

## Zoom – Views

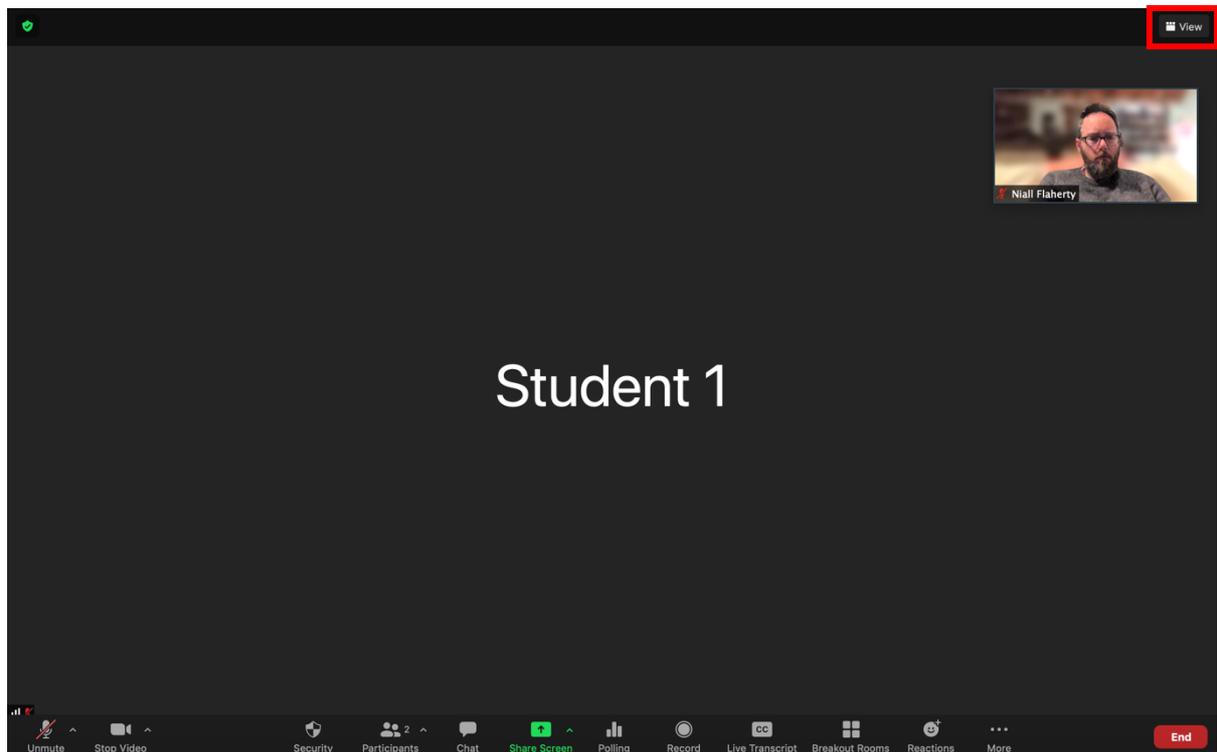
There are a number of ways of presenting and arranging the participants in your meeting screen. Views can be used to maximise the social interaction, or to hide participants while slides are being presented.

### Views

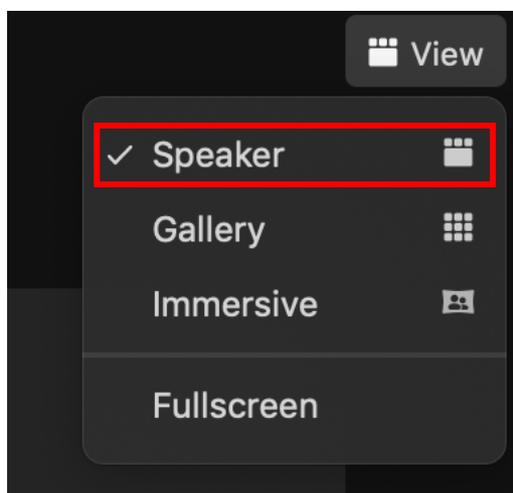
Change between *Speaker*, *Gallery* and *Immersive* views.

*To change the view:*

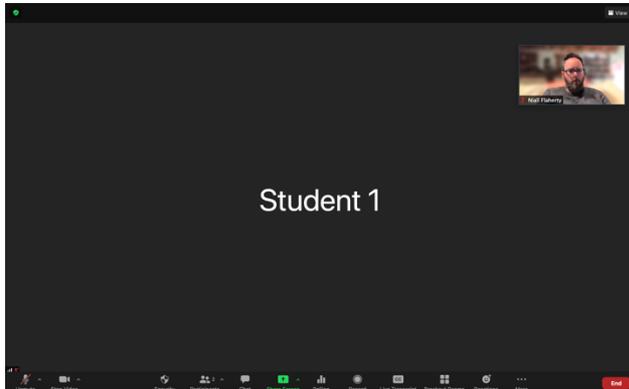
**Step 1** - Click on the *View* button in the top-right of the main session window.



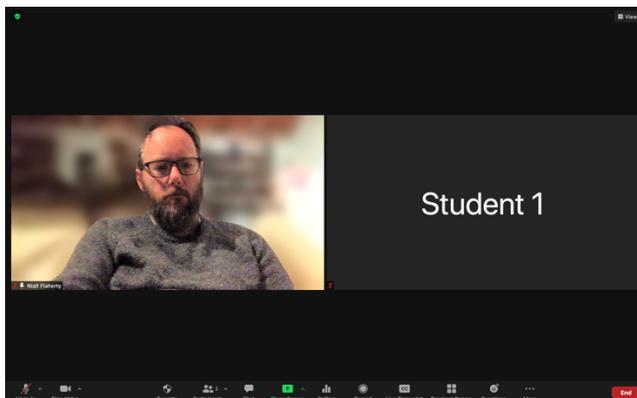
**Step 2** - Click on *Speaker* to enable *Speaker View*.



