

# Zoom Rooms Viewing Option

In Zoom there are different viewing options to make you

## How to enter full screen?

There are a few methods to enter full screen during your Zoom call.

1. You may double click on your Zoom app to enter full screen mode.
2. You may also click on this icon, located at the top right corner of your Zoom app



3. You can also press Alt and F to enter and exit full screen mode.

## How to change your view from shared screen to video?

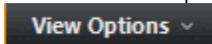
1. You may double click on the participant to focus the video on them and not the shared screen.
2. You may also click on the "Swap shared screen with video" button.



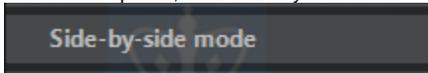
## How to view slideshow and video together in Side by Side mode?

Meeting and webinar participants who are viewing a shared screen can switch to Side-by-side Mode. This enables them to see the shared screen alongside either the Speaker View or Gallery View, depending on which view they choose. They can also adjust the location of the separator between the shared screen and video to change the relative size of each side.

1. Click on the "View Options" button located at the top center of your Zoom app



2. Under view options, click "Side-by-side mode"



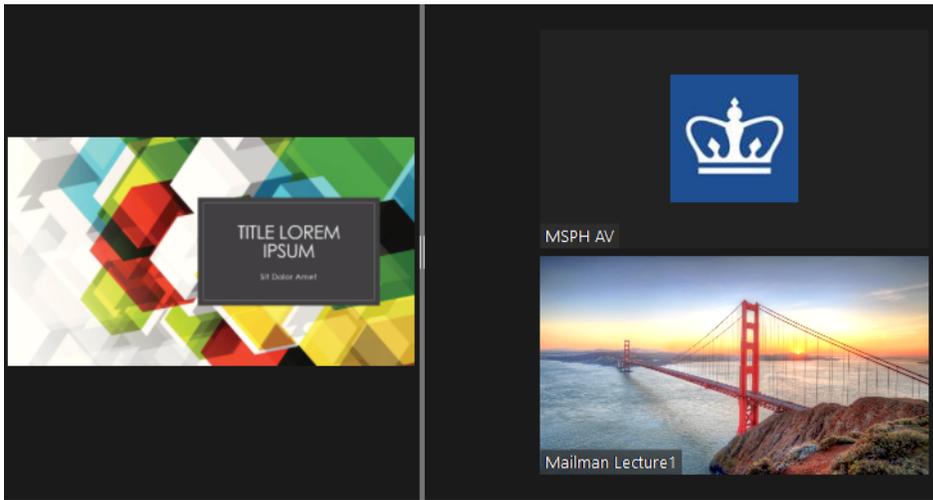
3. You are now in Side-by-side mode, as you can see the video view is on the right and the PowerPoint is on the left.



4. You may also adjust the boarder of the side-by-side view to the ratio you want, either more video and less PowerPoint, or more PowerPoint and less video, and etc. Simply just click on the board button and drag to the viewing ratio you would like.



Now you side-by-side view has been changed.

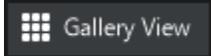


For additional guide on how to use "Side-by-side Mode" click on this link: [Zoom Side-by-side mode](#)

### Gallery View

Gallery displays up to 25 participants on each screen, with the active speaker highlighted. For meetings with more than 25 participants, an arrow displays next to the icon. Tap the right arrow to display the next group of participants on the screen, and tap the left arrow to display the previous set. This view is not available in a Zoom Room with one screen when screen sharing is active.

1. To view your Zoom meeting in Gallery view means, you would like to display most of your participant's video all at once, and to do so click on the " *Gallery View* " button located on the top right corner.

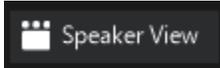


For additional guide on how to use "Gallery View" click on this link: [Zoom Gallery View](#)

### Active Speaker View

There are 3 video layouts when no one in the meeting is screen sharing: Active Speaker View, Gallery View, and floating thumbnail window.

