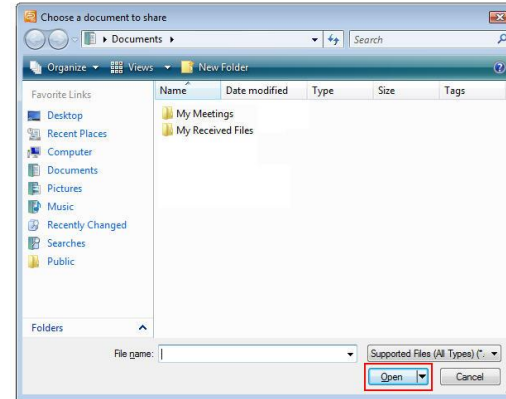
1. Once you have set up the desired number of Breakout Rooms for a Live Meeting, on the **Command** menu, click **Content**.



2. Click desired **Breakout Room- [Number]** to which to upload content, click **Share** and then click **Upload File (View Only)**.



2. In the **Choose document to Share** dialog box, select document to upload, then click **Open**.



3. Repeat steps to import more meeting content to Breakout Rooms.
4. Content, or "assignments", can be moved from room to room by drag and drop method.

NOTE: Uploaded content expires after a set period of time. Contact the meeting organizer for content expiration limits.