



Breakouts

A guide to managing Breakouts
in WebEx Meeting Centre

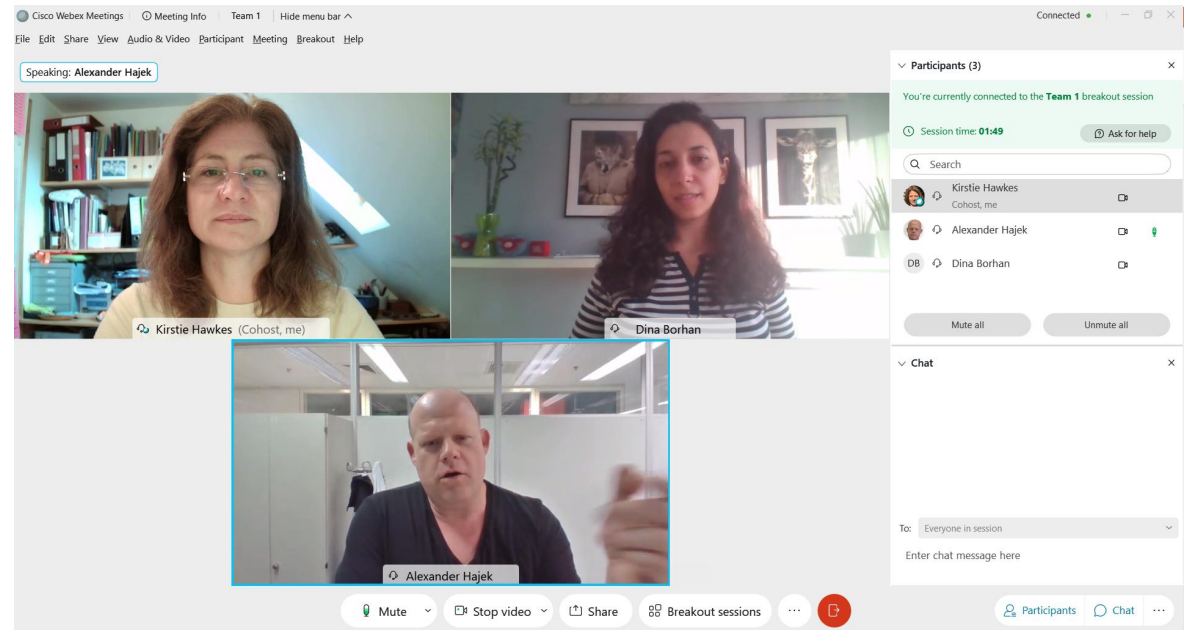
Updated: October 2021

Background

Breakouts were introduced into P&G's WebEx Meeting Centre in December 2020.

Their functionality is similar to breakouts in WebEx Training Centre with two important differences:

