**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.