

A Quick Tour of Zoom

From a Teacher's Perspective

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How to Use Zoom to Do These Things in Your Class

Teaching & Learning Activity	Zoom Feature
Class attendance	<ul style="list-style-type: none"> • Schedule a meeting and invite participants (students, TA, admin staff, if applicable) • Choose audio/video options for your class meeting • Meeting registration + Reports
Class participation	<ul style="list-style-type: none"> • Audio/Video setting in meeting • Chat
Quiz (MC questions)	<ul style="list-style-type: none"> • Polling + Reports (Reports available only when Meeting Registration is enabled)
Lecture	<ul style="list-style-type: none"> • Screen Share – Desktop
Whiteboard write and draw	<ul style="list-style-type: none"> • Screen Share – Whiteboard
Youtube video and other online activities	<ul style="list-style-type: none"> • Screen Share – Desktop
Group discussion	<ul style="list-style-type: none"> • Breakrooms
Group presentation	<ul style="list-style-type: none"> • Breakroom + Screen Share + Remote Control
Recording	<ul style="list-style-type: none"> • Local vs Cloud Recordings

Install Zoom Client

Download and install zoom apps in your computer

The screenshot shows the Zoom website's 'Resources' page. The top navigation bar includes links for 'REQUEST A DEMO', '1.888.799.8854', 'RESOURCES' (circled in red), and 'SUPPORT'. Below this, the Zoom logo is followed by 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. On the right, there are links for 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and a 'SIGN OUT' button with a user icon. The main content area features two download options, each with a red box around its title and a red arrow pointing to it from an instruction box.

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

[Download](#) Version 4.6.4 (17409.0120)

On zoom.com homepage, click "Resources" and then "Download Zoom Client." You'll see this page here.

Install this in your computer. You can schedule/join/control your meetins from this app.

Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

[Download](#) Version 4.8.17303.0117

Once installed in your computer, you'll see "zoom" button in your Outlook. You can schedule meetings there.

[? Help](#)

Zoom Help Center and eLearning@CUHK are very useful!

- <https://support.zoom.us/hc/en-us>
- <https://www.elearning.cuhk.edu.hk/>

Tools We Need

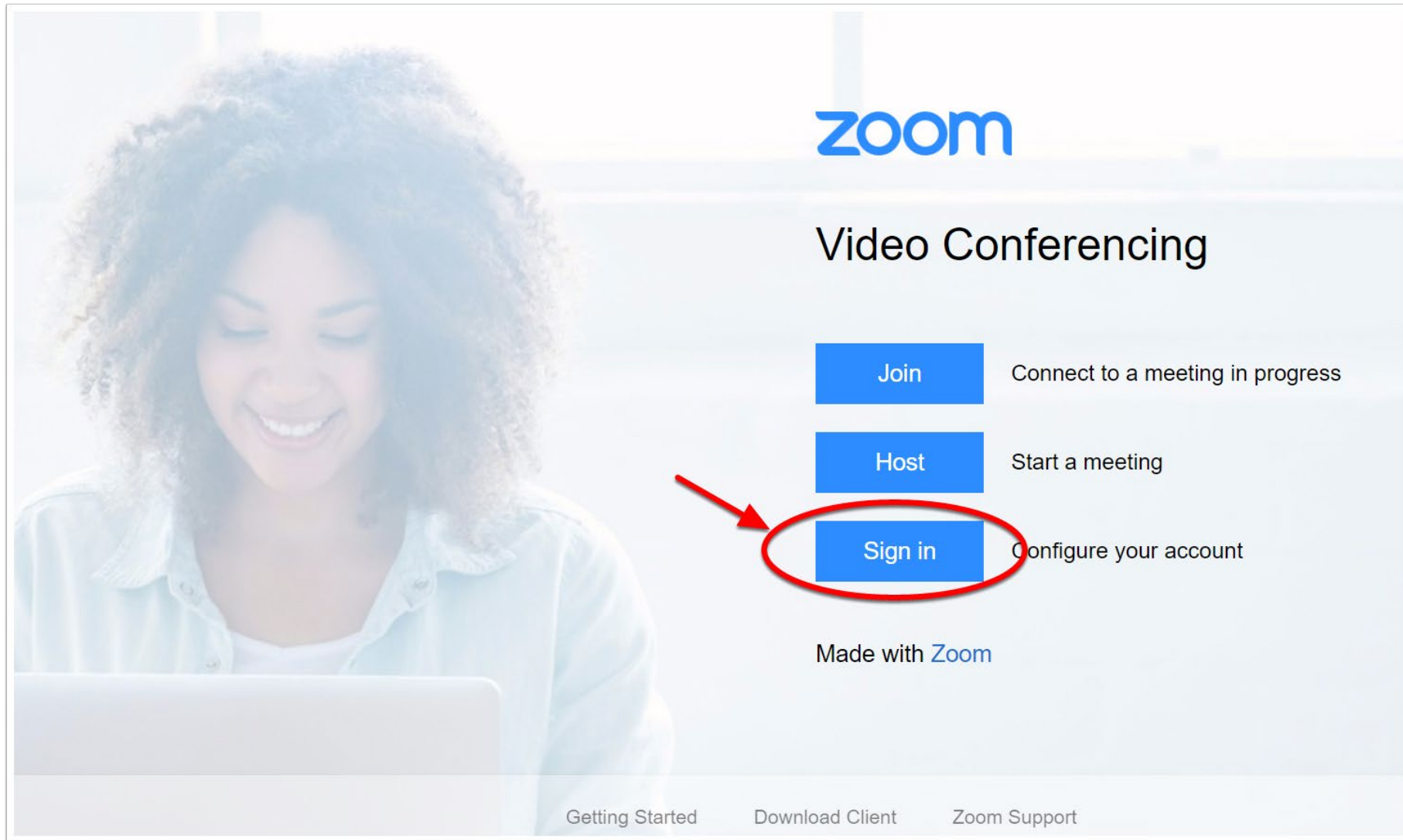
Tools

- Computer
 - Best with **dual monitors**
 - One for sharing your screen, the other for monitoring the meeting (e.g., see the chat box & participant list)
- If no second screen,
 - Then log in your zoom account from your **phone or tablet**, use it as your second screen.
- Webcam and built-in speaker should be okay if you're in a quiet room.
- Digital pen (e.g., iPad with Apple Pencil or any tablet with a stylus) if you need to use the whiteboard for hand writing / drawing.
 - Or Smart Notepads that can sync your hand writing/drawing to your mobile device in real time.
 - Or some digital writing/drawing pads that can be connected to your computer.
- For better audio quality, you may want to get a good **headset with a mic**.