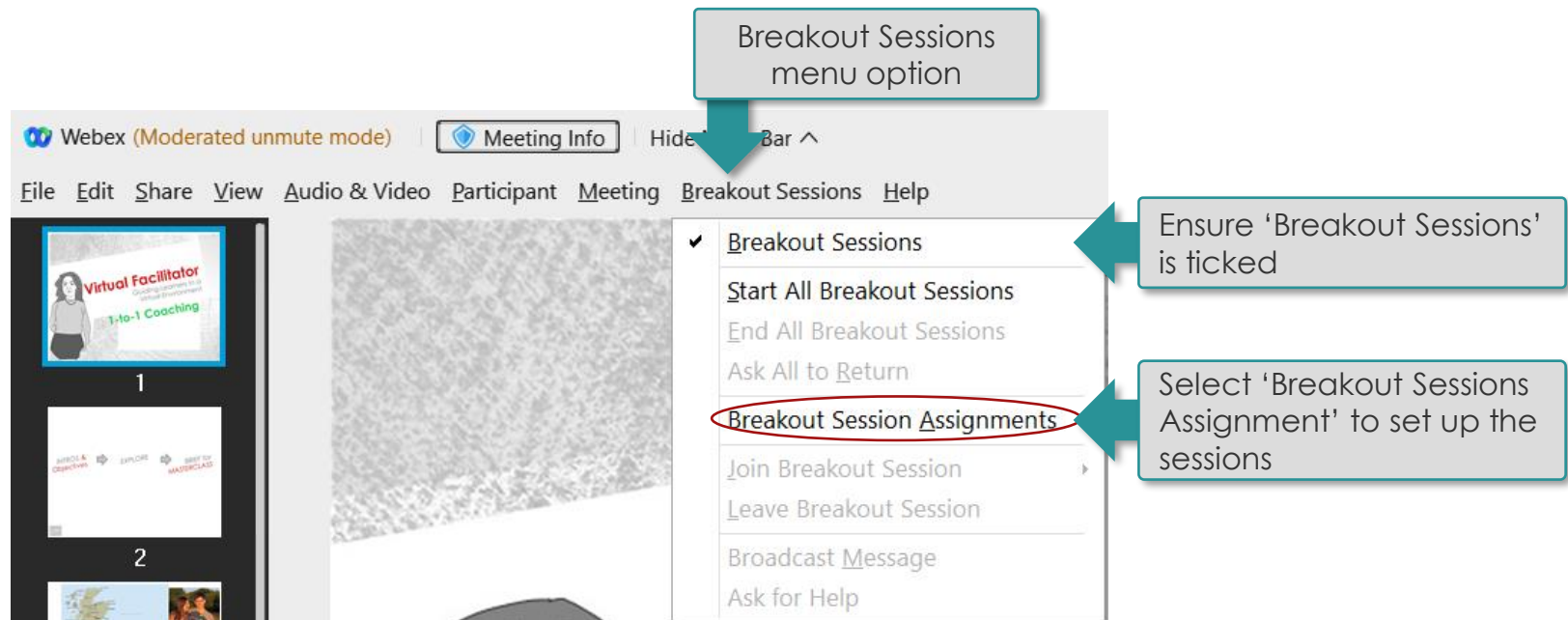
- Breakouts in WebEx Meeting Centre utilise WebCams
- Breakouts in WebEx Meeting Centre do not have Whiteboard functionality.



Setting up the Breakout Sessions

Breakouts are managed by the Host or Co-Host (but not both at the same time) from the 'Breakout Sessions' menu option.

To set up Breakouts ensure 'Breakout Sessions' is selected and then choose 'Breakout Session Assignment' from the Breakout menu option.

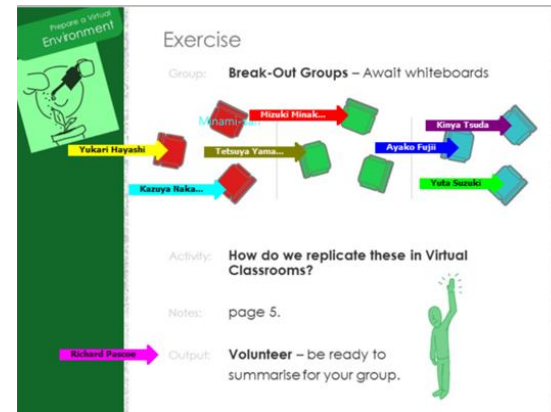
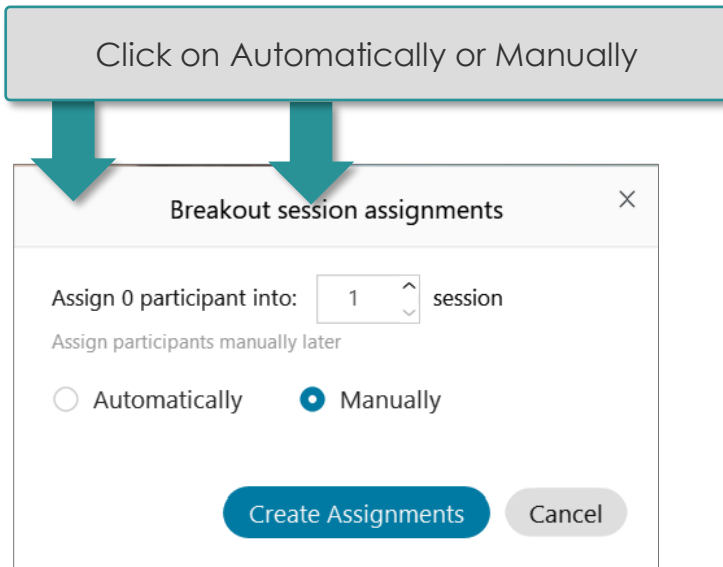


The screenshot shows the Webex interface with the 'Breakout Sessions' menu open. The menu items are: Breakout Sessions (checked), Start All Breakout Sessions, End All Breakout Sessions, Ask All to Return, Breakout Session Assignments (circled in red), Join Breakout Session, Leave Breakout Session, Broadcast Message, and Ask for Help. Annotations include: 'Breakout Sessions menu option' pointing to the menu bar; 'Ensure 'Breakout Sessions' is ticked' pointing to the checked box; and 'Select 'Breakout Session Assignment' to set up the sessions' pointing to the circled 'Breakout Session Assignments' option.

