



Overview:

In Zoom, there are three video layouts when no one is sharing their screen in the meeting:

- Active Speaker
- Gallery View
- Mini Window

When someone is sharing their screen, you can use the side-by-side mode or you can view the screen share with active speaker or gallery view.

You can also spotlight a participant's video. Spotighting video allows you to turn off "active speaker view" and view one person. Spotighting another participant video will only affect your computer and local recordings, not the view of other participants or cloud recordings.

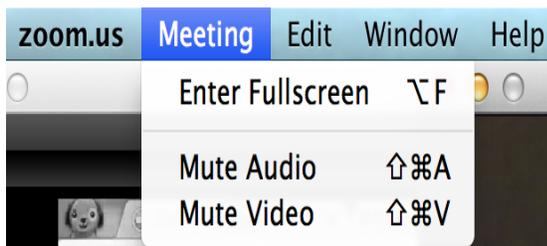
Full Screen

You can take all layouts, except Mini Window, to **Full screen**.

1. Select on the icon with four arrows at the top right corner of your Zoom window



2. To exit full screen, select **exit full screen** (same location as "enter full screen") or by using the **Esc** key on your keyboard
3. On a Mac, this is available in the Meeting menu.



Active Speaker

This is the default video layout. In this layout, Zoom shows the active speaker in the larger video window. If it is a one-on-one meeting, your video is displayed at the top, and the participant's video is on the bottom.

Gallery View

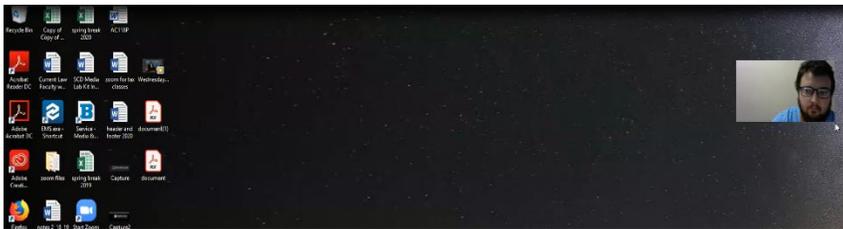
With gallery view, you can see up to 49 participants at one time, depending on your device. Once your device fits its maximum number of participants in the window, use the arrow or swipe to scroll through the other participants.

Click Gallery View in the upper right corner of your zoom window to enter Gallery View

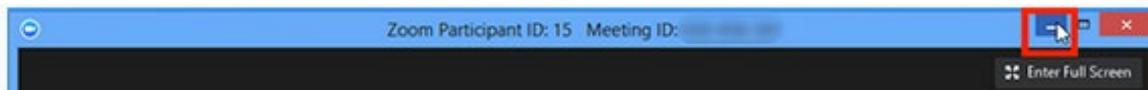


Mini Window

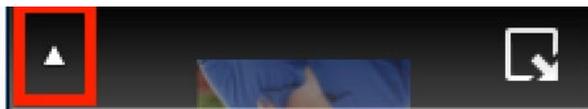
Mini Window allows you to minimize the zoom video, but keep it on top of anything else that you are working on.



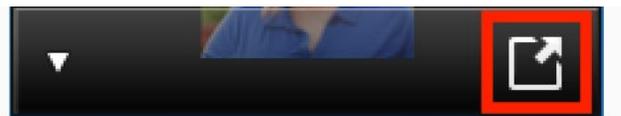
- To switch to Mini Window view, click the application window **minimize icon**. It is located at the top right for windows, or the top left for mac.



- Once in Mini Window mode, collapse the video by clicking the arrow on the left side



- To exit mini window mode, click the arrow on the right side



Screensharing Layout

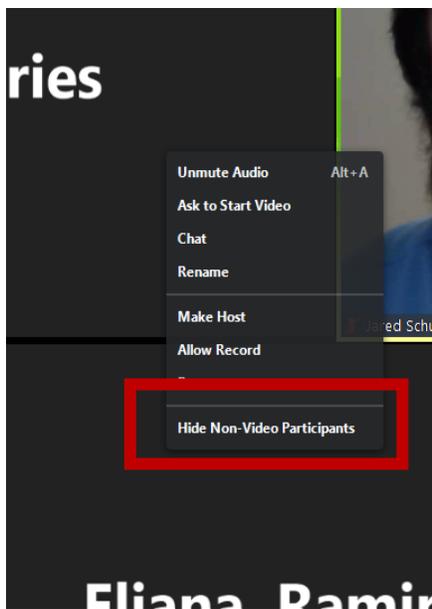
When sharing your desktop/screen rather than video, you can select the content to display.

- Click the swap icon at the upper right corner of the Zoom window to switch the content for the video feed
- Click the icon at the upper right to swap it back
- Click view options, then side by side mode to switch into that mode

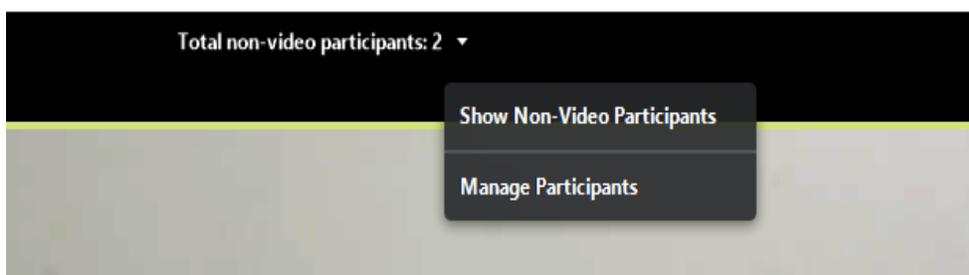
Hide Non-Video Participants

When in Gallery View, you can hide boxes representing participants who are not using video.

- Right click on a participant or you can click on the three dots at the upper right of their participant box.
- Choose **Hide Non-Video Participants**.



- To show non-video participants, select the **Total non-video participants** drop down at the top of your screen and select **Show non-video participants**



Visit <http://support.zoom.us> for more instructions.