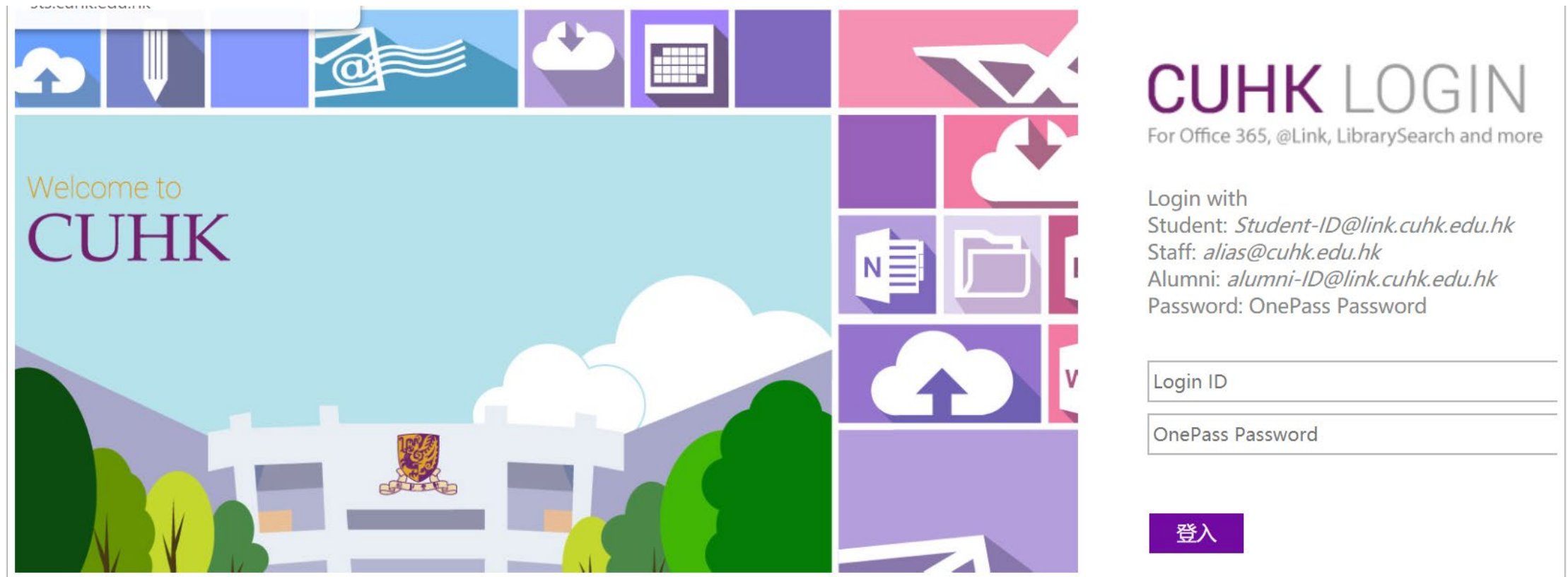


Manage Your Zoom Account Settings

Go to **cuhk.zoom.us** and sign in your account.



You'll be directed to CUHK Login. Sign in with your CUHK email ID and password.

The image shows a screenshot of the CUHK Login page. On the left, there is a large graphic with the text "Welcome to CUHK" and an illustration of a building and trees. To the right of the graphic is a grid of colorful icons representing various services like Office 365, @Link, and LibrarySearch. On the far right, the "CUHK LOGIN" header is displayed, followed by a list of login instructions for students, staff, and alumni. Below this, there are two input fields for "Login ID" and "OnePass Password", and a purple button labeled "登入" (Login) in Chinese.

CUHK LOGIN

For Office 365, @Link, LibrarySearch and more

Login with
Student: *Student-ID@link.cuhk.edu.hk*
Staff: *alias@cuhk.edu.hk*
Alumni: *alumni-ID@link.cuhk.edu.hk*
Password: OnePass Password

Login ID

OnePass Password

登入

A lot can be done on your zoom profile page.

The screenshot displays the Zoom profile page with several annotations:

- Top Navigation:** Includes links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES. On the right, there are buttons for SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING (with a dropdown arrow), and a SIGN OUT button next to a user icon.
- Left Sidebar:** Contains links for Profile, Meetings, Webinars, Recordings, Settings (circled in red), Account Profile, and Reports. Below these are links for Attend Live Training, Video Tutorials, and Knowledge Base.
- Profile Section:** Features a profile picture placeholder with a 'Change' link. To the right, it shows the user's name (redacted), Company (The Chinese University of Hong Kong), Location (Hong Kong), and Account No. (redacted). An 'Edit' link is present.
- Personal Meeting ID:** Displays a redacted ID and a URL (https://cuhk.zoom.us/j/...). A note states 'Use this ID for instant meetings'. An 'Edit' link is available.
- Personal Link:** Shows 'Not set yet.' with a 'Customize' link.
- Sign-In Email:** Displays a redacted email address and 'Linked accounts' (Google, SSO).
- User Type:** Shows 'Licensed' with a help icon.
- Capacity:** Shows 'Meeting' with a capacity of '300' and a help icon.

Annotations with red arrows point to the following elements:

- A box labeled "Meeting can be scheduled here." points to the SCHEDULE A MEETING button.
- A box labeled "Many options can be set up here." points to the Settings link in the sidebar.
- A box labeled "Choose if you'd like to have video on or just share screen as a host" points to the HOST A MEETING dropdown menu.

Zoom “identities”

- Meeting **host** = Teacher (or TA / admin who helps schedule/control the meeting)
 - The host can “release” his/her role to any participant in the meeting
 - And he/she can “reclaim” his/her host role any time afterwards
- **Co-host** = TA?
 - The host can make one or more meeting participants as co-hosts.
 - You can invite and change co-hosts during the meeting.
 - Would be good to have your TA as a co-host.
- **Participants** = Students

Some zoom features (e.g., polling, breakout rooms) can only be seen by the host in his/her meeting control bar.

Zoom Settings

- You can modify various meeting settings in two ways:
 - On cuhk.zoom.us, in your zoom account → “Settings”
 - Things specified here will influence all your meetings.
 - Or you can change certain settings every time when you schedule a meeting.
- Let’s take a look at zoom user account settings first ---

Your zoom account settings (1)

MeetingRecordingTelephone

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Schedule Meeting

Host video

Start meetings with host video on

Participants video

Start meetings with participant video on. Participants can change this during the meeting.

Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

☒ Telephone and Computer Audio

☐ Telephone

☐ Computer Audio

Join before host

Allow participants to join the meeting before the host arrives

14

Your zoom account settings (2)

Use Personal Meeting ID (PMI) when scheduling a meeting



You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.

Use Personal Meeting ID (PMI) when starting an instant meeting



Only authenticated users can join meetings



The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.

Require a password when scheduling new meetings



A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

Require a password for instant meetings



A random password will be generated when starting an instant meeting

Require a password for Personal Meeting ID (PMI)



Embed password in meeting link for one-click join



Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.

Your zoom account settings (3)

Require password for participants joining by phone



A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.

Mute participants upon entry



Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.

Upcoming meeting reminder



Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client.

In Meeting (Basic)

Require Encryption for 3rd Party Endpoints (H323/SIP)



Zoom requires encryption for all data between the Zoom cloud, Zoom client, and Zoom Room. Require encryption for 3rd party endpoints (H323/SIP).



