EPSCoR Jurisdiction Research Programs aligned with Ames Research Center Priorities

Zoom Breakout Room Guide

“NASA EPSCoR Virtual Research Discussions with ARC” Virtual Roundtables held on July 13, 2023, from 3:00-5:00 p.m. EDT
Zoom Breakout Room Guide

Initial Setup
Zoom Hosts

During the meeting, the following people will have Host Powers and will be able to provide technical assistance.

• Aaron Ryan (will remain in the Main Meeting Room)
• Ellen Brennan
• Bernard “Chip” Cole
• Gregory Guzik
• Denise Thorsen
When the meeting initially begins, the breakout rooms will not be visible.

The host will need to enable the breakout rooms.
If you are having audio issues, try clicking on the arrow next to microphone and ensure an appropriate microphone and speaker are selected.

Sometimes Zoom automatically selects a device that does not work.
Zoom Breakout Room Guide

Joining Breakout Rooms
Once the host enables the “Breakout Rooms”, the breakout room option will become visible.
Alternatively, if you have the chat or participants open, the “Join Breakout Room” will be in the “More” menu.
Clicking on the “Join Breakout Room” will bring up the list of available breakout rooms.

Click “Join” to enter the desired breakout room.
You will first get a confirmation pop-up. Click “Yes” to proceed.
You will then get a transition screen.
You will then be in the breakout room.

Note: Joining the breakout room may change the size of the Zoom window or re-mute your microphone.
When you first join a breakout room, you will see this pop-up message.

Your activity status is being shared with the host

The host and co-hosts can view the audio, video, and screen sharing status and reactions of participants in their breakout rooms. They will not be able to view participants, view shared screens, or listen to participants unless they join the breakout room.

Got It
Leave Room
The name of the breakout room you are currently in should be listed at the top of the Zoom window.
Finally, if you are inside the breakout room and need assistance, you can click the “Ask for Help” option.

This will give the hosts a pop-up message to join the room and provide assistance.
Zoom Breakout Room Guide

Leaving the Breakout Rooms
To leave the breakout room simply click the “Leave Room” button.
This will bring up two options:

“Leave Meeting” will completely exit out of the Zoom meeting.

“Leave Breakout Room” will return you to the main meeting room.
Returning to the main meeting room will again display a transition screen.
And shortly you will be back in the main meeting room.

Notice there is no longer a breakout room name listed at the top of the screen.
Zoom Breakout Room Guide

Using the Private Discussion Rooms
In addition to the Research Topic Rooms, several breakout rooms will be available for researchers who wish to have side discussions or one-on-one conversations.

You can see if someone else is already using a room by clicking the dropdown, and you will see a green dot next to their name if they are currently in the room.
Zoom Breakout Room Guide

Web Client Log In
When you click the meeting link, you should see a screen like the one above.

If you wish to use the web client, click the “Launch Meeting” button.
Your meeting has been launched

Don’t see your Zoom meeting?

By joining a meeting, you agree to our Terms of Service and Privacy Statement

Launch Meeting

Don’t have Zoom Client installed? Download Now

Having issues with Zoom Client? Join from Your Browser

You now should see the option “Join from Your Browser.”
Clicking that link should take you directly to the join page for the meeting.

The meeting passcode should automatically populate. Just remember to set your name and start your microphone and camera.
To start your mic, click the “Join Audio” button.
Your browser should now pop up asking for permission to use the microphone.
Once you have enabled your mic, the audio button should now change to a mute button.

If you want to use your camera, click on the “Start Video” option and repeat the process.
When you are ready to join the meeting, click the “Join” button.
You should now see a similar Zoom interface in the browser window. Zoom should operate the same as the app.