

Google Meet does not have breakout rooms as an inbuilt feature. However, there is a work around for this which can be achieved by creating parallel hangouts. You can share the links (urls) to the parallel meetings by email or using a shared document.

Set-up

1. Invite attendees to a hangout session as normal (this will be the **Main Room**).
2. Create further hangouts which run at the same time as the main meeting – do not invite anyone to these as these will become **Breakout Room 1**, **Breakout Room 2** etc.

Make sure everyone has access to the document with the links to the breakout rooms and they are clear which room they each need to go to when instructed (**Breakout 1**, **Breakout 2** etc.) Make sure the link back to the **Main Room** is also available and labelled so it is easy to find.

Top Tips

1. Make it clear to attendees if anyone gets lost they should always return to the **Main Room**.
2. Be clear when they open the new hangout link they need to close the old one – otherwise they will be in both and will get audio feedback issues.
3. Reassure them you will be popping in to see them in their breakouts to facilitate as needed.
4. Be clear what time they need to return to the **Main Room**.
5. Make sure they know what the breakout activity/task is. You could use a [collaborative whiteboard](#) to facilitate the breakout rooms so they can write their thoughts and key points from their discussions.