Enabling Breakout Rooms (Required Setting)

1. Sign into your WSU Zoom account:
   a. Go to https://wayne-edu.zoom.us.
   b. Click the "Sign In" button (see figure below).
   c. If you are already authenticated through WSU, you will be directed to the Zoom "Profile" page (Go to Step 3).
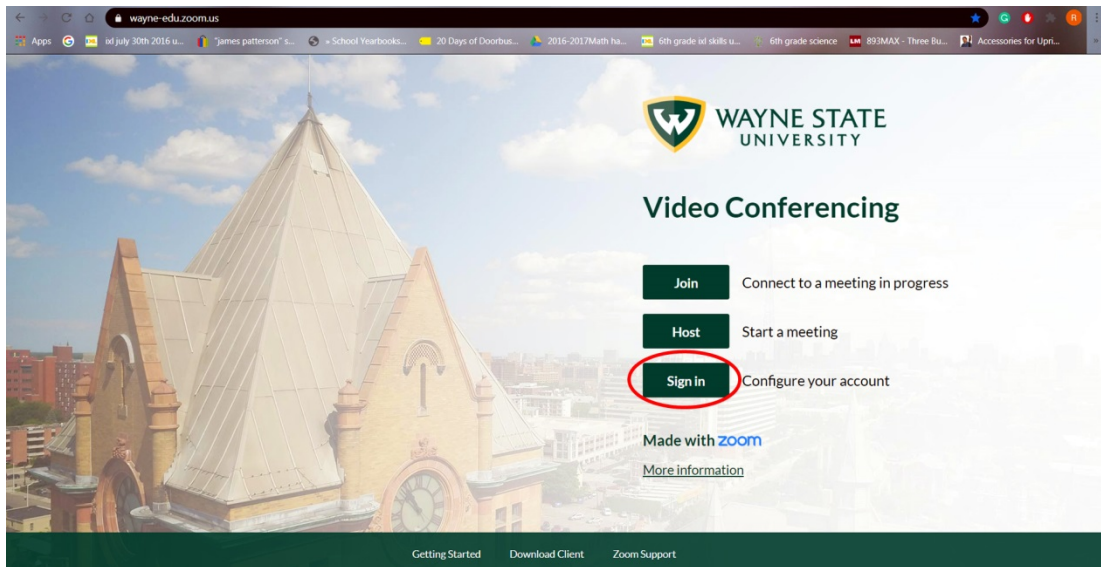

2. If you are not already authenticated through WSU, you will be directed to the WSU "External System Login" page, and you will need to sign in:
   a. In the "Your Wayne State AccessID" box, type in your WSU AccessID, e.g., ab1234.
   b. In the "Your Password" box, type in the password corresponding to your WSU AccessID.
   c. Click the "Login" button.
   d. You should be directed to the Zoom "Profile" page.

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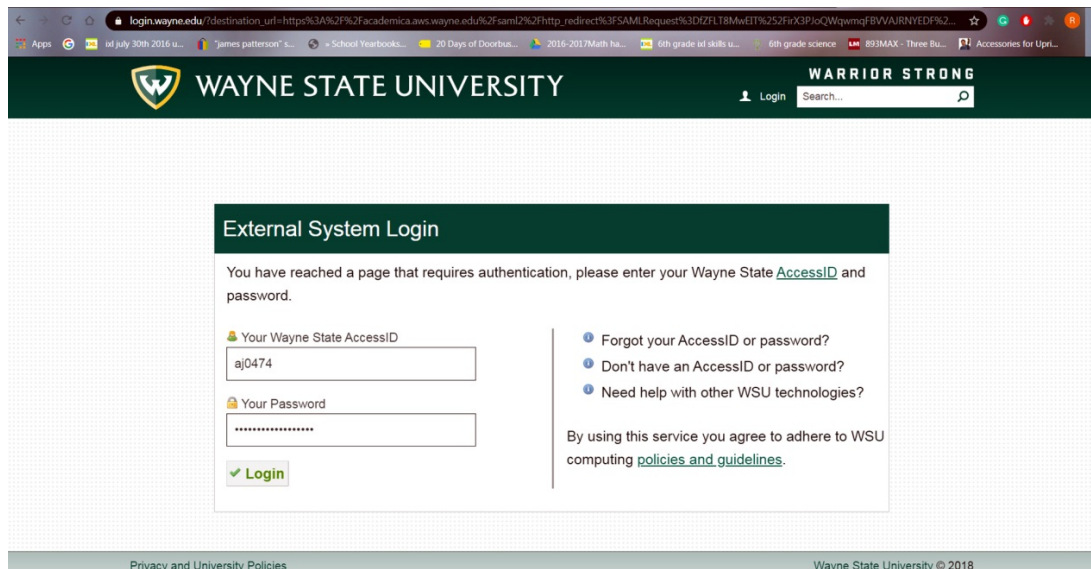
3. This should put you on the Zoom "Profile" page:
   a. Click on "Settings" in the column at the left.