Setting up the Breakout Sessions

You can choose whether to assign participants 'Automatically' or 'Manually':

- **Automatically:** participants are assigned randomly in line with the information provided. This is quick and easy.
- **Manually:** you select which participants are assigned to specific 'sessions'. This is useful if you want specific participants to work together.



Replicating the participant allocation shown in this slide would require Manual assignment of attendees

Note: The 'sessions' can set up and named as soon as the WebEx Meeting is started i.e. in advance of them being required.

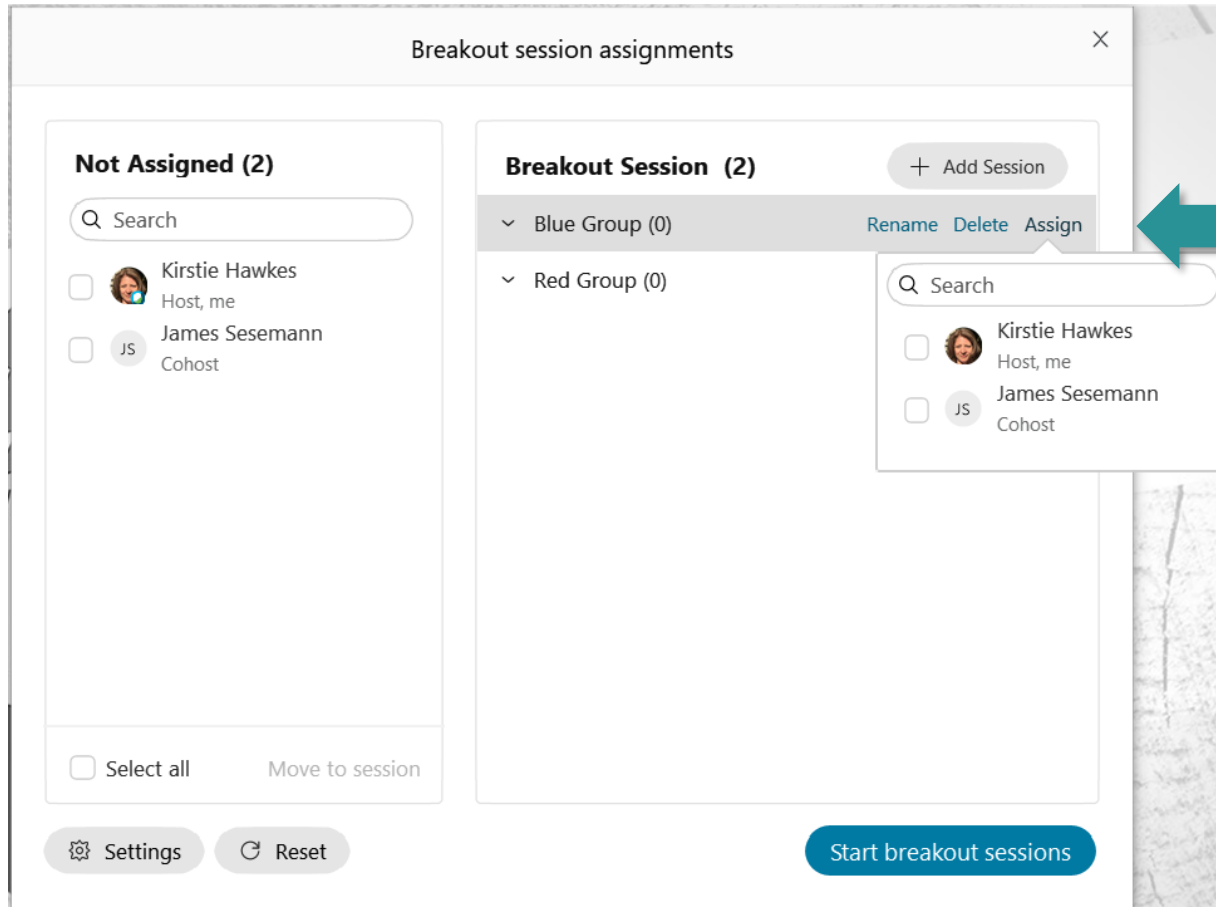
Setting up the Breakout Sessions

Within 'Breakout Session assignments' you can add the groups (known as 'sessions') you require.

