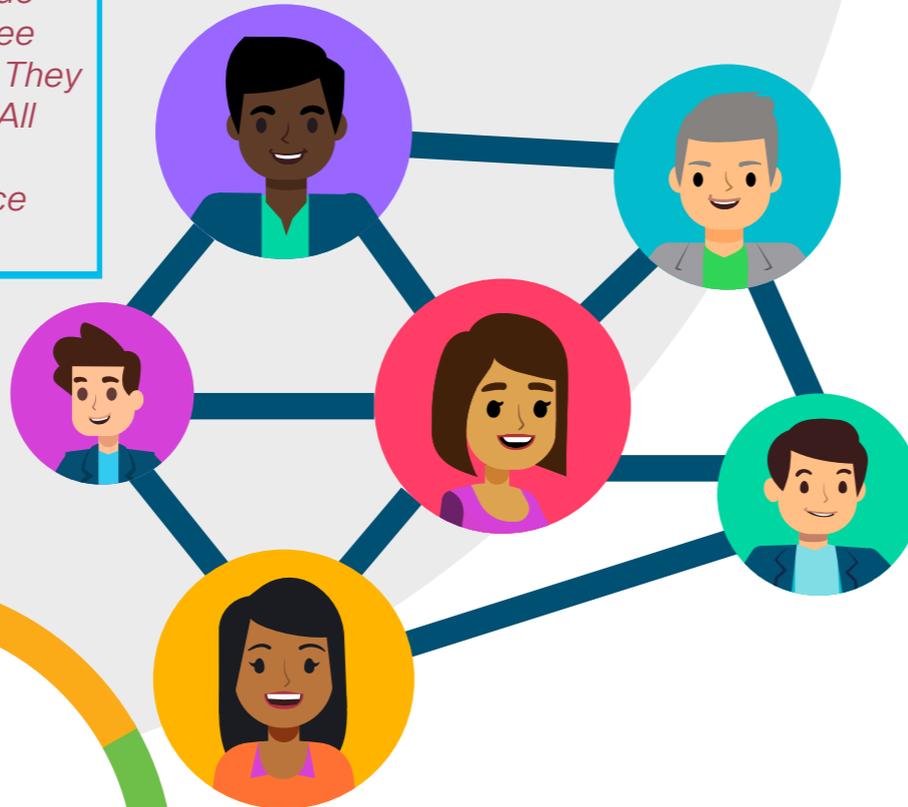# Breakout Sessions Reimagined!

Use Cisco Webex Teams to create Breakouts that include Video and Recording Capabilities!

Benefit of using Webex Teams These calls(breakouts) will include video so your participants can see each other as they collaborate! They can also record the breakouts! All recordings will be stored in the space where anyone in the space can go back and view anytime.

Tip – When you create a Team a General space is created. You cannot rename this space. All Team members are automatically added to this space. This space can be used as the main meeting space, but I would recommend creating another space within the team as the main space for the training session. This will allow you to rename it to something other than General.

Step 1. Create a Team
Create a Team

Step 2. Create the spaces(breakouts) within the Team
Create a Team Space

Step 3. Decide how you want to create your Breakout sessions and add participants to your Team.

Option 1. Allow participants to choose their breakout session.
-If you choose this option, you will add all participants as team members. This will give them the ability to add themselves to any of the spaces(breakouts) that you create.
-Add Someone to a Team

Option 2. Control how participants are placed into Breakouts.
-If you choose this option do not add any team members as you will add participants into the specific space(breakout) that you choose.
-Add People to a Space

Step 4. Schedule the training session.

-Go to the General space in the team or the main space you created for the training course and schedule the session.
-Schedule a Meeting from a Space

Cisco Webex
Teams

Step 5. Start the Training session and attendees join
Join a Meeting from Your Space List

Step 6. Choose a leader of each space(breakout) that will initiate the breakout session.

-When you are ready to start the breakout sessions have them start a call in the space(breakout) they are assigned to.
-Call Anyone with a Webex Teams Account

Step 7. Join the breakouts.

-The spaces in the team will have a green join button one the call(breakout) is started.
-Join a Meeting from Your Space List

Step 8. End the Breakouts.

-As the trainer you can join each call(breakout) and verbally tell participants to join the main training session. Or you can type a message in each space(breakout) to alert attendees it's time to return.

Love this?