



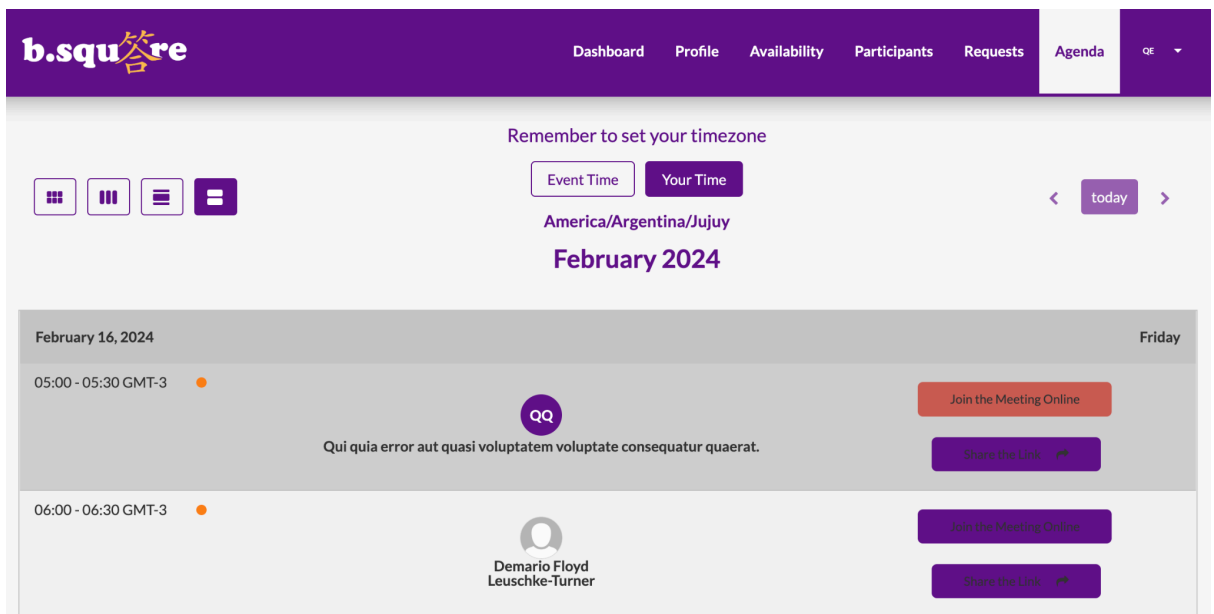
b.squ**答**re TUTORIALS

How to use Zoom **BREAKOUT ROOMS**

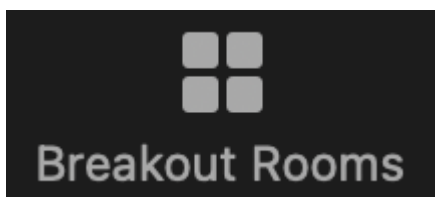
The tool enables participants of a virtual meeting to access their assigned rooms.

ZOOM BREAKOUT ROOMS

1. To join the **online meetings** please **click on “Join the Meeting Online”** in your **Agenda** on b.square.



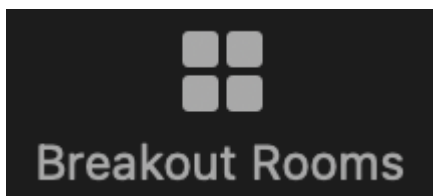
2. After you enter the main room, **click** on the bottom on **“Breakout Rooms”**.



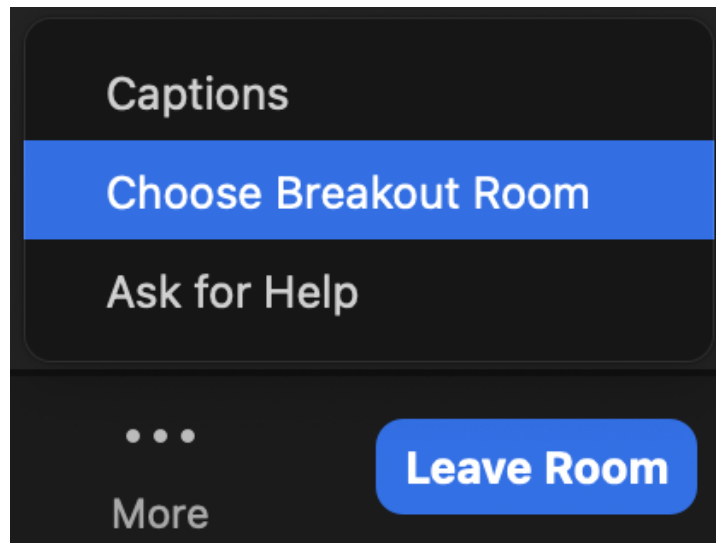
3. Then **click** on **“Join”** near the **Project title** you have to meet to **join the virtual meeting**.



4. Once the **meeting ends**, click on **“Breakout Rooms”** and **join your next meeting**.



If you can't find **“Breakout Rooms”**, click on **“More”** on the bottom right and then on **“Choose Breakout Room”** to **join your next meeting**.



5. You can **leave the Breakout Room** and go back to **the Main Room** to **request support** to the organization in case you require assistance.
6. If you have **time between a meeting and the other** you can **leave** the meeting and **re-enter using the link of the schedule** at **any time** or attend another meeting.