

Controlling what you see when attending a Zoom meeting in the Windows app

When you attend a Zoom meeting, you have options that can make it easier to focus on the content during the meeting, whether that is the other attendees or content that a presenter is sharing. This guide shows you how to control what you see in the Zoom window when attending a meeting using the Zoom Windows app.

Sections

[Video grid options when no content is being shared](#)

[View options when content is being shared](#)

This guide is published by virtual presentation expert Dave Paradi of ThinkOutsideTheSlide.com. His articles and videos on virtual presenting have been viewed over 3.5 million times and liked over 14,000 times on YouTube.

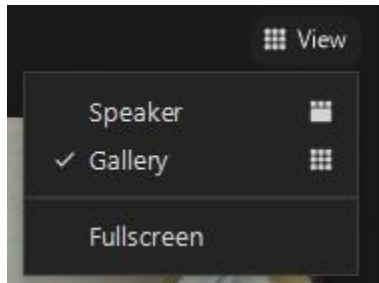
This guide is provided so that you can get the most from the virtual meetings you attend.

If you are a presenter in virtual meetings, you can get notified of new articles and videos at <https://www.ThinkOutsideTheSlide.com/vpnotify>.

Video grid options when no content is being shared

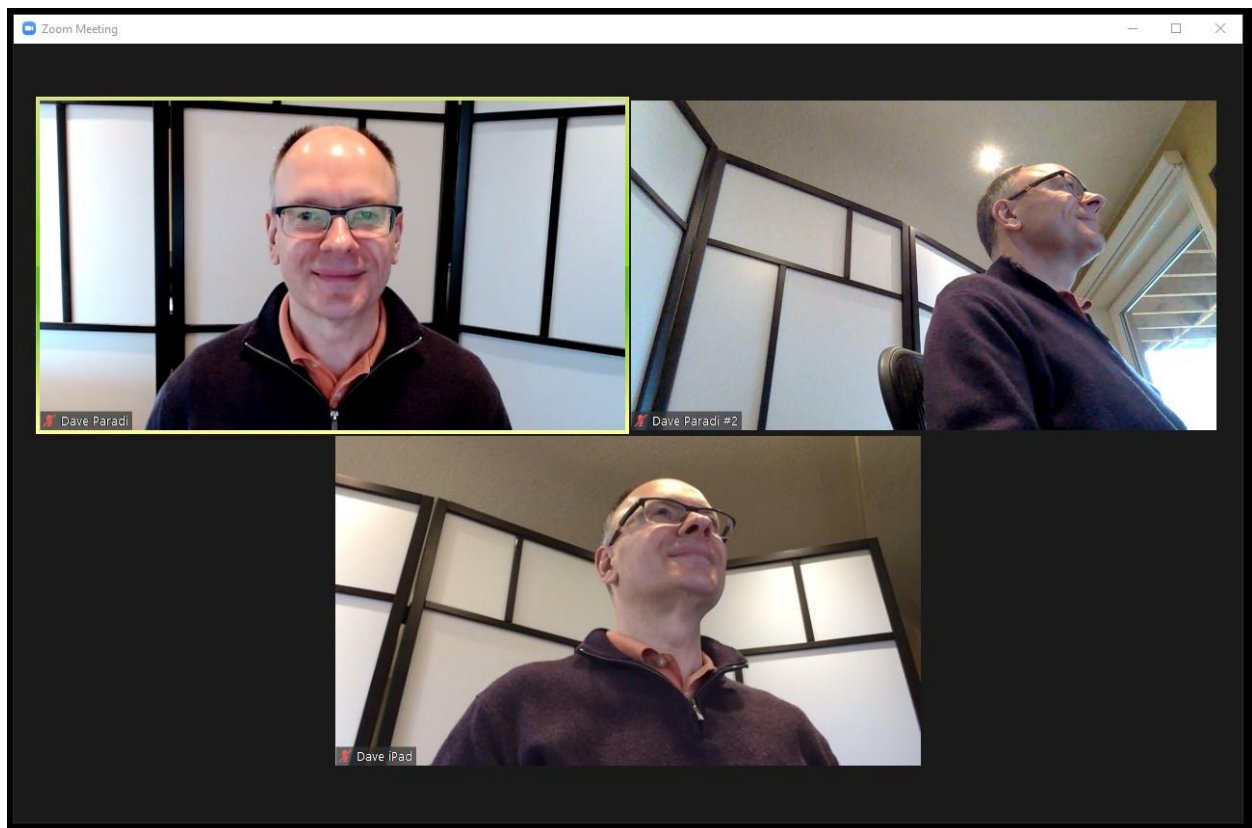
How to switch views

Switch views by clicking on the View button in top right of the Zoom window. You will see that you have two options, Gallery or Speaker.



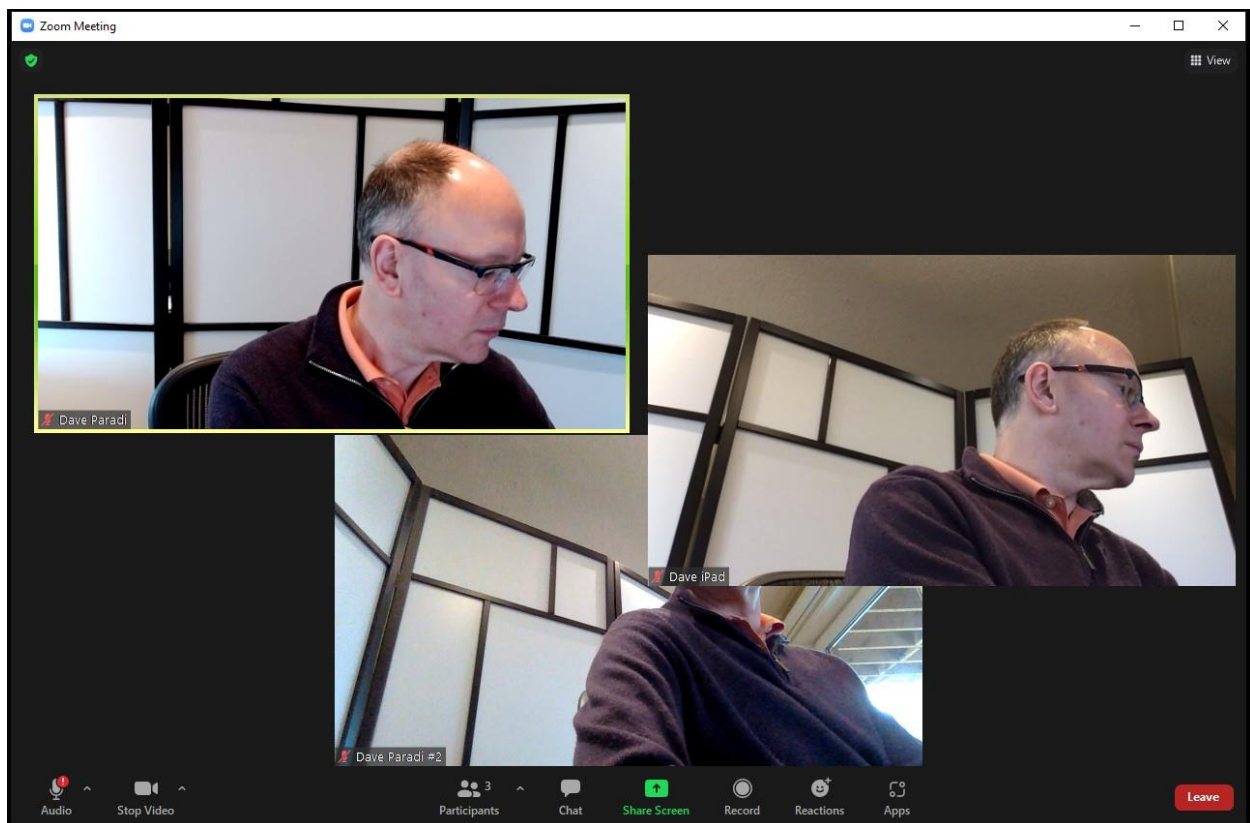
Gallery view

Gallery view arranges all videos on the screen and the current speaker has a green rectangle around their video.