Chat



Allow meeting participants to send a message visible to all participants

☒ Prevent participants from saving chat

Your zoom account settings (4)

Private chat Allow meeting participants to send a private 1:1 message to another participant.	<input checked="" type="checkbox"/>
Auto saving chats Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.	<input type="checkbox"/>
Play sound when participants join or leave Play sound when participants join or leave	<input type="checkbox"/>
File transfer Hosts and participants can send files through the in-meeting chat. 	<input type="checkbox"/>
Feedback to Zoom Add a Feedback tab to the Windows Settings or Mac Preferences dialog, and also enable users to provide feedback to Zoom at the end of the meeting	<input checked="" type="checkbox"/>
Display end-of-meeting experience feedback survey Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong. 	<input type="checkbox"/>
Co-host	<input checked="" type="checkbox"/>

Your zoom account settings (5)

Allow **All Participants** to share screen when there are group presentations. But change this option for individual class meetings, not here (in your account setting). Here choose **Host Only**.

Polling

Add 'Polls' to the meeting controls. This allows the host to survey the attendees. ⓘ

Allow host to put attendee on hold

Allow hosts to temporarily remove an attendee from the meeting.

Always show meeting control toolbar

Always show meeting controls during a meeting ⓘ

Show Zoom windows during screen share ⓘ

Screen sharing

Allow host and participants to share their screen or content during meetings

Who can share?

Host Only

All Participants ⓘ

Who can start sharing when someone else is sharing?

Host Only

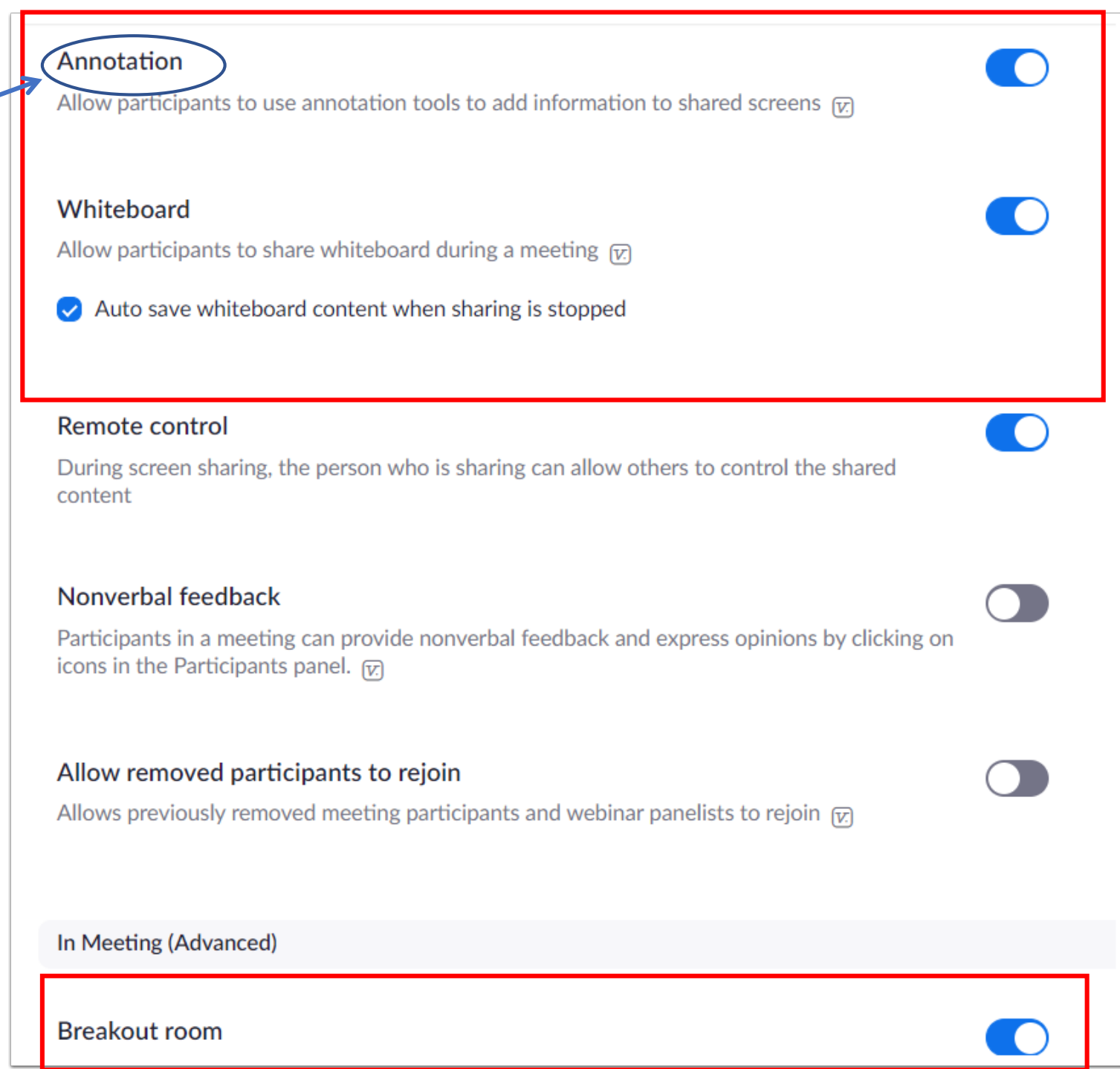
All Participants ⓘ

Disable desktop/screen share for users


Disable desktop or screen share in a meeting and only allow sharing of selected applications.
ⓘ


Your zoom account settings (6)

Enable Annotation so you can write or draw on the whiteboard.





The image shows a screenshot of the Zoom account settings page. A red rectangular box highlights the 'Annotation' and 'Whiteboard' settings. A blue arrow points from the text 'Enable Annotation so you can write or draw on the whiteboard.' to the 'Annotation' toggle switch. The 'Annotation' toggle is turned on. Below it, the 'Whiteboard' toggle is also turned on. Under the 'Whiteboard' section, there is a checked checkbox for 'Auto save whiteboard content when sharing is stopped'. Further down, the 'Remote control' toggle is turned on, 'Nonverbal feedback' is turned off, and 'Allow removed participants to rejoin' is turned off. At the bottom, under the 'In Meeting (Advanced)' section, the 'Breakout room' toggle is turned on. The 'Breakout room' toggle is also highlighted by a red rectangular box.

Annotation
Allow participants to use annotation tools to add information to shared screens 

Whiteboard
Allow participants to share whiteboard during a meeting 
☒ Auto save whiteboard content when sharing is stopped

Remote control
During screen sharing, the person who is sharing can allow others to control the shared content

Nonverbal feedback
Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. 

Allow removed participants to rejoin
Allows previously removed meeting participants and webinar panelists to rejoin 

In Meeting (Advanced)


Breakout room

Your zoom account settings (7)

Breakout room

Allow host to split meeting participants into separate, smaller rooms



☒ Allow host to assign participants to breakout rooms when scheduling 

Remote support

Allow meeting host to provide 1:1 remote support to another participant



Closed captioning

Allow host to type closed captions or assign a participant/third party device to add closed captions



Save Captions

Allow participants to save fully closed captions or transcripts



Language Interpretation

Allow host to assign participants as interpreters who can interpret one language into another in real-time. Host can assign interpreters when scheduling or during the meeting.