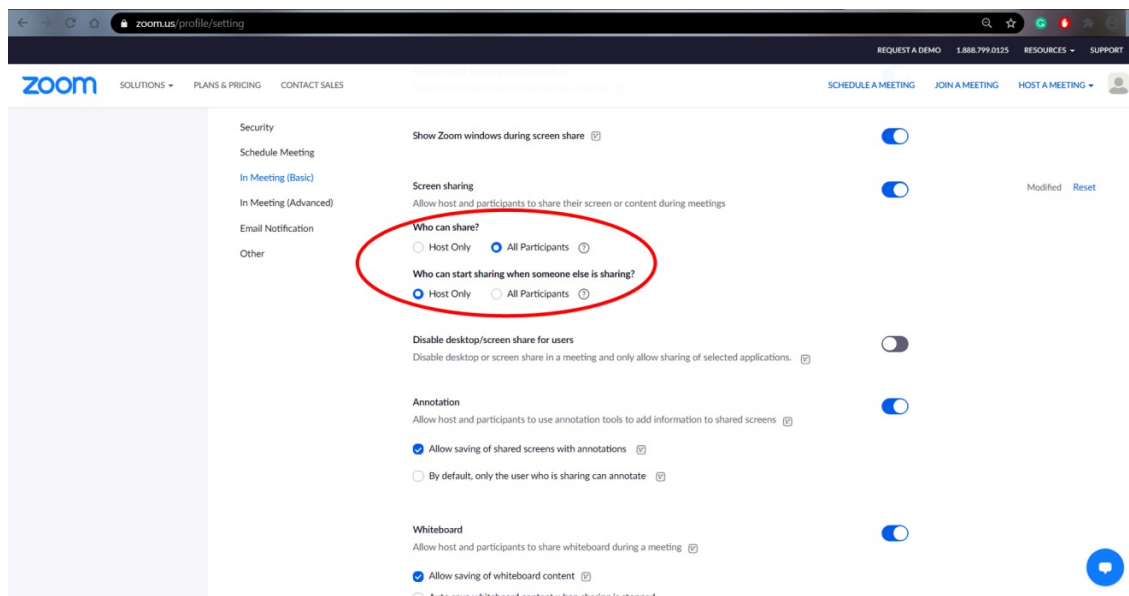   b. "Settings" is circled in the figure below.
