

## Choosing a Video Layout

You have 4 video layout options in Zoom

1. **Active Speaker** (default layout)
  - a. Switches the large video window to whoever is speaking
  - b. Available even when sharing a participant's screen
2. **Gallery View** shows up to 25 participants at a time
  - a. Available even when sharing a participant's screen
  - b. Can click on speaker tiles and drag them to desired order; Host can enable Follow host view to control/lock speaker tile for all participants
  - c. You can hide non-video participants so that those who do not have webcams or their video off do not appear
3. **Mini View**
  - a. Shrinks the video, but keeps it on top of other applications you have open
  - b. You can move the video around your screen or hide it completely
  - c. Only available when no one is sharing their screen. Click the minimize icon to enter mini window view
4. **Side-by-Side**
  - a. Allows you to see a shared screen along with the speaker view or gallery view simultaneously
  - b. You can move the separator between the shared screen and video to change the size of each portion
  - c. This does not work if using dual monitors/displays or a projector
5. **Pin Video**
  - a. This disables Active Speaker view to only view a specific speaker. Pinning a specific speaker will only affect your view
  - b. Feature is only available when using Zoom client for meetings desktop application
6. **Pinning Multiple Zoom Participants**
  - a. By default, only the host and co-host on Zoom desktop client version 5.2.3 and higher can pin multiple people. Host and co-host can enable this feature for individual participants (ex. For ASL interpretation)
  - b. Must done for each individual as needed during each meeting