A Breakout Session is a session room which splits from the main training session. This allows participants in your training session to split off and meet in smaller groups for collaborations. You can create up to 100 breakout sessions with up to 100 people in each breakout session.

**How to Create a Breakout Session in WebEx Training**

1. Once you have started your WebEx training session click **Breakout** on the top toolbar (Figure 1)

![Figure 1](image1.png)

2. Click **Breakout Session Assignment** (Figure 2)

![Figure 2](image2.png)
3. Click the circle next to **Manually** (Figure 3)

4. Click **Add Session** and repeat for as many breakout sessions you would like. For example, click Add Session two times in order to create 2 breakout sessions. (Figure 4)
5. A breakout session # will be listed. You may rename this title of the breakout session by **right clicking** on the breakout session title (Figure 5) and clicking **Change name** (Figure 6). Type in the new name into the highlighted text and hit **enter** on the keyboard (Figure 7).
6. Add attendees into the different breakout sessions. First click on the breakout session name and then click on the attendee’s name and then the >> box (Figure 8).

7. You should now see that attendee’s name under the breakout session. After you have finished assigning the attendees to their breakroom sessions click OK (Figure 9)
8. On your right menu panel under the Breakout Session menu you will see the names of the breakout sessions listed. To begin the Breakout Session click **Start** (Figure 10)

![Figure 10](image)

9. All presenters and attendees of the breakout session will then receive a pop-up box asking them to agree to participating in the breakout session. Direct your participants to click **Yes** or **Start** (Figure 11)

![Figure 11](image)
10. A second pop-up box will then appear to all participants in the breakout session asking to leave the main audio conference session. Direct your participants to click Yes (Figure 12). They will now be connected to the breakout session.
How to Send a Broadcast Message to all Breakout Sessions

1. On the top toolbar menu of the main session window click **Breakout** and then click **Broadcast Message** (Figure 1).

![Figure 1](image1.png)

2. A pop-up box will appear. You may select to Broadcast a message to all participants or only presenters. Type in the message you would like to broadcast in the box titled **Message** and then click **Send** (Figure 2).

![Figure 2](image2.png)
3. Your participants will then receive the broadcast message during their breakout session in a pop-up window. After the participants have read the message, they can click OK and the box will disappear (Figure 3).

![Breakout Session](image)

**How to Remove a Participant from a Breakout Session**

1. In order to remove a participant from a Breakout Session you must already be connected to the breakout session. If you are not a part of the breakout session, under the Breakout Session menu on the right-side panel, click on the name of breakout session you would like to join and click Join (Figure 1).

![Join Breakout Session](image)
2. After joining the breakout session, under the **Participants menu** on the right-side panel click on the name of the participant you would like to remove from the breakout session (Figure 2)

![Figure 2]

3. Then on the top toolbar click **Participant** and then click **Expel from Breakout Session** (Figure 3)

![Figure 3]
4. A pop-up box will appear asking to confirm your decision to remove the participant from the breakout session (Figure 4). Click **Yes** to continue and the participant will no longer be connected to the Breakout Session and only be connected to the main training session.

![Figure 4]
How to Use Whiteboard During Breakout Sessions

1. Once you have joined the breakout session you will be able to use the whiteboard function. Click **New Whiteboard** (Figure 1)

![Figure 1]

2. The whiteboard will then open. To write text onto the whiteboard click the **T icon** and then click on the **square icon** to select the color of your font. You can now click on the whiteboard and begin typing text (Figure 2).

![Figure 2]
3. To make drawings on the whiteboard click on the **pen icon** and then click the **square icon** to select the color you would like to draw in (Figure 3)

![Figure 3](image)

4. To draw using a thicker drawing tool click on the **drop-down arrow** next to the pen icon and click on the pen icon in the square which appears under the initial pen icon (Figure 4)

![Figure 4](image)
5. To undo your actions click **Edit** on the top toolbar menu and click **Undo** (Figure 5)

![Figure 5](image1)

6. To use the eraser, click on the **eraser icon** and then bring the eraser cursor to the structures you would like to erase and then click (Figure 6)

![Figure 6](image2)
7. To draw/insert squares, circles, crosses and check marks click the **circle icon** and then drag the cursor to the whiteboard to begin drawing the circles (Figure 7). To change the shape, click on the **drop-down arrow** next to the circle and the other shapes will appear. Click on the shape you would like to draw with (Figure 8)

![Figure 7](image1)

![Figure 8](image2)

8. To draw lines click on the **slash ( / ) icon** and then bring your cursor to the whiteboard to draw the line (Figure 9). To draw arrow lines instead click on the **drop-down arrow** next to the slash icon and select the double headed arrow or single headed arrow (Figure 10)

![Figure 9](image3)

![Figure 10](image4)
How to Request Presenters to Share Completed Whiteboards During Breakout Sessions

1. After ending the breakout session, you can share the whiteboards from the breakout sessions with all the participants. Click **Breakout** on the top toolbar (Figure 11)

![Figure 11](image_url)

2. Click **Share Breakout Session Content** (Figure 12)

![Figure 12](image_url)
3. A new pop-up window will open. Click on the **name of the breakout session** that contains the whiteboard you would like to share with your participants. Click **OK** (Figure 13).

![Figure 13](image13.png)

4. The presenter of that breakout session will receive a pop-up window informing them of your request to share their whiteboard. Direct the presenters to check the **square icon** next to the name of the whiteboard and click **OK** (Figure 14). The whiteboard will then appear in the main session.

![Figure 14](image14.png)
How to Save & Download Whiteboards from Breakout Sessions

1. Keep the whiteboard view open. On the top toolbar click **File** and then click **Save As** (Figure 15)

2. Click **Document** (Figure 16)
3. A pop-up window will open. Click on the **Save as type: drop-down menu** and select **pdf** and click **save** (Figure 17)
How to Ask All Participants to Return from a Breakout Session

1. On the top toolbar menu of the main session window click Breakout and then click Ask All to Return (Figure 1)

2. Your breakout session participants will now receive a pop-up window on their screen. Once they click End Session they will have returned from the breakout session to the main training session.