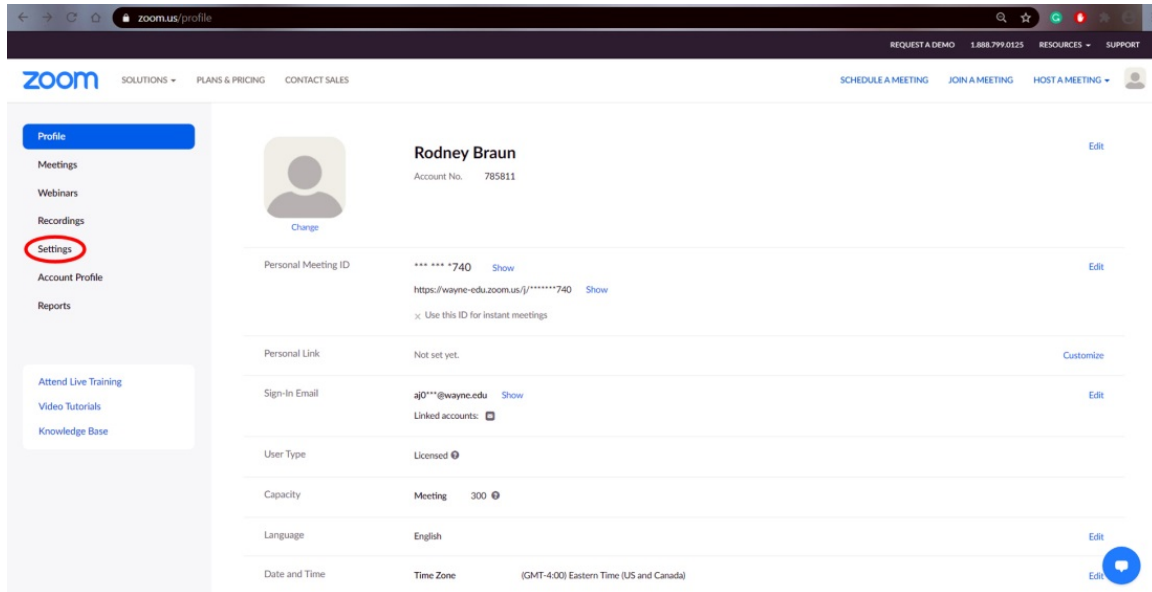

4. This should put you on the Zoom "Settings" page:
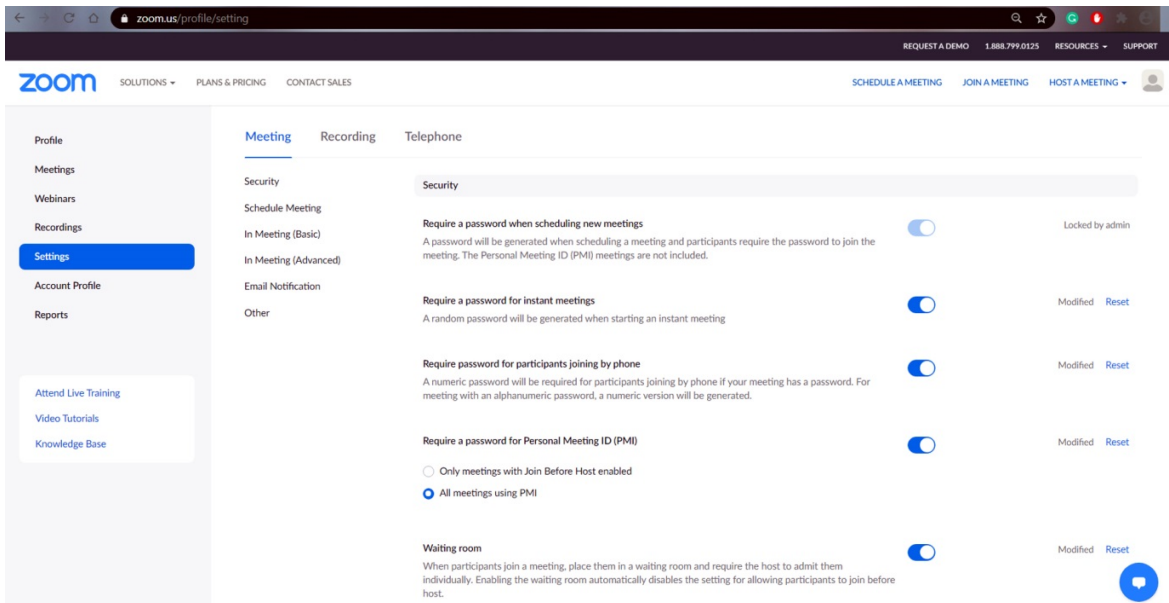
5. Scroll down the Zoom "Settings" page until you see the option "Only authenticated users can join meetings".
   a. Select the option "Only authenticated users can join meetings", which is indicated by the upper circle in the figure below.
   b. Select the option "Only authenticated users can join meetings from Web client", which is indicated by the lower circle in the figure below.
