

Zoom Breakout Rooms with Multiple Hosts

To enable co-host function:

1. Go to uic.zoom.us
2. Pick settings on left hand side and look at meeting settings
3. Under section “In Meeting (Basic)” scroll to find “Co-host”
4. Move the toggle over to allow co-host to be enabled

The following link describes these steps too, under the “Account” section:

<https://support.zoom.us/hc/en-us/articles/206330935>

Host vs. co-host vs. alternative host roles:

<https://support.zoom.us/hc/en-us/articles/360040324512-Roles-in-a-meeting>

Managing breakout rooms:

<https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms>

Following all of this should allow a set-up where the host and co-host can join and leave any breakout room!

Note: Only the [host](#) can assign participants to breakout rooms. The [co-host](#) can leave and join any breakout room only **if they join a breakout room assigned to them by the host.**

Regarding the Breakout Room features, steps are as follows:

1. Make sure the prerequisites:
 - a. [Breakout rooms enabled](#)
 - b. Zoom Desktop Clients:
 - i. Windows: **3.5.31087.1102** or higher
 - ii. macOS: **3.5.31087.1102** or higher
 - iii. Linux: **2.0.81497.1116** or higher
 - iv. Chrome: **2.4.943.510** or higher
2. If the TA is a host for the meeting, the host has to assign faculty as a co-host.
 - a. Only host and co-host can see the Break Rooms button.
3. The host can create Breakout Rooms and assign for the participants and open all rooms.
4. The [co-host](#) can leave and join any breakout room only if they join a breakout room assigned to them by the host.