

# Preassigning participants to breakout rooms

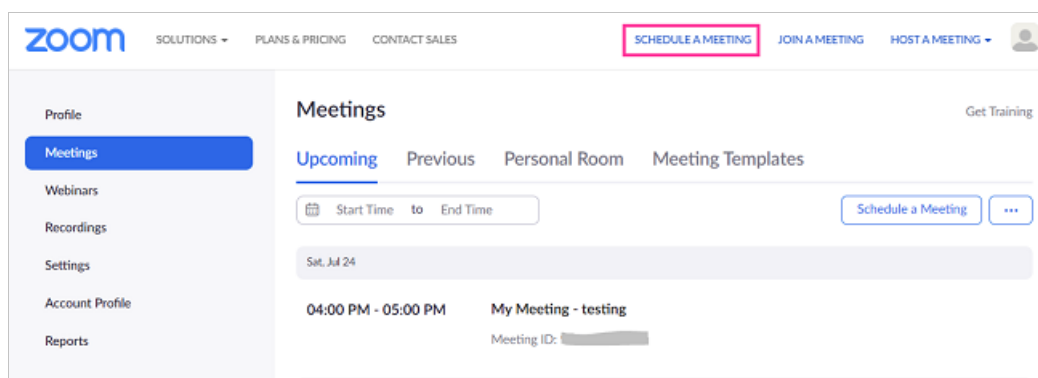
Last Modified on 19/07/2021 6:52 pm HKT

## Introduction

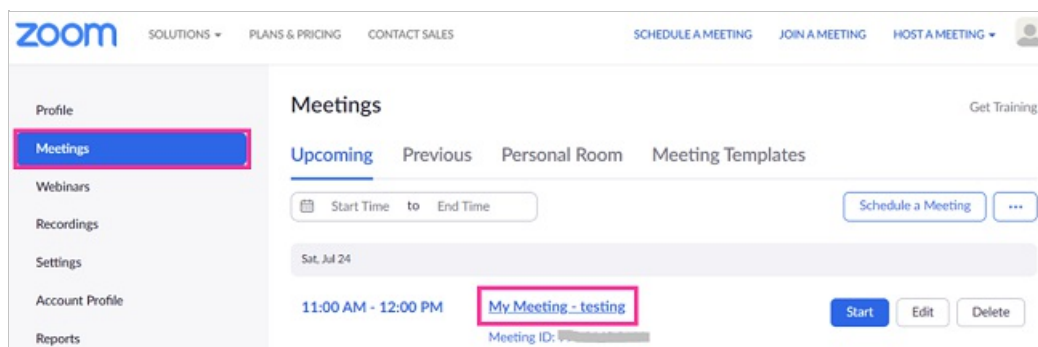
While you can [manage your breakout rooms](https://support.zoom.us/hc/en-us/articles/206476313) during the meeting (or allow your [participants to choose room](https://support.zoom.us/hc/en-us/articles/115005769646)), as the meeting host, you can plan ahead and assign your meeting participants into specific breakout rooms before your ZOOM meeting starts.

## Steps

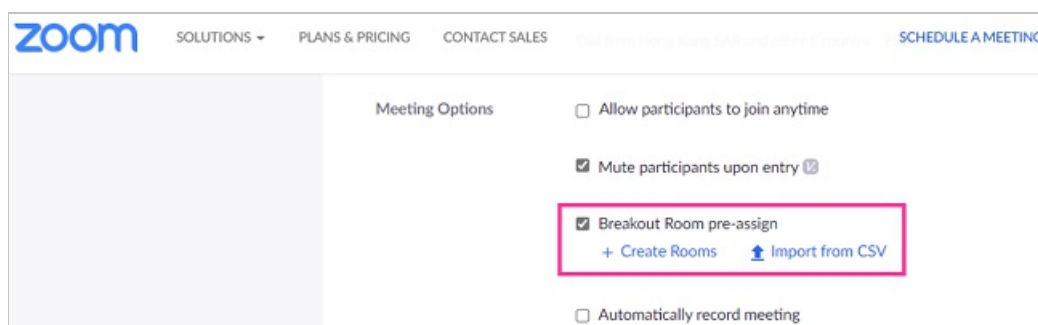
1. Sign in to the CUHK Zoom web portal (<https://cuhk.zoom.us>) and [schedule a meeting](https://support.zoom.us/hc/en-us/articles/201362413).