The screenshot displays the 'Breakout session assignments' interface. It is divided into two main sections: 'Not Assigned (2)' and 'Breakout Session (1)'. The 'Not Assigned' section contains a search bar and two entries: 'Kirstie Hawkes' (Host, me) and 'James Sesemann' (Cohost). The 'Breakout Session' section shows a dropdown for 'Breakout Session 1 (0)' and a '+ Add Session' button. A teal arrow points from a larger 'Add Session' button on the right towards the '+ Add Session' button in the interface. At the bottom, there are 'Settings' and 'Reset' buttons, and a 'Start breakout sessions' button.

Setting up the Breakout Sessions

The sessions can be given names, and participants within the meeting assigned to specific sessions.



Rename
Delete
Assign

Setting up the Breakout Sessions

Within 'Breakout Sessions Assignments' the 'Settings' option allows you to set-up the sessions in line with your specific needs; including, if desired, pre-determining the length of the session and setting the time of the 'Countdown Warning'.

The screenshot shows the 'Breakout session assignments' window. It is divided into two main sections: 'Not Assigned (2)' and 'Breakout Session (2)'. The 'Not Assigned' section lists two people: Kirstie Hawkes (Host, me) and James Sesemann (Cohost). The 'Breakout Session' section shows two groups: Blue Group (0) and Red Group (0). A 'Settings' panel is open, showing options to 'Allow attendees to return to the main session', 'Allow attendees to join session later', and 'Automatically close breakout sessions after: 30 minutes'. There is also an option to 'Show countdown warning before closing sessions at 60 seconds'. A 'Start breakout sessions' button is visible at the bottom right. Annotations include: 'Set length of session' and 'Set length of countdown warning' pointing to the session duration and warning time settings; 'Settings' pointing to the Settings button; and 'When you want to start the breakout sessions click here' pointing to the Start breakout sessions button.

Breakout session assignments

Not Assigned (2) Selected: 1

Search

Kirstie Hawkes
Host, me

JS James Sesemann
Cohost

Breakout Session (2) + Add Session

∨ Blue Group (0)

∨ Red Group (0)

Allow attendees to return to the main session

Allow attendees to join session later

Automatically close breakout sessions after:

30 minutes

Show countdown warning before closing sessions at

60 seconds

Settings Reset

Start breakout sessions

Set length of session

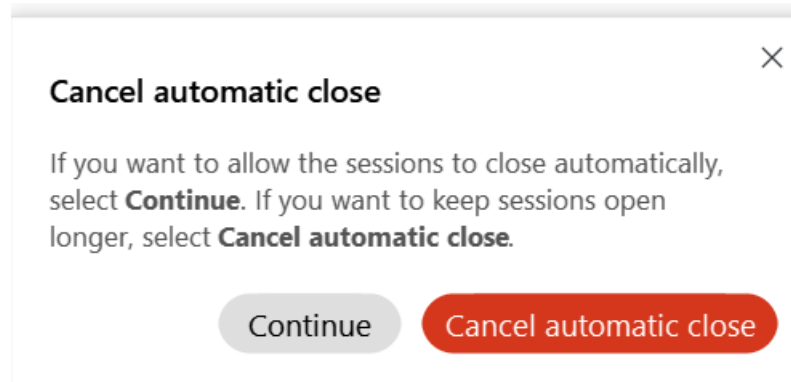
Set length of countdown warning

'Settings'

When you want to start the breakout sessions click here

Determining the Length of the Sessions

- If you set the length of the sessions WebEx will prompt you during the session to confirm this is still the desired length.



Moving to the Breakout Session - Participants View

Participants will need to click 'Join now' to move successfully into their breakout session – warning them of this is helpful!

✕

Breakout sessions have started

You're assigned to the **Breakout Session 1** session. You can join now, or you can join later from the participants list or the **More options** menu.

Join now **Join later**

Click Join now

Allows attendees to join session later

Unless you removed the option to allow attendees to join letter in settings.

- Allow attendees to return to the main session
- Allow attendees to join session later
- Automatically close breakout sessions after:
 minutes
- Show countdown warning before closing sessions at
 seconds

[View all settings](#)

Settings **Reset**

Arriving in the Breakout Session

In WebEx Meeting Centre participants WebCams will remain on automatically.

