

ADDITIONAL ZOOM INSTRUCTIONS – BREAKOUT ROOMS

Your attorney may reach out to you and ask you to enter a breakout room. This is a private virtual room where you may discuss your case with your attorney before you go in front of the judge.

Please be attentive to your screen to watch for a breakout room pop up. When you see an invitation, simply click the “join breakout room” button.

How to join a breakout room

1. The host will need to invite you to join the breakout room.
2. Click **Join**.
3. If you choose **Later**, you can join by clicking **Breakout Rooms**  in your meeting controls.
4. Click **Join Breakout Room**.

You have been assigned to Breakout Room:

Breakout Room 2

[Join Breakout Room](#)

You will have access to full [controls](#) similar to the meeting.

How to ask for help

If you click **Ask for Help**, it will notify the meeting host that you need assistance and they will be asked to join your breakout room.

1. Click **Ask for Help**  in the meeting controls.
2. Confirm that you would like assistance by clicking **Invite Host**.

You can invite the host to this Breakout Room for assistance.

[Invite Host](#)

How to leave the breakout room

You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room.

1. Click **Leave Breakout Room**.
2. Choose if you want to leave the breakout room or the entire meeting.
3. When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately, or in 60 seconds.