Far end camera control

Allow another user to take control of your camera during a meeting



Set Up A Class Meeting

Schedule a meeting

- From web portal, zoom client (computer), or email (outlook)
- **Suggestions – Check these Meeting Options:**
 - Enable join before host
 - Mute participants upon entry
 - Breakout Room pre-assign
 - This seems a useful feature if you plan to have some group activities during your class session.
 - # of rooms = # of groups
 - You can upload **a group list (in csv format)** to zoom web portal if you already have groups in your class
 - Schedule a meeting – meeting options – Breakout Room pre-assign
 - Note: As the host, you can also allow zoom to randomly assign participants to different rooms during a meeting, or you can manually assign participants to rooms using their email addresses.

Pre-assign Room Name	Email Address
room1	test1@xxx.com
room1	test2@xxx.com
room2	test3@xxx.com
room2	test4@xxx.com
room3	test5@xxx.com
room3	test6@xxx.com



Room Name = Group ID

Invite your students

- After you schedule the meeting, you'll find this page:

My Meetings > Manage "My Meeting" Start this Meeting



Topic	My Meeting	
Time	Feb 1, 2020 10:00 PM Beijing, Shanghai	
Add to	Google Calendar Outlook Calendar (.ics) Yahoo Calendar	
Meeting ID	<div></div>	
Meeting Password	✓ Require meeting password <div></div>	
Invite Attendees	Join URL: https://cuhk.zoom.us/j/919191919191 <div></div> Copy the invitation	
Video	Host	Off
	Participant	Off
Audio	Telephone and Computer Audio	
	Dial from Hong Kong, China and other 1 country	







Help

- Click **"Copy the invitation"**
- Send an email to all students (from Blackboard or Outlook) and paste the invitation, which includes meeting time, URL, meeting ID and password.
- Students can use the information to log in your meeting at scheduled time.





Schedule Recurring Meetings

- You can set your class meeting as a recurring meeting with a fixed weekly schedule till the end of Term 2.
- The same meeting URL, meeting ID and password can be used for all the recurrent meetings.

Topic	Course XXXX Class Meetings 		
Description (Optional)	This is a series of weekly meetings for Course XXXX. 		

When	2020/02/17 	2:30 	PM 
Duration	3 	hr	0  min
Time Zone	(GMT+8:00) Beijing, Shanghai 		

☒ Recurring meeting **Every week on Mon, until Apr 30, 2020, 11 occurrence(s)**

Recurrence	Weekly 
Repeat every	1  week
Occurs on	<input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat
End date	<input checked="" type="radio"/> By 2020/04/30  <input type="radio"/> After 7  occurrences

Require Meeting Registration (Class Attendance)


- When you schedule your meeting on the Zoom web portal and require Participant Registration, the Meeting Invitation will include a link.
- Participants must first click that link, input their name and email address, and then they'll obtain the meeting URL, ID and password.

- The registration feature may help keep record of class attendance. Ask your students to register using their **CUHK link email address**.
- After the meeting you can see the list of participants and polling results by clicking the **Reports** tab on Zoom web portal.
- Note: Polling reports are available only when **Meeting Registration** is enabled.

Occurs on

☐ Sun ☒ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat


End date

☒ By  ☐ After occurrences

Registration

☒ Required

- ☐ Attendees register once and can attend any of the occurrences
- ☒ Attendees need to register for each occurrence to attend
- ☐ Attendees register once and can choose one or more occurrences to attend

 [SOLUTIONS](#) [PLANS & PRICING](#) [CONTACT SALES](#)

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Usage Reports

Usage

View meetings, participants and meeting minutes within a specified time range.

Meeting

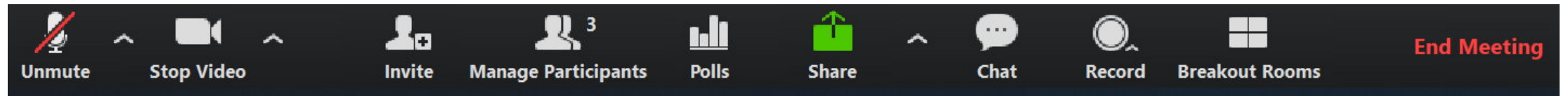
View registration reports and poll reports for meetings.

Meeting Controls

– During Meeting

Meeting Controls

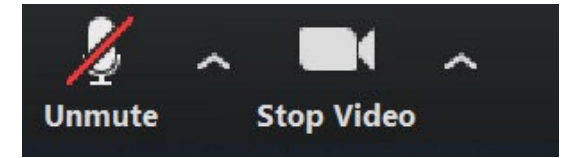
- Once your meeting starts, if you are the host, you'll see this bar at the bottom of your screen.
- At the top of your screen, you'll see names of participants. If their video is on, you can see them, too.



Let's go through the features on the meeting control bar one by one.

Meeting controls

Set up your own audio/video

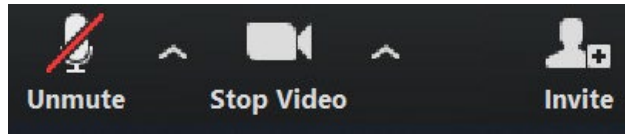


You can mute your audio and/or stop your video during the meeting by clicking these two buttons.

- Mute / unmute audio: Click the arrow and you'll see these options
 - Select a microphone
 - Select a speaker
 - Test speaker and microphone
 - When you start/join a meeting, zoom already asks you to test your speaker and microphone.
 - Switch to phone audio
 - **Leave computer audio**
 - Audio settings ...
- Start / Stop video
 - Select a camera
 - Video settings ... (e.g., **touch up my appearance?**)
 - Choose a **virtual background**
 - If the host and/or participants must turn on their video during meeting (e.g., for group presentation) and you or your students don't want others to see what's behind you, then choose a nice picture and make it your "**virtual background**" – Problem solved!

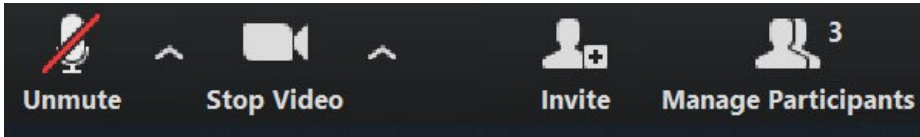


Invite



You can invite new participants during the meeting.

Manage Participants



Click “Manage Participants” and you’ll see a pop-up box with the list of meeting participants



- Mute all / Unmute all (bottom of page)
- Move your mouse over each participant’s name, click **More** and you’ll see these options:

- Chat
- Stop video
- **Spotlight video**
- **Make host**
- **Make co-host**
- Rename
- Remove

This option puts that participant’s video in the center for all to see.

