

Patient and Family Engagement tip sheet: Using Zoom for virtual meetings

Tutorial videos

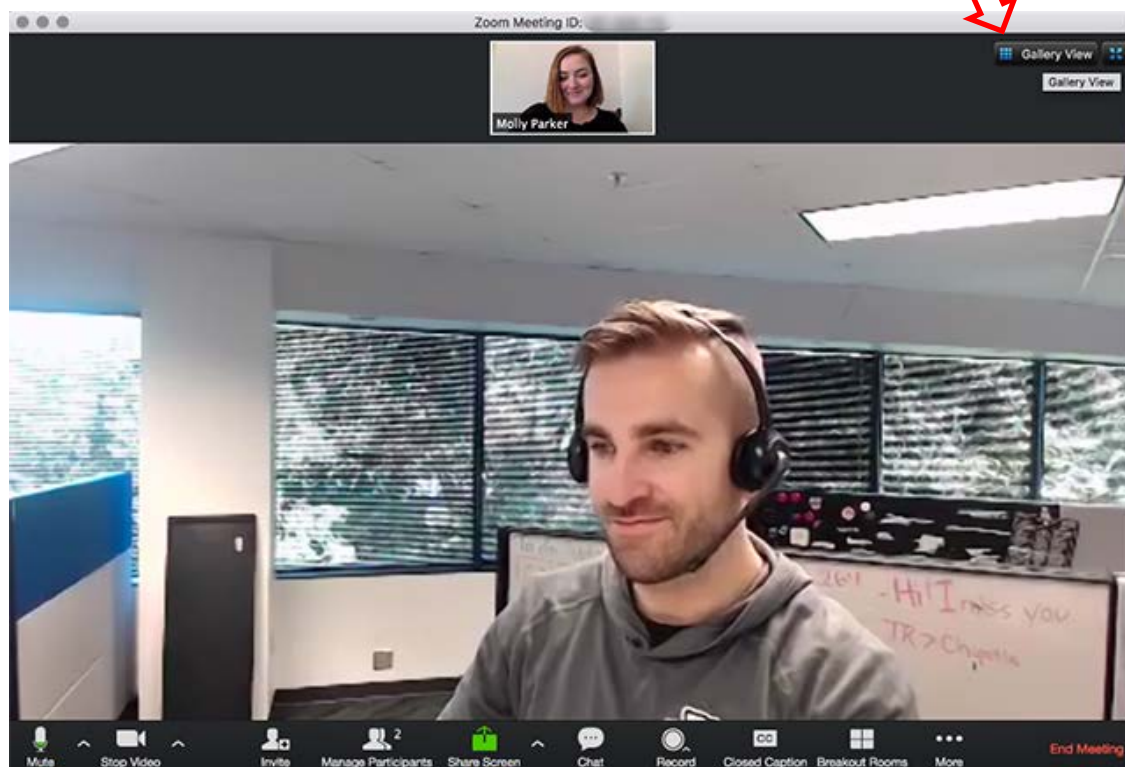
Joining a meeting

Joining & Configuring Audio & Video

Changing video layout

Active Speaker View will switch the large video window between who is speaking with 3 or more participants in the meeting. Gallery View lets you see thumbnail displays of participants, in a grid pattern, which expands and contracts as participants join and leave the meeting.

To switch between Gallery View and Active Speaker View, click **Speaker View** or **Gallery View** in the top-right corner.



To enter full screen, click **Enter Full Screen** at the top-right corner. To exit full screen, click **Exit Full Screen** in the same location or press **Esc** key on your keyboard.

To view the next display of participant thumbnails, click the right or left arrows in gallery view