The screenshot shows a Cisco WebEx Meeting Centre interface for a breakout session. At the top, the meeting title is "Cat" and the status is "Connected". The menu bar includes "File", "Edit", "Share", "View", "Audio & Video", "Participant", "Meeting", "Breakout", and "Help". A notification bar indicates "Speaking: Alexander Hajek (Cohost)".

The main video area displays two participants: Kirstie Hawkes (Cohost, me) on the left and Alexander Hajek (Cohost) on the right. Both have their video on and are speaking.

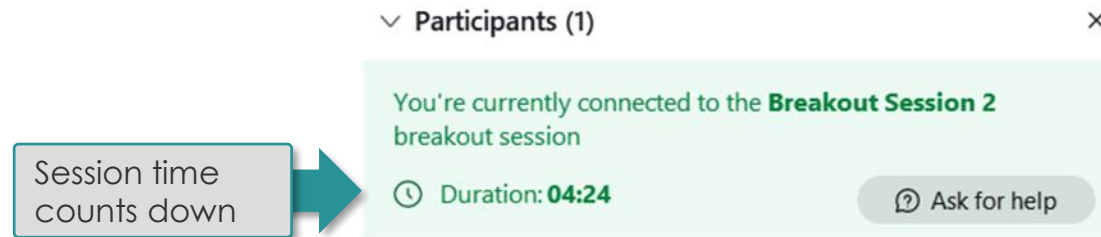
On the right side, the "Participants (2)" panel shows the session details: "You're currently connected to the Cat breakout session", "Session time: 01:24", and an "Ask for help" button. Below this is a search bar and a list of participants with their names, roles, and status icons (video and audio). At the bottom of the panel are "Mute all" and "Unmute all" buttons.

The "Chat" panel is currently empty, with a "To:" dropdown set to "Everyone in session" and a text input field for "Enter chat message here".

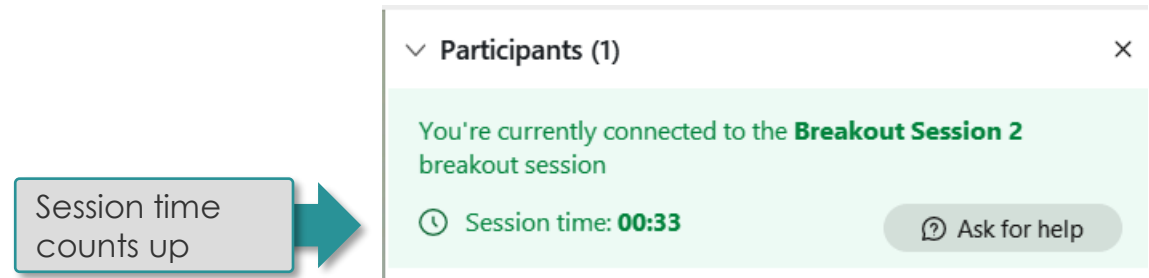
At the bottom of the interface, there is a control bar with buttons for "Mute", "Stop video", "Share", "Breakout sessions", and a red "End" button. On the far right, there are icons for "Participants", "Chat", and a menu icon.

Monitoring Time

- If the length of the session has been pre-determined in settings, participants in the breakout session will see the allocated time reducing.