- ✓ Mute participants on entry
- ✓ Allow participants to unmute themselves
- ✓ Allow participants to rename themselves
- Play chime for entry/exit
- Lock meeting**

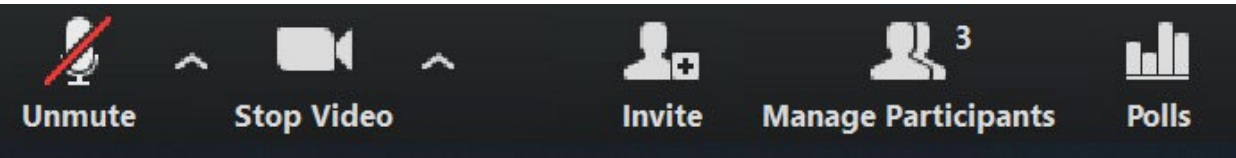
Lock Meeting prevents any new participants from joining the meeting.

Mute All

Unmute All

More ▼

Polls

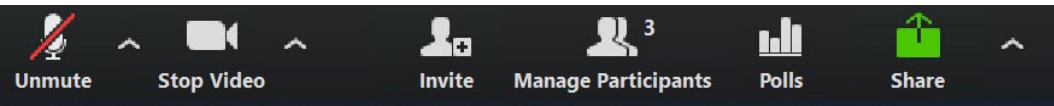


Click Polls and you'll be directed to zoom web portal. You can

- Create polling questionings
- Save and launch polling
- See results on screen
- End polling
- Then Share results
 - Polling results will show on participants' screens
- Stop share resulting
 - Pooling results will disappear from participants' screens
- Re-launch Polling

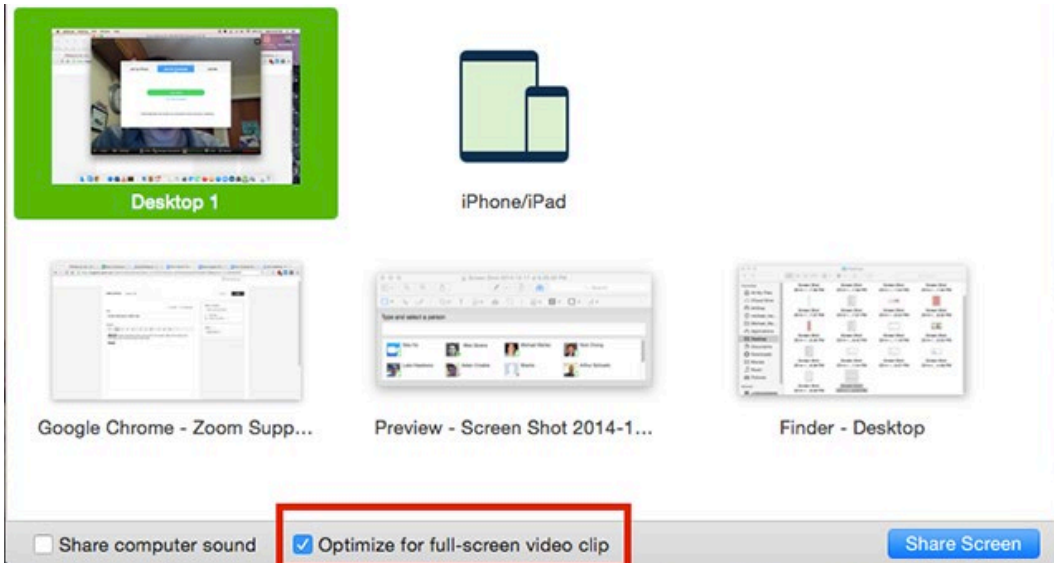
- Polling feature can be used for quick MC quiz during meeting.
- If you'd like to save individual participants' responses to the poll, you must enable meeting registration when scheduling the meeting.

Share – Lecture PPT, video, webpages, etc.



Share certain contents on your screen so all participants can see them

Click Share Screen and you'll see these options:

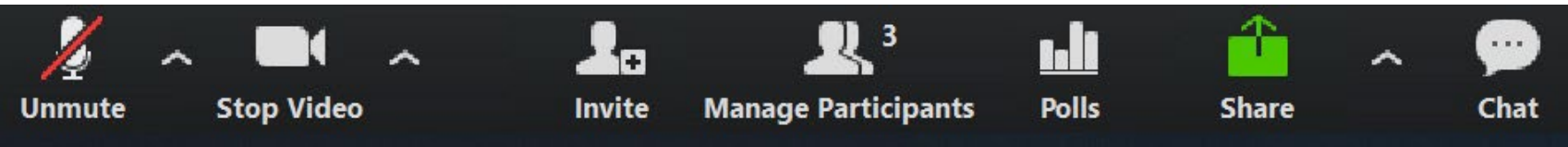


- For PPT lecture, please select “Desktop 1”
 - If you have two monitors, zoom will show “Screen 1” and “Screen 2” for you to choose.
 - Choose Desktop so that everything on your screen (PPT, video, web page etc. for class use) can be shared.
- If you plan to play videos from your computer for students to watch (e.g., youtube video), remember to check “**Share computer sound**” at bottom
- When “**Optimize for full-screen video clip**” is checked, your video can play in full screen.

Notes:

- *Suggestion: Mute participants during meeting. If a student has questions, he/she can click the **Raise Hand** button and you can unmute him/her. Or students can ask questions in **Chat**.*
- *If you use Kahoot or uReply or any app that requires a student to use his/her cell phone, and the student is using cell phone to access zoom class meeting, then you might have a problem. Don't grade those activities; otherwise you'll need to inform students in advance they need to have two devices.*

Chat



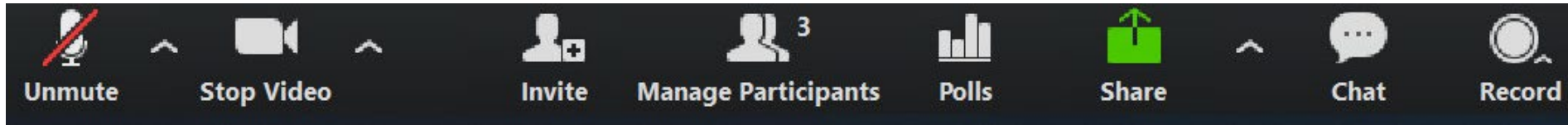
- Click **Chat** and a pop-up page appears.
- Can choose text to everyone or a participant privately.
- Click the “...” button for more options that allow attendees to chat with
 - No one
 - Host only
 - Everyone publicly
 - Everyone publicly and privately (usually choose this option)

- Many students like to ask questions in chat. So this can be a Q&A tool.
- You can save chat history as a text file.
- This may also be used as an indicator of class participation?

Why we need two monitors?

- Put all class-related activities on Shared Screen (Monitor 1), e.g., PPT, youtube, Kahoot page, other webpage
- Put everything you don't want students to see on Monitor 2, e.g., your emails ...
- And when you share screen, you may want to move Chat Box and Participant List to another screen. This way, you can watch your PPT and chat simultaneously.
- If you don't have two monitors,
 - Log in your zoom account from your cell phone, join the same meeting and open the chat box on your phone.