*Note: In Speaker View, you will see a series of participants along the top of the screen, or in a floating panel on the side, with the larger portion of the screen taken up with whichever of your participants who is currently talking (i.e. whose microphone is active).*

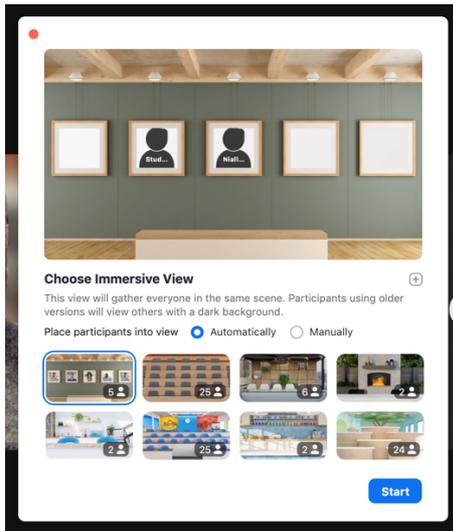


**Step 3** - Click on *View* and *Gallery* to enable *Gallery View*.

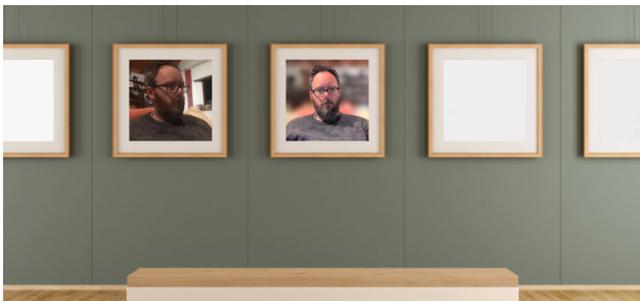


*Note: In Gallery View the screen is divided into a grid, and is shared between all participants equally. Depending on the number of participants, some participants may not be visible on the screen at the same time. The grid can accommodate a grid of up to 25 (5x5) or 49 (7x7) participants depending on your settings.*

**Step 4** - Click on *Immersive* to enable *Immersive View*.



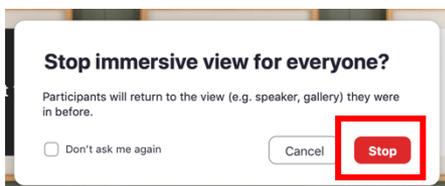
*Note: In Immersive view a visual scene (e.g. an image of a classroom) is used and the images of participants are placed within it, to create the immersive feel of a real environment. Unlike the Speaker and Gallery views which both instructor and participant controls for themselves, in the immersive view, the instructor choose the view and all participants will see that view.*



*To end Immersive view for everyone:*

**Step 1** - Click on *View* and select either *Speaker* or *Gallery View*

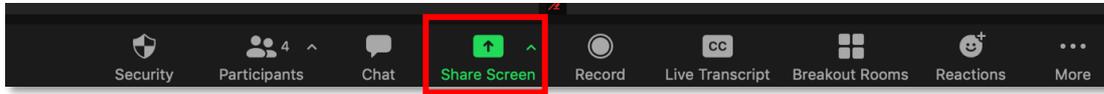
**Step 2** - Click on *Stop* to end *Immersive View* for everyone



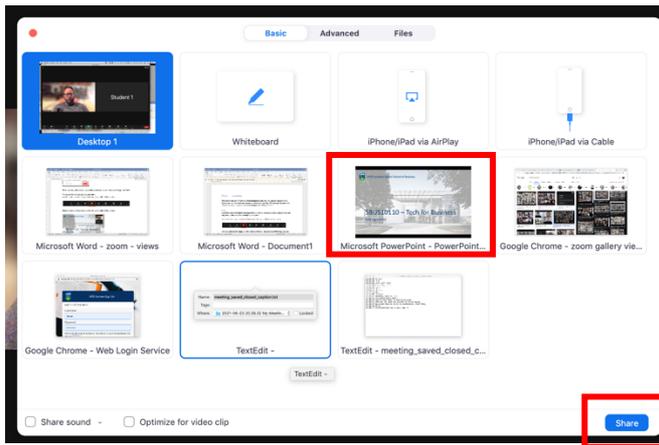
When the instructor shares their slides or another screen, that also changes the view.

To change the view by sharing your slides:

**Step 1** - Click on *Share Screen* on the bottom-middle of the toolbar



**Step 2** – Select the screen you wish to share and click *Share*



The shared screen (e.g. powerpoint slides) fill the screen, and the participant views are displayed in a side panel.



The instructor and participants can still modify the view during the presentation, there are 4 options on the tab on the top of the participant video panel.



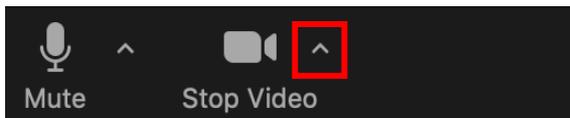
The options are:

- Hide Thumbnail Video
- Show Active Speaker Video
- Show Thumbnail Video
- Show Grid Video

There are additional *View options* available in the session settings.

To access the session settings:

**Step 1** – Click the arrow beside the *Start/Stop Video* icon on the bottom-left of the toolbar



There are a number of settings here in the *Video settings* that impact the display of views.

Options include:

- Hide non-video participants
- See myself as the active speaker while speaking
- Maximum participants displayed per screen in Gallery view (25 or 49)