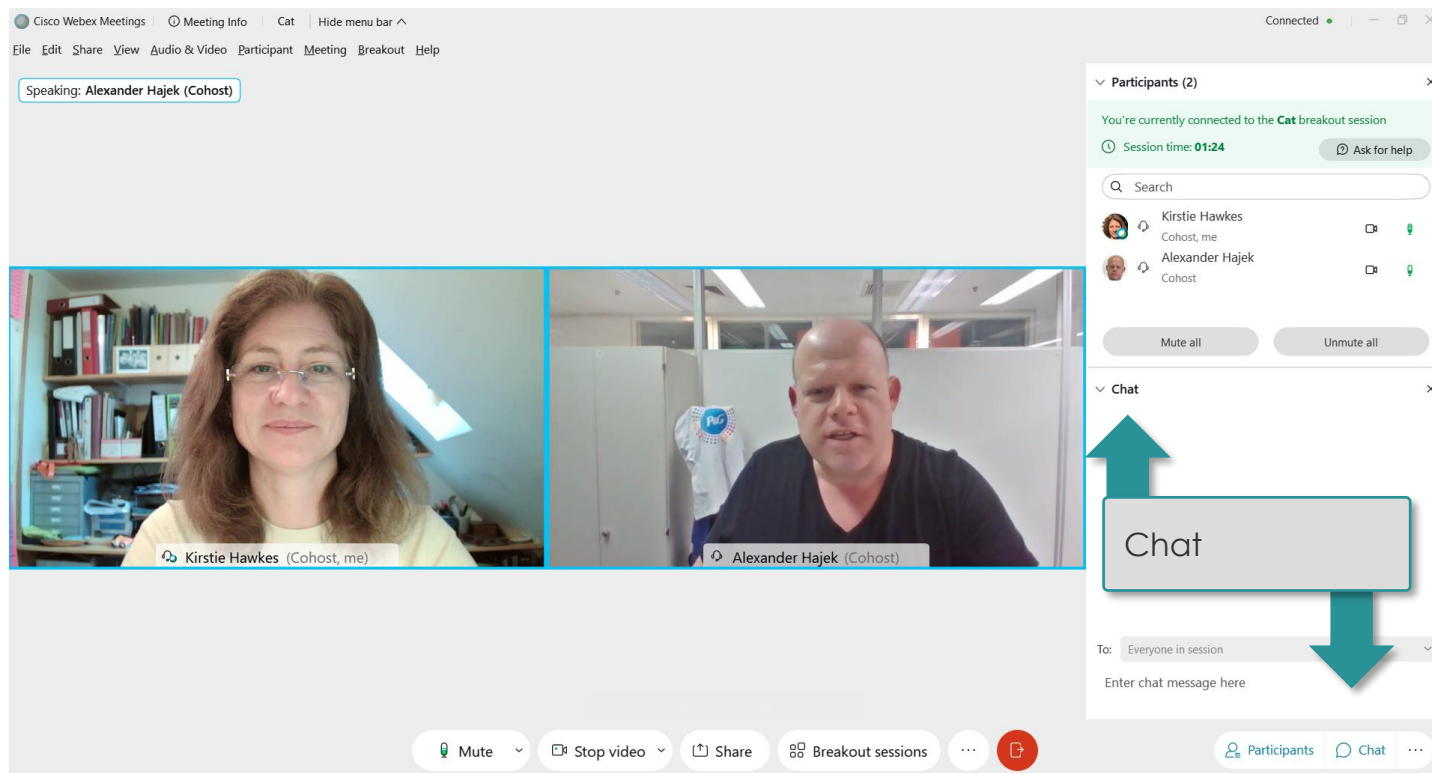


- If the length of the session has not been pre-determined in settings, participants will see a clock counting up the time they have spent in the session.