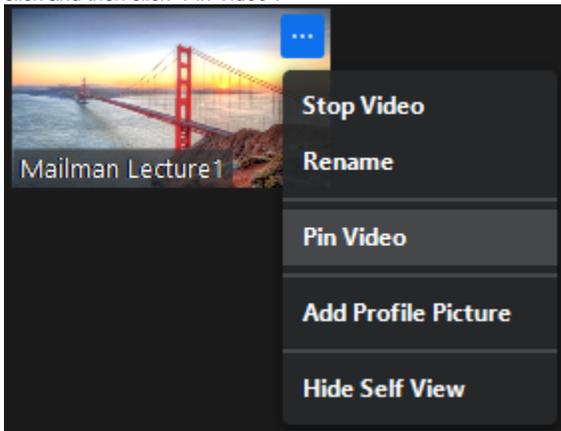
1. To view your Zoom meeting in Speaker view means, you would like to display the person that is speaking, and to do so click on the " *Speaker View* " button located on the top right corner. Zoom automatically switches the video to whoever is speaking.



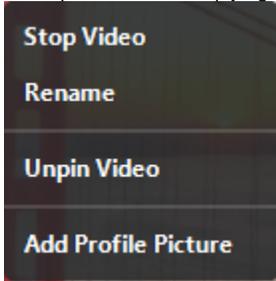
For additional guide on how to use "Active Speaker View" click on this link: [Zoom Active Speaker View](#)

### Pin Video

1. If you would only like to see one attendee/ host's video, hover your mouse over to the attendee's camera (Speaker View or Gallery View) right click and then click " *Pin Video* ".



2. To unpin the video, simply right click on their camera and click "Unpin Video"

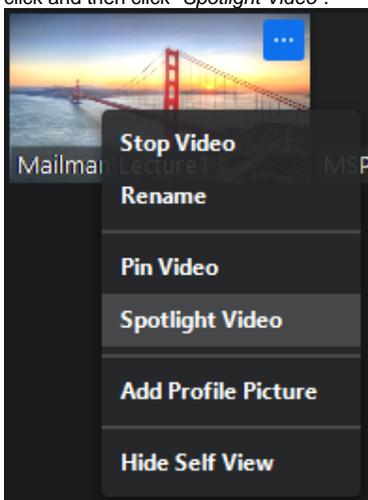


For additional guide on how to use "Pin Video" click on this link: [Zoom Pin Video](#)

### Spotlight Video

Spotlight video puts a participant as the primary active speaker for all participants. All participants will only see this speaker as the active speaker. This feature is often used to spotlight a keynote speaker. Alternatively, you can pin a participant's video, which will make them the primary speaker on your device only. Other participants will still have [Active Speaker](#). [Learn how to pin a video](#).

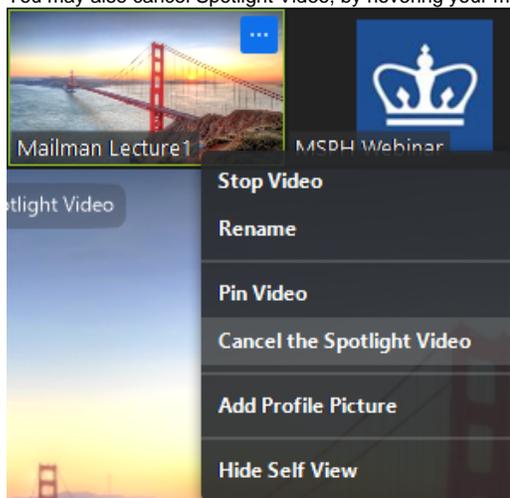
1. If you would only like to see one attendee/ host's video, hover your mouse over to the attendee's camera (Speaker View or Gallery View) right click and then click "Spotlight Video".



2. To cancel Spotlight Video, click on the "Cancel the Spotlight Video" button located on the top left corner.



- a. You may also cancel Spotlight Video, by hovering your mouse over to the attendee and right click "Cancel the Spotlight Video".



For additional guide on how to use "Spotlight Video" click on this link: [Zoom Spotlight Video](#)