

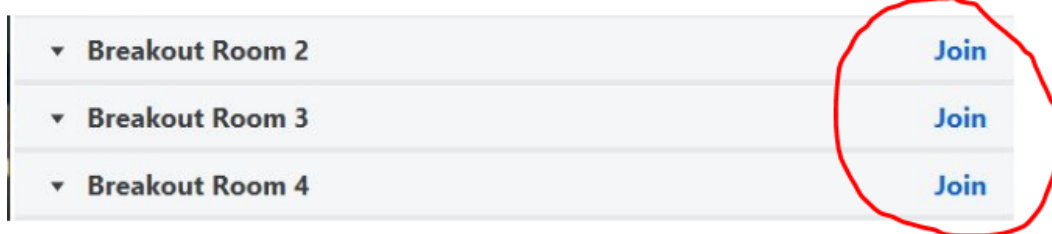
# Zoom Guide for PASFAA Breakout Room Hosts

## 1. If you don't see the breakout room icon in your control panel:

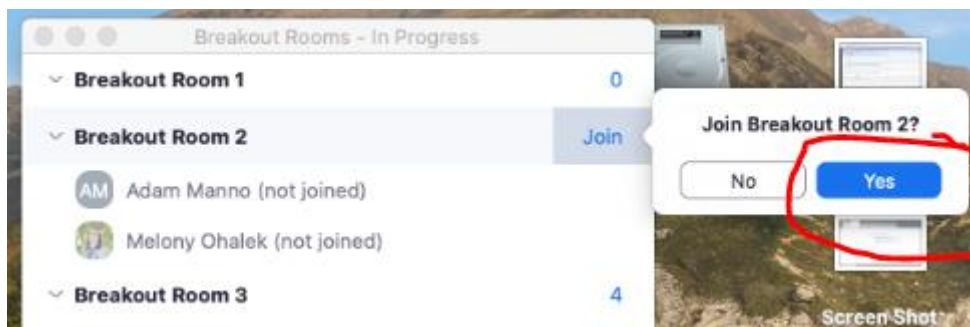


- You may need to click on the ellipsis – three dots – to see the Breakout Room option. (“...”)
- You may need to update your browser and/or your Zoom software. Please see the document linked from the Spring Training web page.  
<https://www.pasfaa.org/wp-content/uploads/2021/04/Update-your-Browser-and-your-Zoom.pdf>
- The meeting host may not have activated the breakout rooms yet.

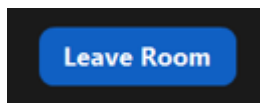
## 2. To move to a breakout room, click the “Join” hypertext located to the right of the room name.



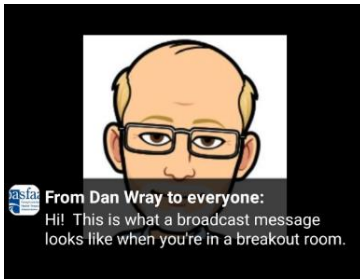
**For MAC users:** you may need to hover over the number of participants in a room, in order to see the option to join that room.



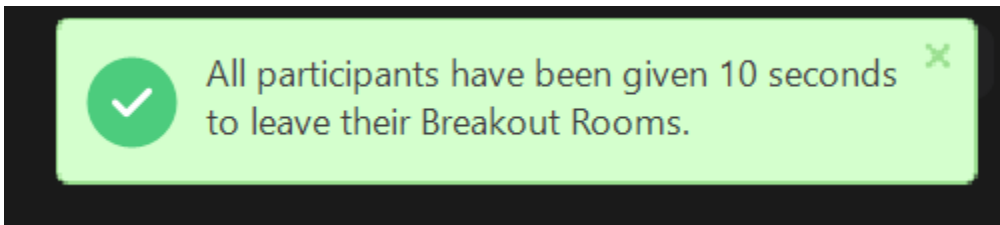
**3. When you're in a breakout room and you want to leave the breakout** to return to the main room, please be careful not to select the button that takes you completely out of the meeting – “Leave Meeting” – (if you do that, you'll need to log back into the event). Use the “Leave Room” button.



