To create breakout rooms
Click on Tools, Breakout Rooms, Create Breakout Rooms
Choose the Number of Rooms and Distribution Options, Click Create.

Distribution Options:

- Don’t move participants – this will allow participants to move into the rooms themselves or will allow you to move them into groups individually.
- Distribute participants evenly – Collaborate will randomly divide them into the rooms
- Divide into groups of – Collaborate will randomly divide them into groups of a certain size

The Rooms will appear in the Participants list
To allow participants to move themselves to Breakout Rooms

If you want participants to move themselves, Choose Tools, Breakout Rooms, Allow Participants to Move Themselves to Breakout Rooms

Once this is made available, the participant will be able to select the Breakout room from the Room list in the Participant menu and move to that room.
To Move Participants to Breakout Rooms

In the Participant list, choose the pull-down menu next to the participant name.

Select Send to Breakout Room, then choose the Room.
To return all participants to the Main Room
Choose Tools, Breakout Rooms, Return Everyone to Main Room
To send a slide from the Main Whiteboard into Breakout Rooms.

Click Tools, Whiteboard, Copy Page to Breakout Rooms (Make sure that you are on the slide that you want to send)
Choose the rooms to which you want to send the slide, Click Copy.
To copy slides from the breakout rooms into the Main room
Choose Tools, Whiteboard, Copy Breakout Rooms to Main Room. (Make sure that you are on the slide where you want them to appear – they will be inserted immediately following the current slide)
Select the rooms from which you want to copy the slides, click Copy.

The slides now appear in the slide listing. Note the names of the slides say “Room # - Slide name”. The slides still appear within the rooms as well.