Record



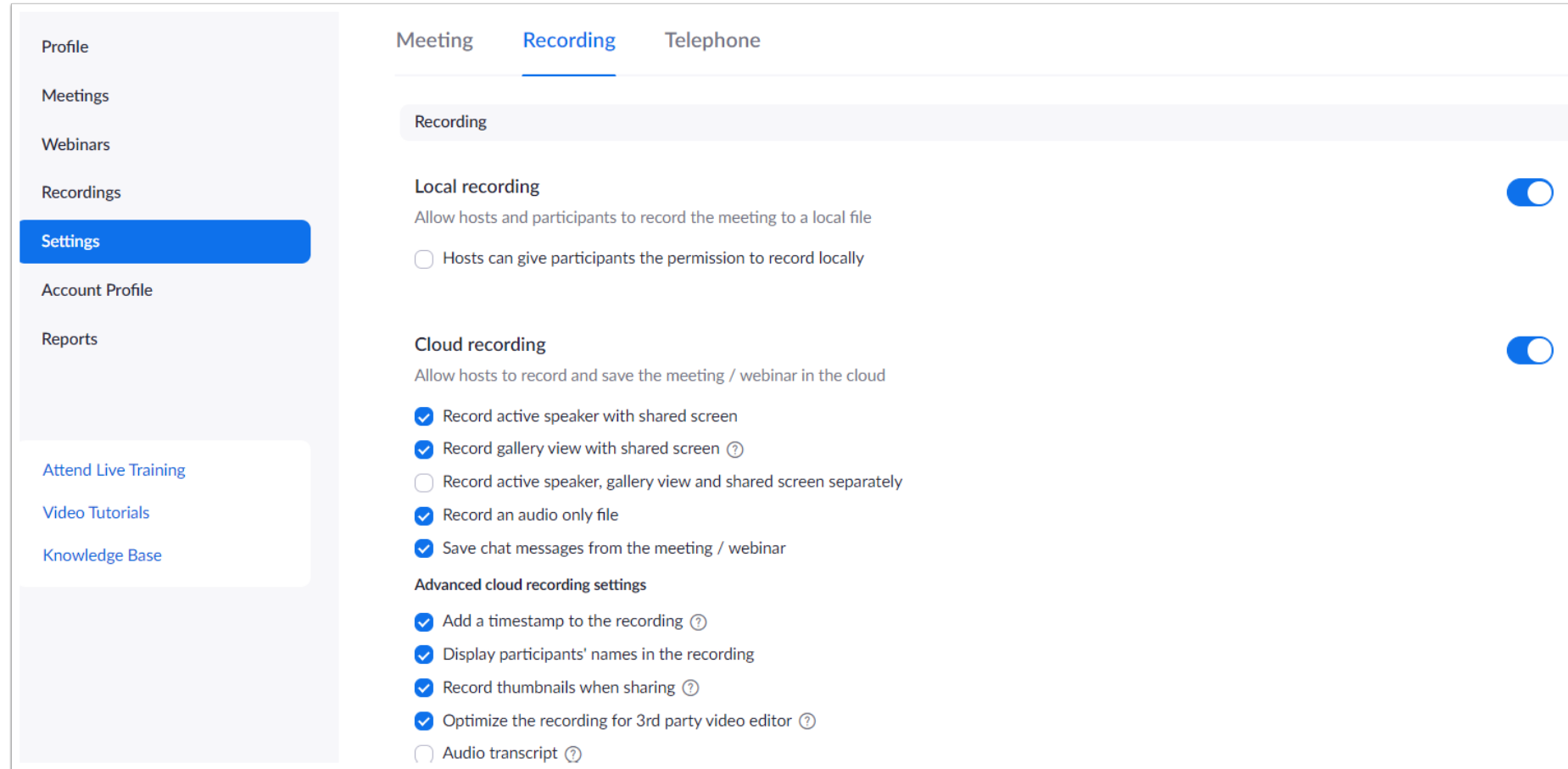
Click **Record** for these options:

- Record on this computer (recommended)
- Record to the cloud

You can record your class meeting (audio and shared screen) and save as a MP4 file on your computer. Edit it if needed and then upload the recording to Panopto Video on Blackboard for students to review.

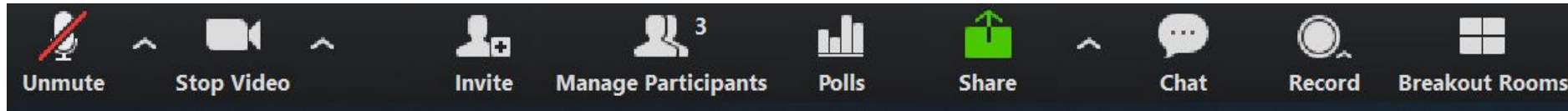
More on Recording

- Student consent is needed if you record the meeting when participant video is turned on.
- So, record **audio + screen share** seems better (no need to see anyone's face 😊)? (Should seek guidelines from the University / ITSC).
- Local recording seems easier to control. After the meeting, you'll find an "audio only" M4A file and MP4 video file in the folder "Zoom" under "My Documents" in your computer.
- Observation: It seems if you enable Local Recording, then Cloud Recording will no longer be available.



The screenshot displays the Zoom settings interface. On the left is a sidebar menu with options: Profile, Meetings, Webinars, Recordings, **Settings** (highlighted in blue), Account Profile, and Reports. Below this menu are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area has three tabs: 'Meeting', 'Recording' (selected), and 'Telephone'. Under the 'Recording' tab, there are two main sections: 'Local recording' and 'Cloud recording'. 'Local recording' is enabled (toggle on) and includes the option 'Hosts can give participants the permission to record locally' which is unchecked. 'Cloud recording' is also enabled (toggle on) and includes several checked options: 'Record active speaker with shared screen', 'Record gallery view with shared screen' (with a help icon), 'Record an audio only file', and 'Save chat messages from the meeting / webinar'. There is also an unchecked option 'Record active speaker, gallery view and shared screen separately'. Under 'Advanced cloud recording settings', there are four checked options: 'Add a timestamp to the recording' (with a help icon), 'Display participants' names in the recording', 'Record thumbnails when sharing' (with a help icon), and 'Optimize the recording for 3rd party video editor' (with a help icon). The last option, 'Audio transcript' (with a help icon), is unchecked.

Breakout Rooms (For Group Discussion)



- Only the host can see **Break Rooms** on the meeting control bar.
- Click the button you'll see pre-assigned room list, or assign rooms during the meeting. You'll see these options:

- View room assignments
- Recreate rooms
- Add a room

Options

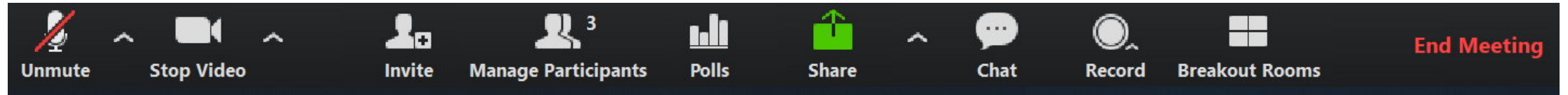
- Open all rooms

Click here to open all rooms for participants

- ✓ Move all participants into breakout rooms automatically
- ✓ Allow participants to return to the main session at any time
 - Breakout rooms close automatically after __ minutes
 - Count down after closing breakout room, set countdown time __ seconds

- As the host, you can join any breakout room and join the conversation.
- When in a room, you can click Leave Breakout Room (bottom-right corner) to leave the room.
- This feature allows each group to discuss among themselves.
- Participants in a certain room can Ask for Help, and the host will receive the message on his/her screen.

