Webex Training Breakout Sessions

Part 1: Creating a Webex training for using breakout sessions

1. Enter the Webex Training area after signing in to wmich.webex.com on your web browser
2. Under the heading Host a Session, select Schedule Training

3. Follow the on screen prompts and select the settings you wish to use, below are important fields to consider when using breakout sessions.

4. Choose either Schedule or Start Session
   a. Reminder that each attendee will need the training link to join

Part 2: Assigning Attendees to Breakout Sessions
1. When you are ready for breakout sessions, use your Breakout tab at the top of your screen
2. Select Breakout Session Assignment

![Breakout Session Assignment](image)

3. Create the breakout sessions using the Automatic (above left) or Manual (above right) processes
   a. If Manually creating groups, select the breakout session first, then select the attendee, and lastly move the attendee using the arrow
   b. Attendees can be moved back and forth using the forward and back arrows
   c. In order to place Attendees in groups they must be present in the meeting
4. Use the Breakout Session Panel in the bottom left of your screen to start and end the breakout sessions (pictured below)