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).

![Figure 3](image-url)