Using Chat

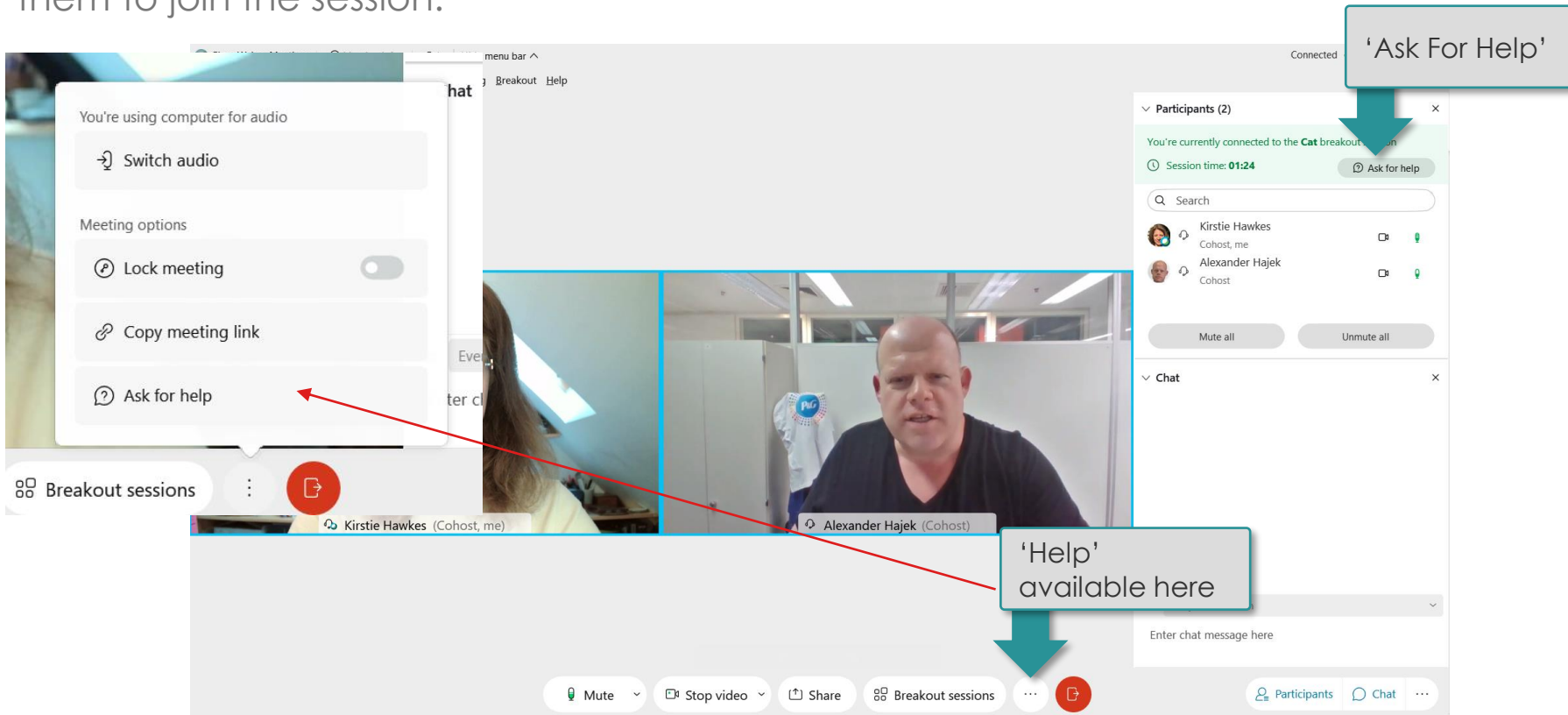
- The participants within a session can share a room-specific Chat function.



- Note: this Chat cannot be imported into the main meeting session.

Asking for Help

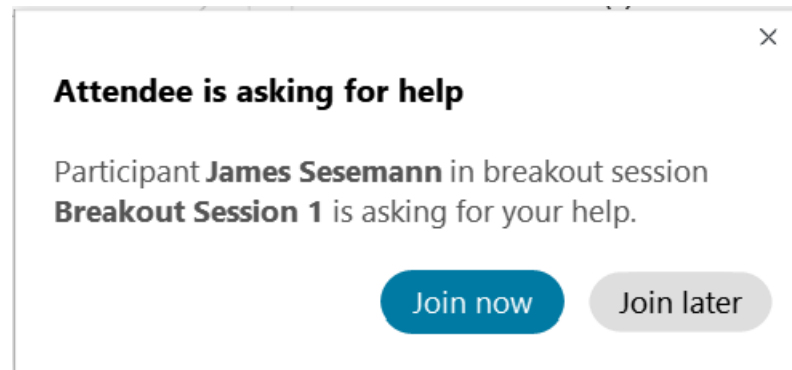
- If required, participants can ask for help. A message is sent to the Host asking them to join the session.



Note: the 'Ask for Help' button will not appear if the Host is already in another breakout session

Asking for Help

- The Host will receive a notification of a participant asking for help.



Keeping in touch with the breakout sessions

- Sending a 'Broadcast Message'

The **Host** can broadcast a message to participants in all breakouts from either the Breakout menu or Breakout session assignments panel e.g. To update them on how much time they have left or remind them to select a volunteer to de-brief the group exercise.

The screenshot shows the 'Breakout session assignments' panel. At the top, it says 'Breakout session duration: 09:26'. Below this, there are two main sections: 'Not Assigned (0)' and 'Breakout Session (2)'. The 'Breakout Session (2)' section is expanded to show two sessions. The first session, 'Breakout Session 1 (2)', has a 'Leave' button and lists participants: Kirstie Hawkes (Host, me) and James Sesemann (Cohost). The second session, 'Breakout Session 2 (0)', has a 'Join' button. At the bottom of the panel, there are buttons for 'Settings', 'Broadcast', and 'End all breakout sessions'. A teal arrow points from a box labeled 'Broadcast Message' to the 'Broadcast' button.

