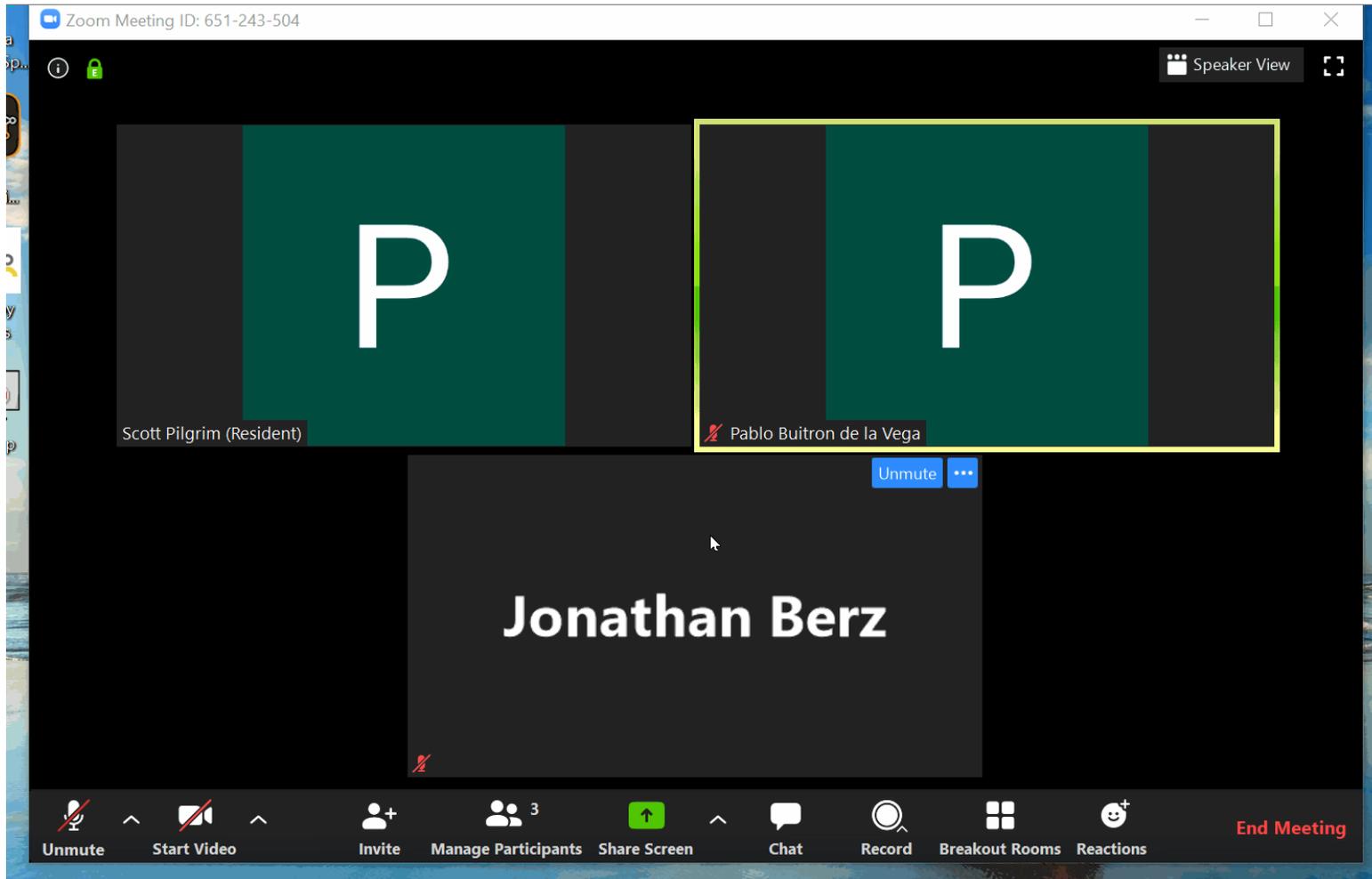