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).

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).
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).