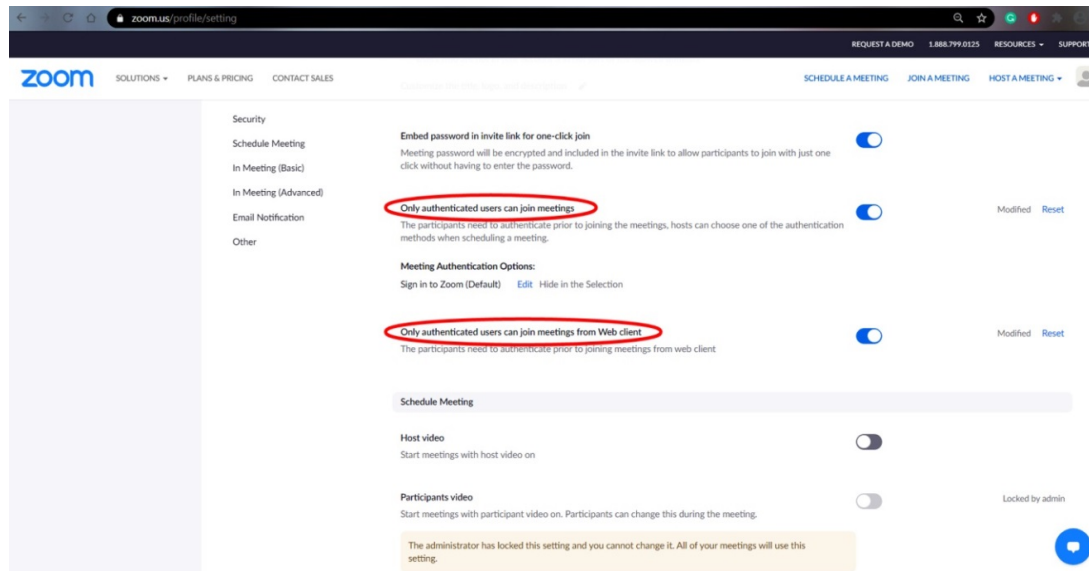

6. Scroll down the Zoom "Settings" page further until you see the option "Screen sharing".
   a. Under the "Who can share?" option, select "All Participants".
   b. Under the "Who can start sharing when someone else is sharing?" option, select "Host Only".
   c. These options are shown circled in the figure below.

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7. Continue scrolling down the Zoom "Settings" page until you reach the "In Meeting (Advanced)" section of the page:
    a. Locate the "Breakout room" line in this section.
    b. "Breakout room" is circled in the figure below.
    c. Left click on the button to the right on the "Breakout room" line to activate breakout rooms. The left portion of the button should turn blue when activated.
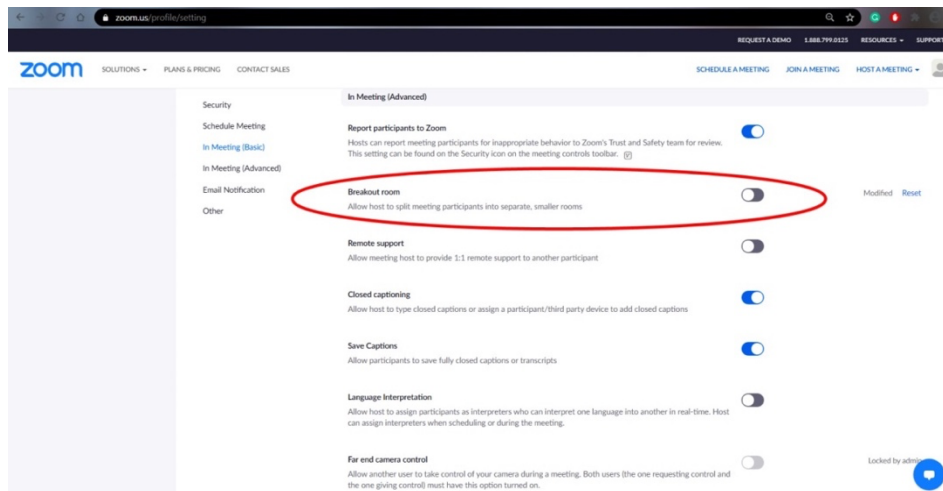
8. The "Breakout room" functions should now be activated, and a new option should appear just below it:
    a. This new option is entitled "Allow host to assign participants to breakout rooms when scheduling".
    b. The new option "Allow host to assign participants to breakout rooms when scheduling" is circled in the figure below.
    c. Left click on the box next to the "Allow host to assign participants to breakout rooms when scheduling" option to activate it.
    d. A white check mark surrounded in blue should appear in the box when activated.