End Meeting

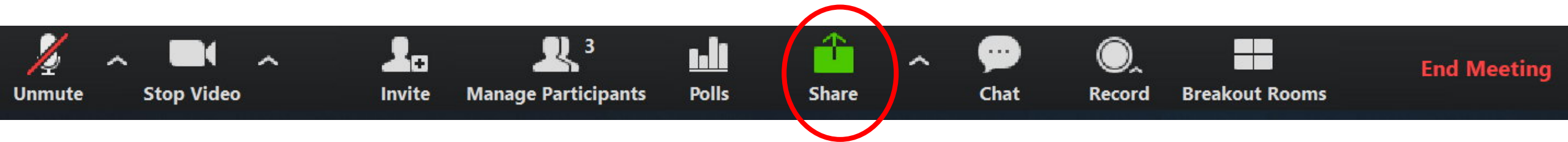


Participants have a “Leave Meeting” button on the control bar. The host can end meeting for all participants.

Screen Sharing (Whiteboard)

Write or Draw on Whiteboard

- In addition to sharing your screen (PPT, browser, etc.), you can also share a whiteboard with meeting participants.



To enable whiteboard,

- Enable **Annotation** in your account setting on Zoom web portal (We have done this in account settings).
- During meeting, click **Share** on control bar.
- Choose **Whiteboard** and start writing.
- This is a useful tool if you need to hand-write formulas, draw pictures, etc. in your teaching.

You can switch between Screen and Whiteboard sharing on your computer.

Group Presentation

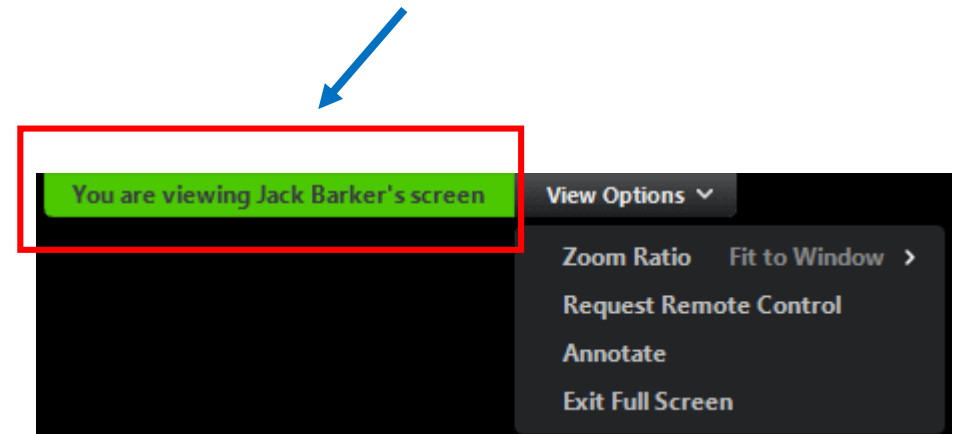
Group Presentation

- Imagine this:
 - Four students work on their group project and send their presentation material (typically PPT slides) to you.
 - Four students in four different places, and they'll need to present as a group on zoom, using the same set of slides.
 - Assume they present to the entire class and the teacher.

Zoom Solution:

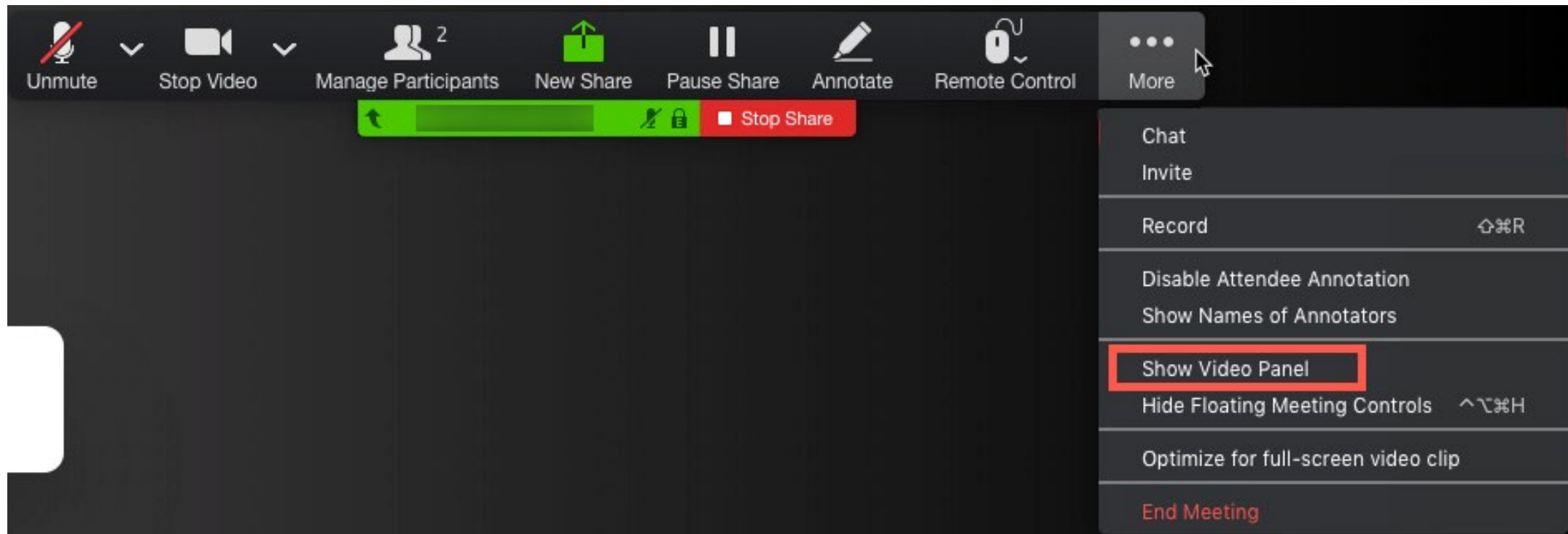
- Allow participants to share their screen during the meeting
 - Click Share Screen and choose **"Multiple participants can share screen simultaneously"**
- Allow at least the presenting students to turn on their video.
- One group member shares and controls the PPT. All members take turn to do their presentation.
- OR, group members can request **Screen Control** among themselves to move around PPT slides on one member's screen.

When a meeting participant shares his/her screen, you'll see this at top of your screen.

