

# GUIDE TO ZOOM BREAKOUT ROOMS

Zoom allows participants within a videoconferencing proceeding to split off into smaller groups called “breakout rooms”. Once the breakout rooms are created, the meeting host will ‘open’ the breakout rooms to start the breakout sessions. Breakout rooms may be used throughout the proceeding. Breakout room activity is off-record and is not recorded.

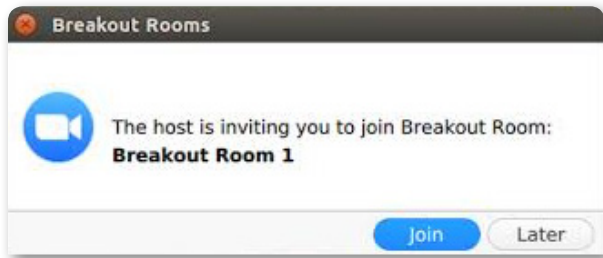
## Remote Technicians for Complex Breakout Requirements

Ask about Esquire’s optional Remote Technician service for in-proceeding support when managing large groups or complex breakout requirements. The Remote Technician handles all of the technical aspects of the deposition technology, including setting up and managing Zoom breakout rooms, for a seamless online deposition experience.

## Joining a Breakout Room

Participants are moved to their assigned breakout rooms after clicking on the prompt to join the breakout room.


Participants will see the message below when joining the breakout room.

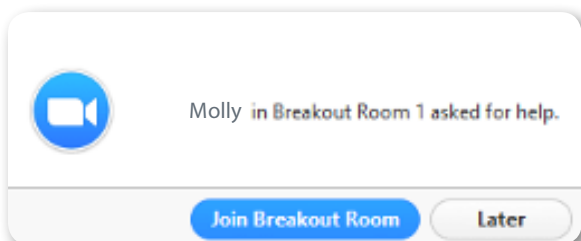


## Communication Tools Available in Breakout Rooms

Breakout rooms include many of the same communication tools as the main room. Participants can use the following communication features with others in the breakroom:

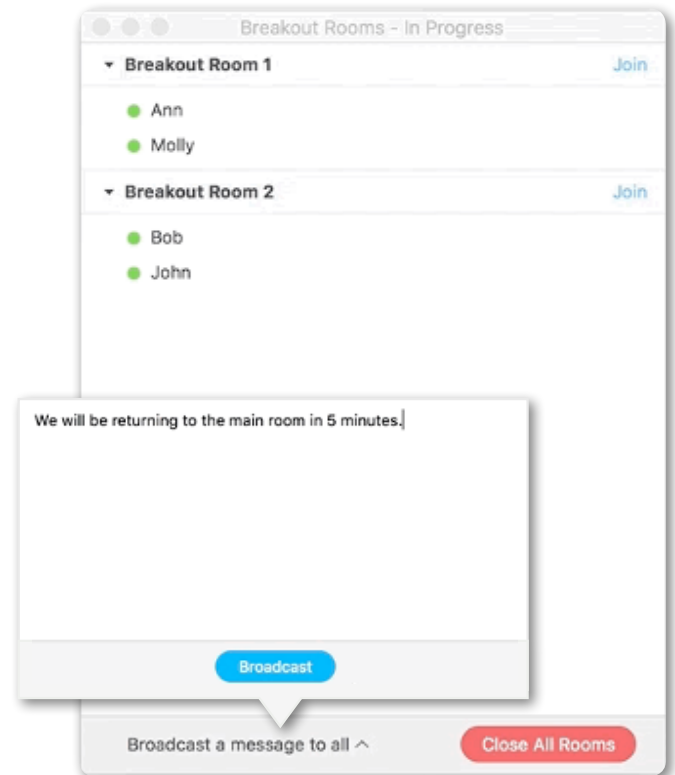
- Audio
- Video (*webcam*)
- Chat
- Screen Share
- File Transfer (*within Chat*)

 Participants can select the Ask for Help icon on the meeting toolbar. The notification will arrive at the host’s location, whether the host is already in a Breakout Room or in the main room.



## Broadcast Message to Breakout Room Participants

The meeting host can broadcast a chat message to share information with breakout room participants.



## Leaving a Breakout Room

Participants can exit the breakout room by clicking the ‘Leave’ button at any time to return to the main meeting room. The Host can close the rooms and return all participants to the main room.