If you have a scheduled meeting, go to the "Meetings" page and click on your scheduled meeting.



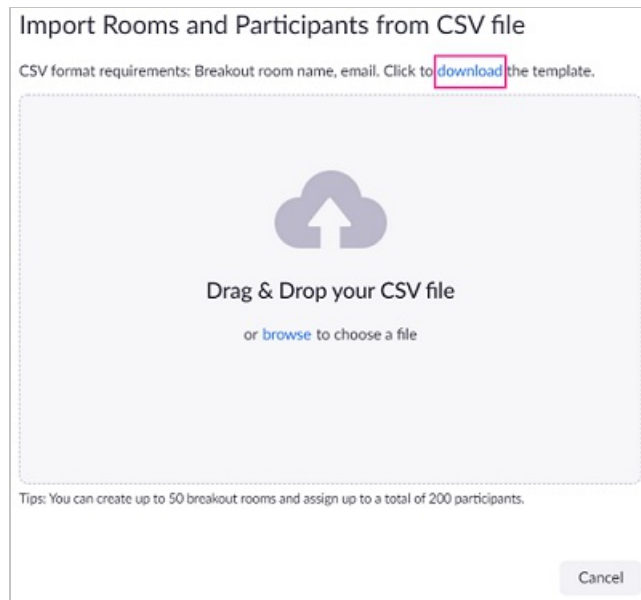
2. In the Meeting Options section, select "Breakout Room pre-assign" and click "Import from CSV".



3. Click "download" to [download a sample CSV file](https://support.zoom.us/hc/en-us/article_attachments/360064694172/breakout_room_sample.csv) you can fill out.

Questions: [elarning@cuhk.edu.hk](mailto:elarning@cuhk.edu.hk)

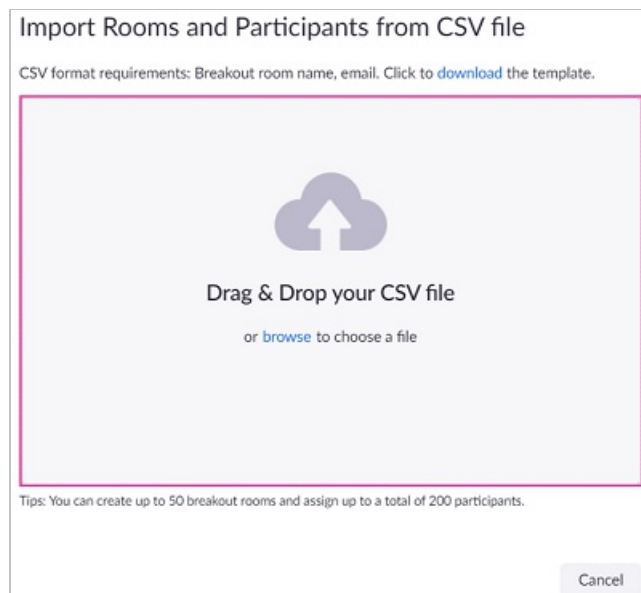
Copyright © 2020 The Chinese University of Hong Kong. All rights reserved.



4. Open the CSV file with spreadsheet software, such as Microsoft Excel. Fill in the **Pre-assign Room Name** column with the breakout room name, and the **Email Address** column with the assigned participant's email address. Save the file.

	A	B	C
1	Pre-assign Room Name	Email Address	
2	room1	test1@cuhk.edu.hk	
3	room1	test2@cuhk.edu.hk	
4	room2	test3@cuhk.edu.hk	
5	room2	test4@cuhk.edu.hk	
6	room3	test5@cuhk.edu.hk	
7	room3	test6@cuhk.edu.hk	
8			

5. Drag and drop the file, or browse to choose a file, on the web portal.



6. The Participants are assigned to the Breakout Rooms, click "Save" to confirm.

**Breakout Room Assignment** 3 rooms, 6 participants

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants. [Learn more](#)