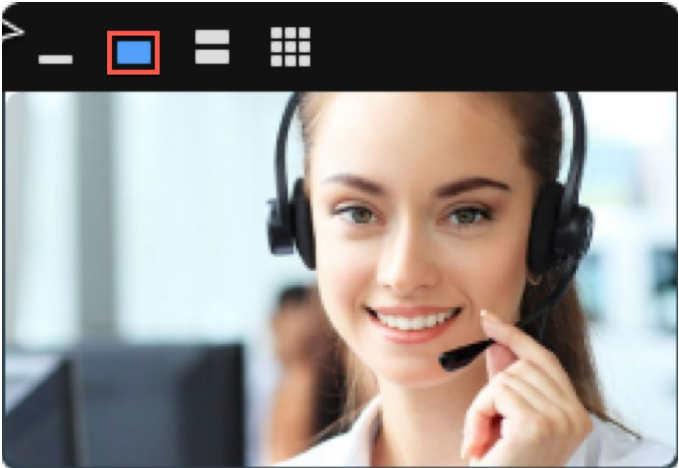


Video Layout Options While Screen Sharing

- Show the video panel
 - Start a meeting and a screen share
 - The participant panel will show by default, but if you do not see it:
 - Click **More** in the meeting controls
 - Click **Show Video Panel**



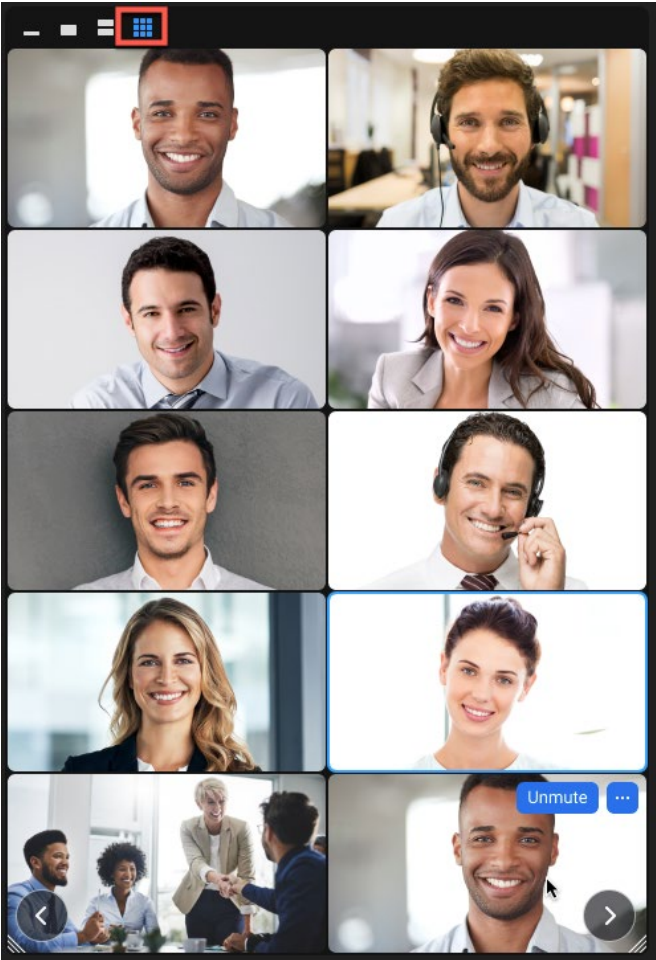
Video Layout Options



Active Speaker View

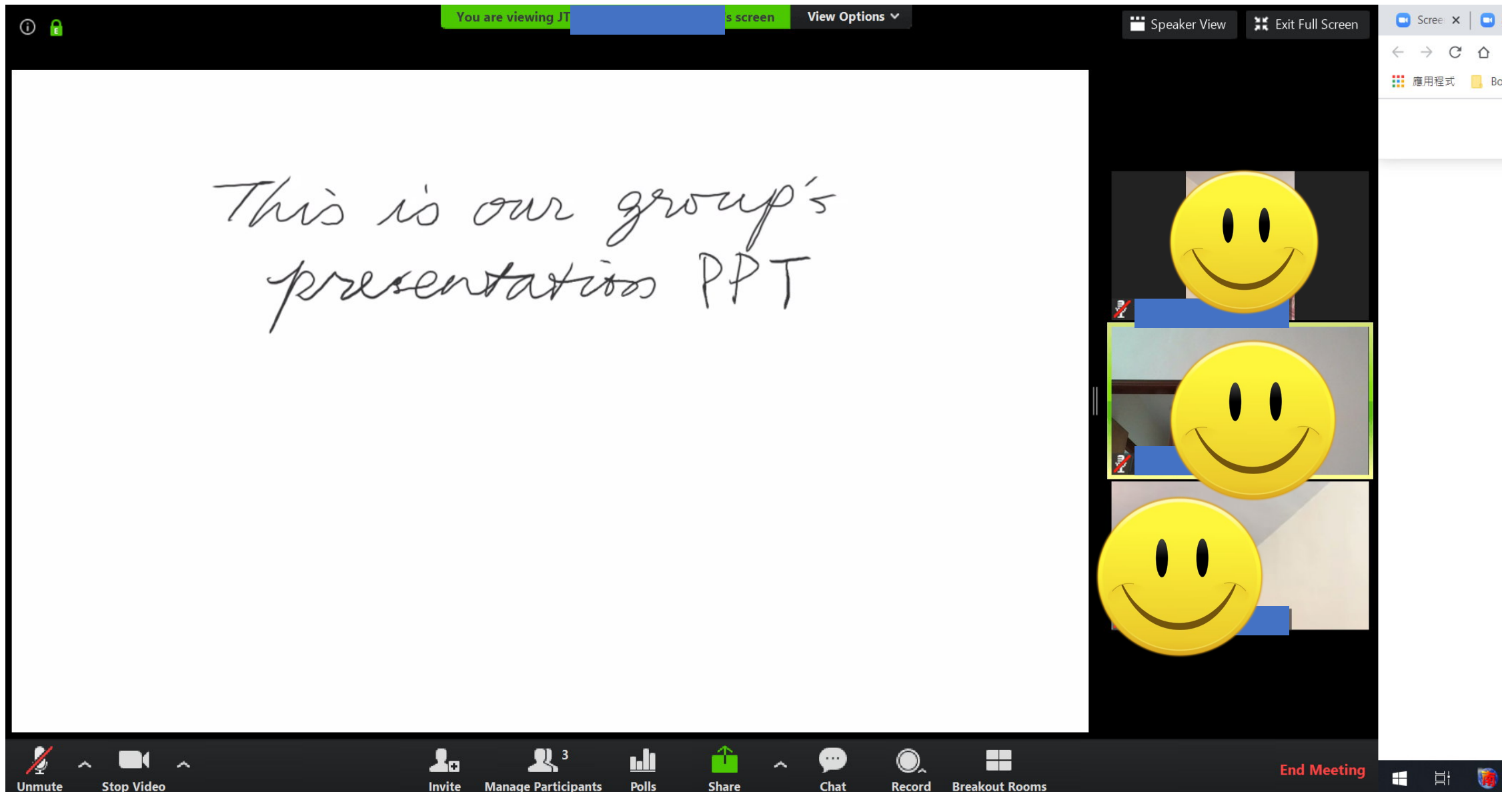


Gallery View Strip (vertical or horizontal)



Gallery View Grid

What a Group Presentation Might Look Like on Host's Screen



Thanks!

Q&A