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)

2. Click Breakout Session Assignment (Figure 2)
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)

![Figure 5](image1.png)

![Figure 6](image2.png)

![Figure 7](image3.png)
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 okay (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)

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)
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.

Figure 12