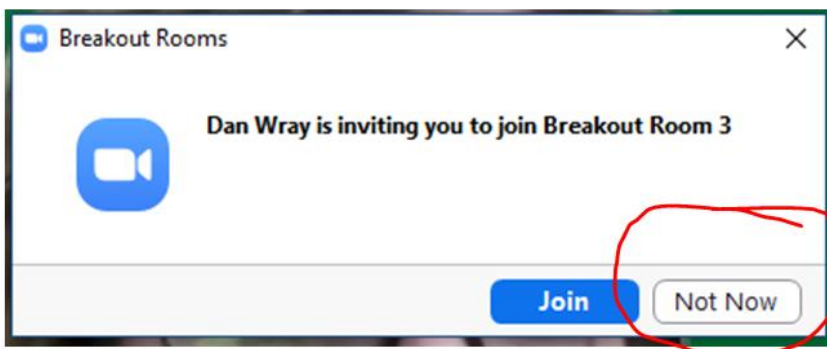
4. While in a breakout room, you may receive broadcast messages from the meeting host.



5. When the meeting host closes breakout rooms, you will see a countdown timer (it can be 60 seconds or fewer). If you don't click the button to leave the breakout room and return to the main room, you will be automatically returned to the main room when the countdown timer gets to zero.



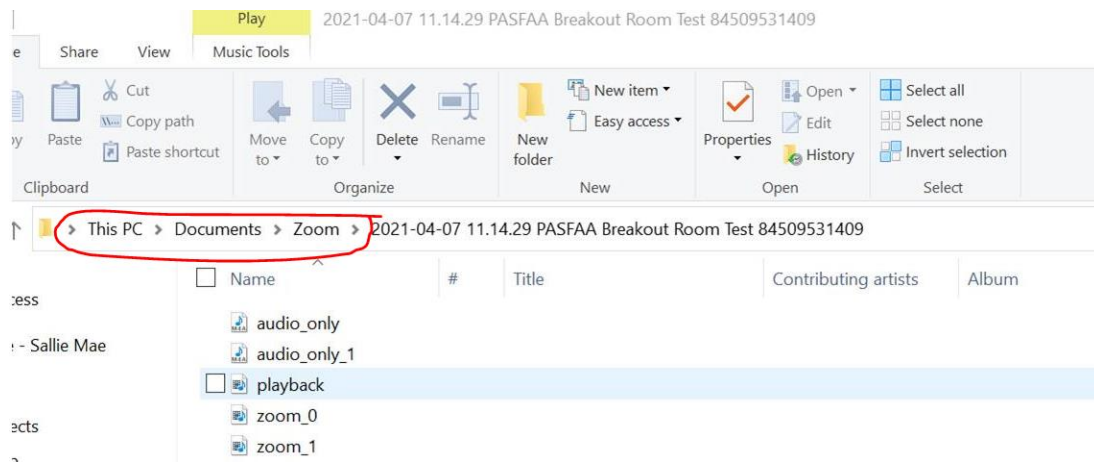
6. When breakout rooms are opened by the host, you may be invited to join a particular room. If that's not the room you want to join, select "Not Now". Then you will be able to select a different room.



7. **Recording:** The host of the main Zoom session will need to select your name in the Participants panel and authorize you to Record while you are still in the main Zoom session (i.e., BEFORE you head off to your breakout room).

8. **Sharing Your Screen:** The host of the main Zoom session will need to click on the Share feature in the main session and authorize multiple participants to share. Then you and your breakout room's presenter will be able to share your screens.

## 9. After the session, here's where you'll find the recording files:



**10. Contact Dan Wray for PASFAA's YouTube credentials, so you can upload the recording(s).** Dan can be reached at 814-889-1056 or [daniel.wray@pheaa.org](mailto:daniel.wray@pheaa.org).