Rooms		
room1		room1
room2	2	test1@cuhk.edu.hk
room3	2	test2@cuhk.edu.hk

Import from CSV

Cancel Save

7. You can see that Breakout Rooms are created, click “Save” to save the meeting setting.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Meeting Options

- Allow participants to join anytime
- Mute participants upon entry
- Breakout Room pre-assign  
3 Breakout Rooms [Edit](#)
- Automatically record meeting
- Enable additional data center regions for this meeting
- Approve or block entry for users from specific countries/regions

cusis\_classcode

panopto\_folder\_context

purpose

Alternative Hosts

Save Cancel

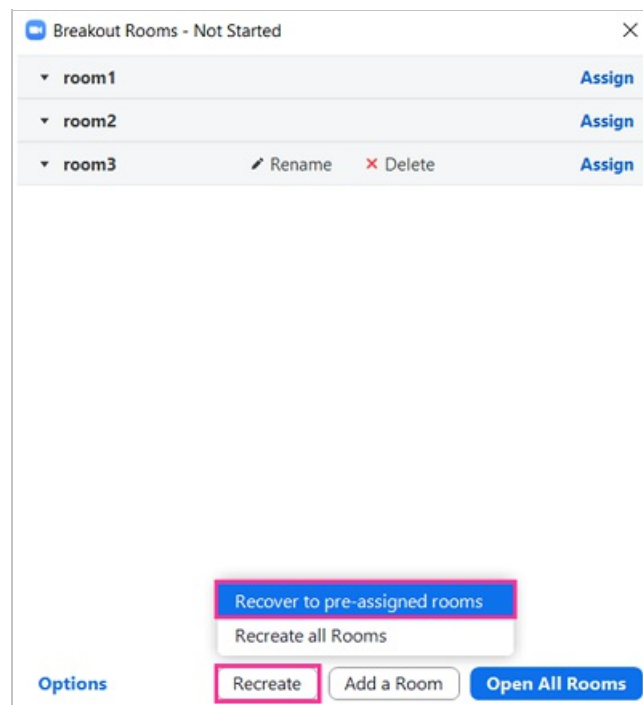
## Reminders

- Pre-assign students to Breakout Rooms with **StudentID@link.cuhk.edu.hk** (instead of alias@link.cuhk.edu.hk).
- Set the meeting to “**Only authenticated users can join meetings: CUHK only**”. Participants (students) will then need to use **StudentID@link.cuhk.edu.hk** to join the meeting and be assigned to the breakout rooms.
- Check the **prerequisites** for participating and managing Breakout Room:
  - Zoom Help Center: [Participating breakout rooms](https://support.zoom.us/hc/en-us/articles/115005769646-Participating-in-breakout-rooms) (https://support.zoom.us/hc/en-us/articles/115005769646-Participating-in-breakout-rooms)
  - Zoom Help Center: [Managing breakout rooms](https://support.zoom.us/hc/en-us/articles/206476313-Managing-breakout-rooms) (https://support.zoom.us/hc/en-us/articles/206476313-Managing-breakout-rooms)
  - We suggest users to use the updated Desktop Client / Mobile App: Zoom: [Download Center](https://zoom.us/download) (https://zoom.us/download)
- In case you notice participants are not assigned to the rooms in the meeting, try to use “**Recover to pre-**

Questions: [elarning@cuhk.edu.hk](mailto:elarning@cuhk.edu.hk)

Copyright © 2020 The Chinese University of Hong Kong. All rights reserved.

assigned rooms” under “Recreate” to see if it helps. For more: Zoom Help Center: [Reverting to pre-assigned breakout rooms](https://support.zoom.us/hc/en-us/articles/360032752671-Pre-assigning-participants-to-breakout-rooms)



(<https://support.zoom.us/hc/en-us/articles/360032752671-Pre-assigning-participants-to-breakout-rooms>)

For more, please refer to Zoom Help Center: [Pre-assigning participants to breakout rooms](https://support.zoom.us/hc/en-us/articles/360032752671-Pre-assigning-participants-to-breakout-rooms) (<https://support.zoom.us/hc/en-us/articles/360032752671-Pre-assigning-participants-to-breakout-rooms>)