The screenshot shows the 'Breakout' menu in a meeting software interface. The menu is open, showing options: 'Enable Breakout Session' (checked), 'Start All Breakout Sessions', 'End All Breakout Sessions', 'Ask All to Return', 'Breakout Sessions Assignments', 'Join Breakout Session', 'Leave Breakout Session', and 'Broadcast Message'. A red oval highlights the 'Broadcast Message' option. A teal arrow points from a box labeled 'Broadcast Message' to the 'Broadcast Message' option in the menu.

Keeping in touch with the breakout sessions

- Joining the session

- At any point the Host or Co-Host can choose to join a breakout session from within the Breakout session assignments panel

The screenshot displays the 'Breakout session assignments' interface. On the left, under 'Not Assigned (2)', two users are listed: Kirstie Hawkes (Host, me) and James Sesemann (Cohost, JS). The JS user is selected. A search bar is present above the list. On the right, under 'Breakout Session (2)', there are two groups: 'Blue Group (0)' and 'Red Group (0)'. A '+ Add Session' button is located at the top right of this section. A callout box is positioned over the 'Breakout Session' area, listing 'Blue Group (0)', 'Red Group (0)', and a blue link for 'New breakout session'. A grey box with a teal arrow labeled 'Move to session' points from the 'Not Assigned' section to the 'Breakout Session' section. At the bottom, there are 'Settings' and 'Reset' buttons on the left, and a large blue 'Start breakout sessions' button on the right.

Keeping in touch with the breakout sessions

- Joining the session

- Joining a session can be very help to check how the breakout session is going, remind them of the process to de-brief, check if they need help etc.

The screenshot shows a Cisco Webex Meeting interface for a breakout session. At the top, the navigation bar includes "Cisco Webex Meetings", "Meeting Info", "Team 1", and "Hide menu bar". Below this is a menu bar with options like "File", "Edit", "Share", "View", "Audio & Video", "Participant", "Meeting", "Breakout", and "Help". A status bar indicates "Speaking: Alexander Hajek".

The main video area shows three participants: Kirstie Hawkes (Cohost, me) on the left, Dina Borhan in the center, and Alexander Hajek in a smaller window at the bottom. Each participant has a name label with a speaker icon.

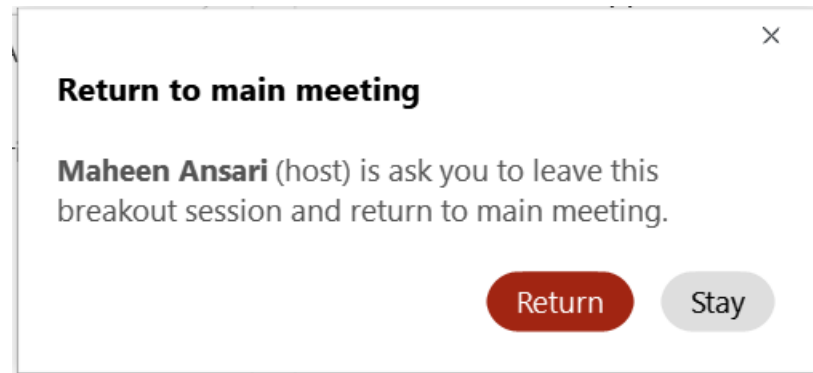
On the right side, there is a sidebar with a "Participants (3)" section. It shows a message: "You're currently connected to the Team 1 breakout session". Below this, it displays the session time as "01:49" and an "Ask for help" button. A search bar is present. The list of participants includes Kirstie Hawkes (Cohost, me), Alexander Hajek, and Dina Borhan, each with a mute icon. At the bottom of the list are "Mute all" and "Unmute all" buttons.

Below the participants list is a "Chat" section. It has a "To:" dropdown menu set to "Everyone in session" and a text input field labeled "Enter chat message here".

At the bottom of the meeting window, there is a control bar with buttons for "Mute", "Stop video", "Share", "Breakout sessions", and a red "End" button.

Ending the Sessions

The Host can request an individual leaves the Breakout session and joins the main meeting at any time.



Ending the Sessions

The Host can choose at any time to end all breakout sessions.

Breakout session assignments

Breakout session duration: 09:26

Not Assigned (0)

Search

Select all Move to session

Breakout Session (2)

Breakout Session 1 (2) Leave

Kirstie Hawkes
Host, me

James Sesemann
Cohost

Breakout Session 2 (0) Join

Settings Broadcast

End all breakout sessions

Participants will be sent a message and the countdown time will be initiated.

Breakout sessions are closing

All breakout sessions will be close in 27 seconds. You will be returned to main session automatically.

OK

End all breakout sessions



Thank You



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