BEFORE YOUR MEETING

To create Breakout Rooms (Channels):

1. Open your Team

2. Click on the 3 dots next to your Team name

3. Click Add Channel

4. Name the Channel the breakout room you would like, for instance 3rd grade, Team 7A or ELA Department.

5. Choose this box….

6. Repeat steps 2 thru 4 until you have all the breakout channels created.

Create a channel for "Powell Faculty" team

Channel name

Letters, numbers, and spaces are allowed

Description (optional)

Help others find the right channel by providing a description

Privacy

Standard - Accessible to everyone on the team

☐ Automatically show this channel in everyone's channel list

Cancel   Add