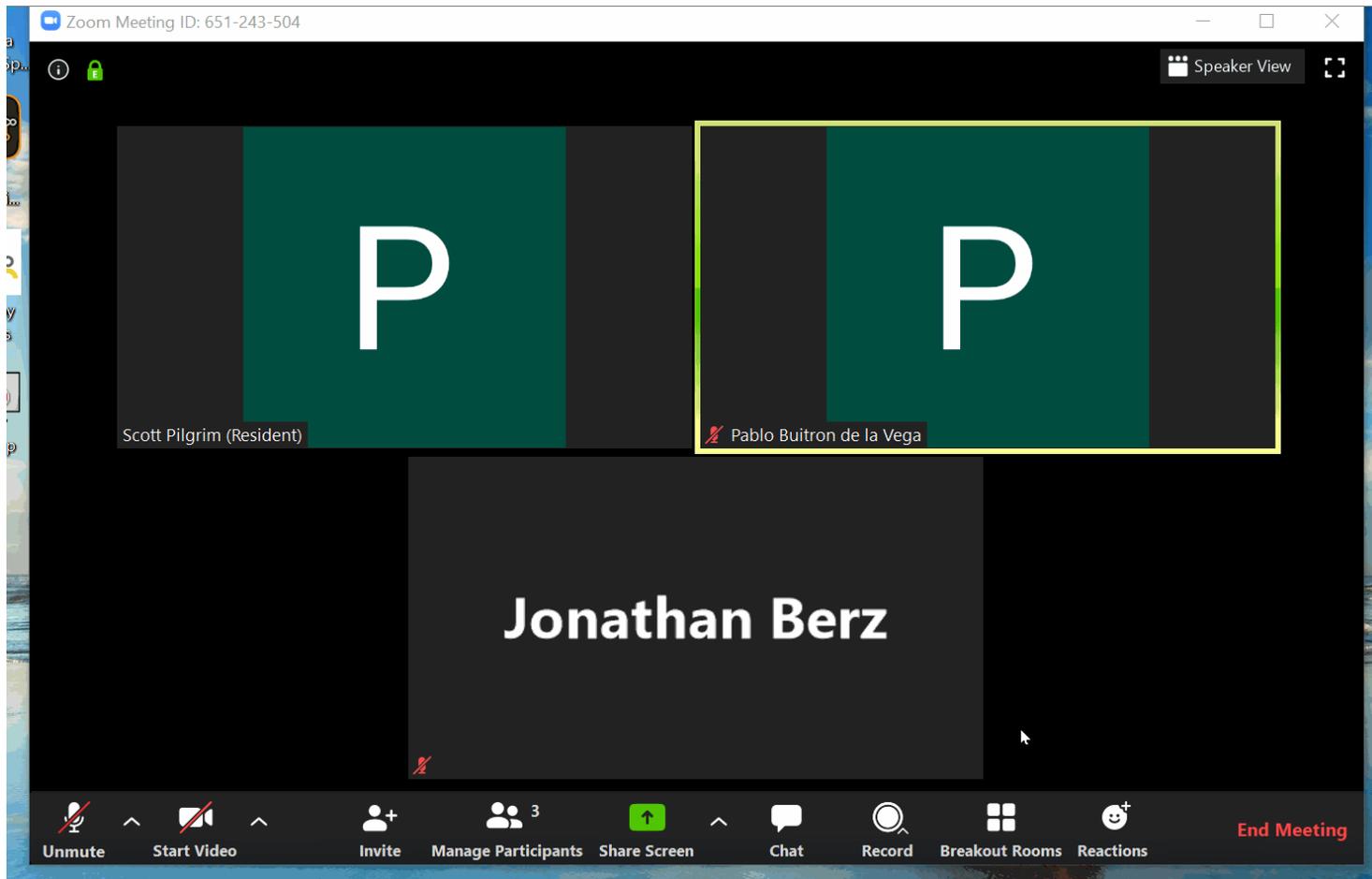# Precepting with Zoom