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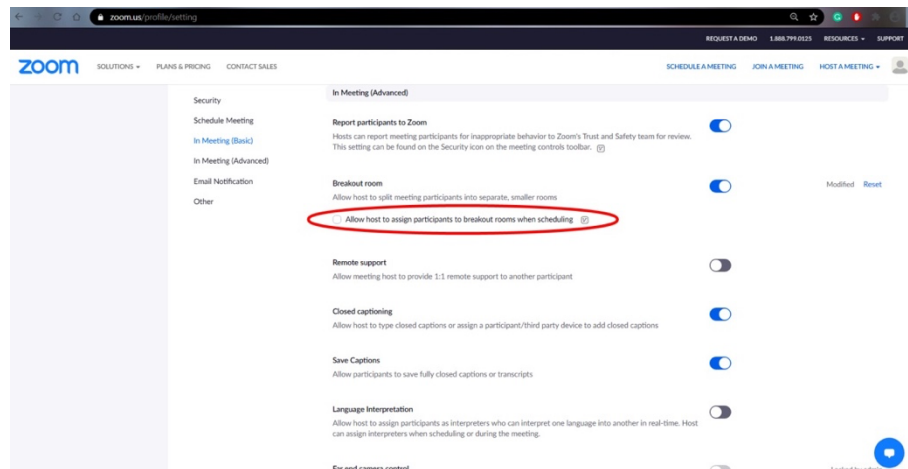
9. The option "Allow host to assign participants to breakout rooms when scheduling" should now be active, and you need to save the change.
   a. Left click the blue "Save" button below the activated option.
   b. The blue "Save" button is circled in the figure below.
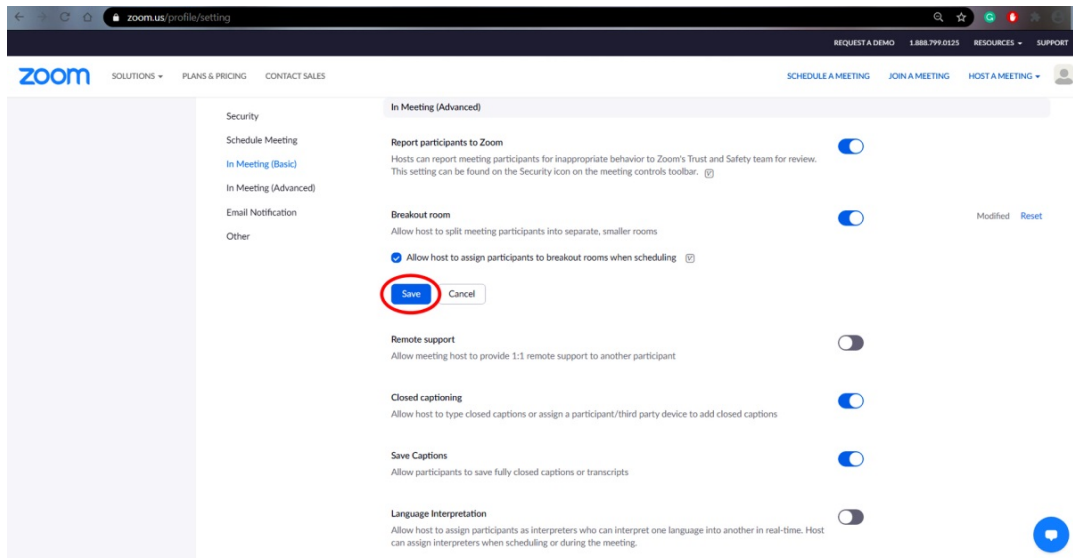
10. Leave the "Settings" page and prepare to schedule a meeting.
    a. Locate the blue text "SCHEDULE A MEETING" in the upper right corner.
    b. "SCHEDULE A MEETING" is circled in the figure below.
    c. Left click on "SCHEDULE A MEETING" to exit the "Settings" page and to access the "Schedule a Meeting" page.

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