- Start your Zoom meeting
- Host assigns co-preceptor as "co-host". If there are more than 2 preceptors, the host preceptor assigns all preceptors the co-host role

- Host Click "Breakout Room" icon (at bottom of Zoom screen)
- Host creates individual chat rooms for each resident and each preceptor (creates # of rooms equal to # of residents + copreceptors)
- Click "Create Rooms"
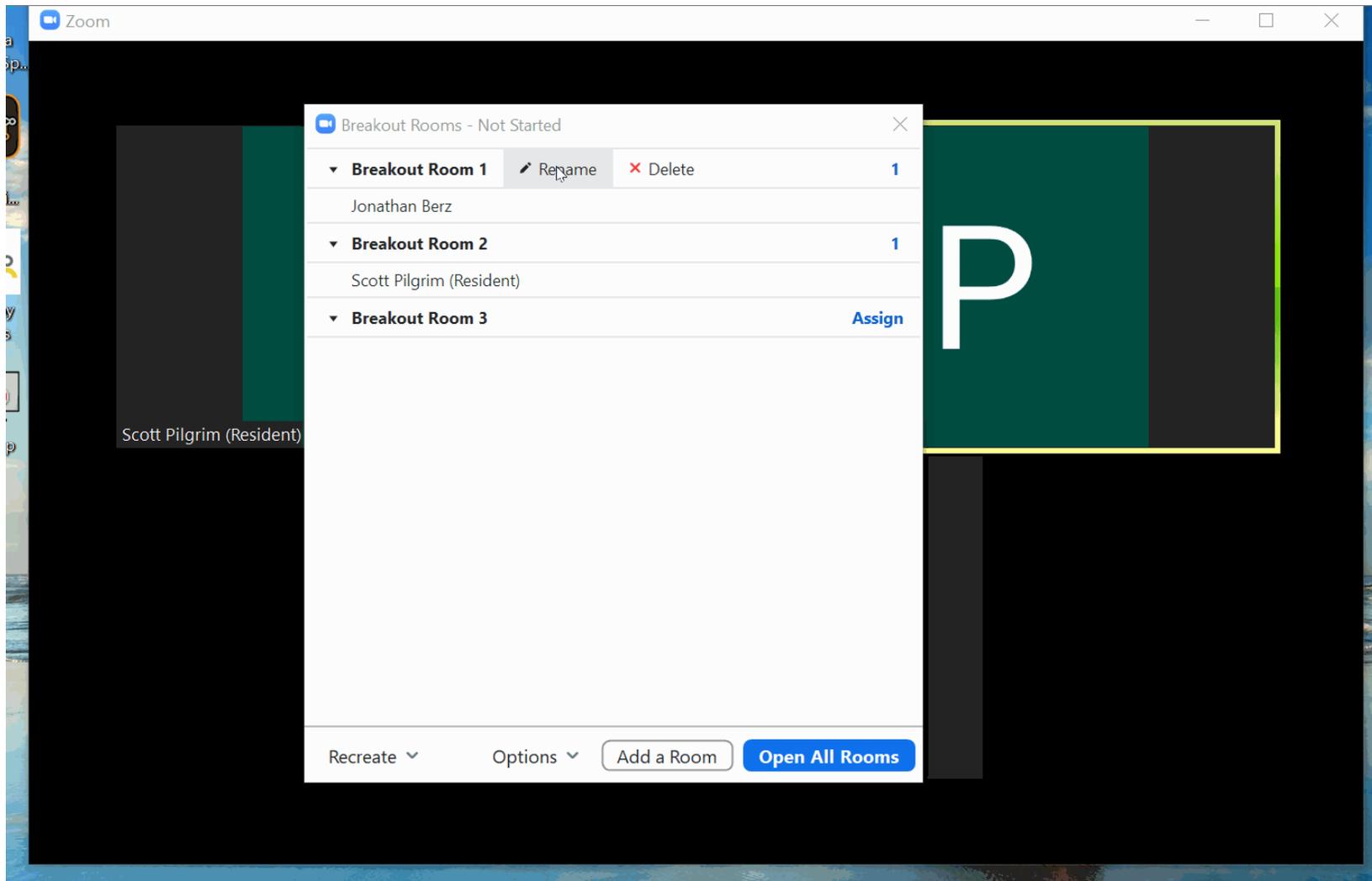
- Rename the room for each resident
- Assign each room to the respective resident
- In Breakout Room "options", Host must select " allow participants to return to the main session at any time"
- Click "Open All Rooms"
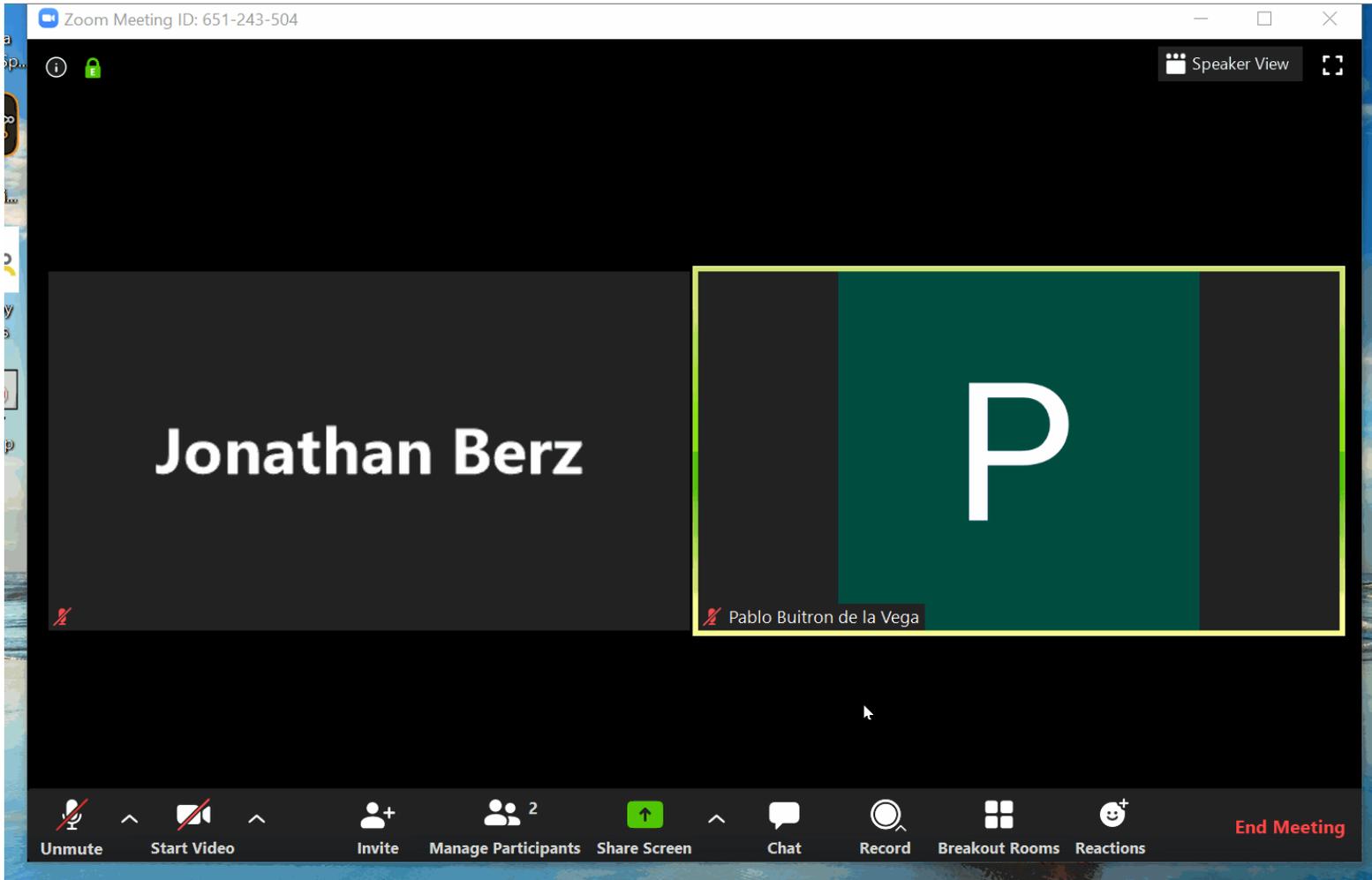
If you are the Host:

- You will be able to enter and exit any breakout room from the main conference and switch between rooms from within Breakout rooms

If you are Co-Host:

- *First enter* your own assigned room and, *from there*, you can switch to any other room

* Of note: the co-hosts only have "permission" to enter the *last* breakout room they were. For example if you were last in resident A breakout room, you must first enter resident A room and then you can switch into another resident room from there. *This is a key point and may be confusing at first.*

- Once you are finished precepting with that resident, we recommend all returning to the main conference room to maintain the sense of community/give opportunity for people to ask questions and everyone hear answers, etc. similar to the resident precepting room experience on site at BMC