The advantage of Gallery view is that you always see all of the people who have their video turned on and can see everyone's facial expressions or reactions. The disadvantage is that each video may be small if many people are attending the meeting.

In Gallery view you can rearrange the position of the videos by grabbing the video tile with your mouse and dragging it to the spot you want it to be. When you move your cursor over a video tile, you will see the hand cursor. Click the left mouse button to grab the video tile and drag it to the location you want it to be.



Rearranging the video tiles helps you move the most important people in the meeting to the top row so you can focus on them. Rearranging your grid does not change the view for anyone else.

Speaker view

Speaker view arranges thumbnails of all the videos at the top of the window and shows the current speaker as a large video in the center of the Zoom window. If Zoom determines that you are the current speaker it does not make your video large, it shows the last speaker's video in the large current speaker position. The current speaker video changes as Zoom detects who is speaking in the meeting. If multiple people are speaking at once it may not be able to accurately switch quickly between the different speakers.



The advantage of Speaker view is that you see the person speaking large on your screen. This is an advantage if there are many people attending the meeting and the video thumbnails in Gallery view are small. The disadvantage of Speaker view is that it is harder to see facial expressions in the small thumbnails at the top and the current speaker video may not switch if multiple people are speaking or Zoom is slow in detecting that someone else has started speaking.

Immersive view

The host of the meeting can put everyone into an immersive view, which makes it appear that everyone is together in a particular setting, like a boardroom or classroom.



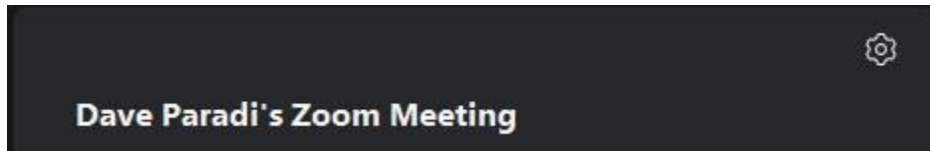
When this view mode has been activated by the meeting host, you cannot change the view on your screen.

Additional video options

You can access additional options for the video grid in the Zoom Settings. To access the Settings in a meeting, click on the Meeting information shield icon in the top left corner of the Zoom window.



The Meeting information panel opens. In the top right corner there is the gear icon that when you click on it opens the Settings dialog.



In the Settings, go to the Video section. Scroll down to find the options shown below.

- Always display participant names on their video
 - Turn off my video when joining meeting
 - Always show video preview dialog when joining a video meeting
 - Hide non-video participants
 - Enable stop incoming video feature
 - See myself as the active speaker while speaking
- Maximum participants displayed per screen in Gallery View:
- 25 participants 49 participants

If you check the Hide non-video participants option it will remove the rectangles that just have someone's name when they are not sharing their video. This will make the other videos larger because there is now more space for those who have their video turned on.

Checking the Enable stop incoming video feature option adds the Stop Incoming Video option to the View menu shown above. This allows you to turn off all video feeds except your own. This is helpful when you are using a lower speed connection or you find the other videos distracting.

Checking the See myself as the active speaker when speaking does what it says. When you speak and are using a view that shows the active speaker larger, your video will move to the active speaker position.

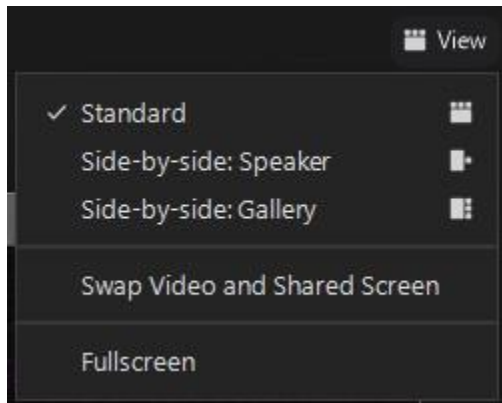
Selecting a higher number of participants shown in Gallery View will show you more people in the meeting but it will make their videos smaller. Decide whether this will be helpful.

When you change one of these settings it will remain for future meetings. On any meeting you can access these additional video settings from the Meeting Information panel.

Video grid options when content is being shared

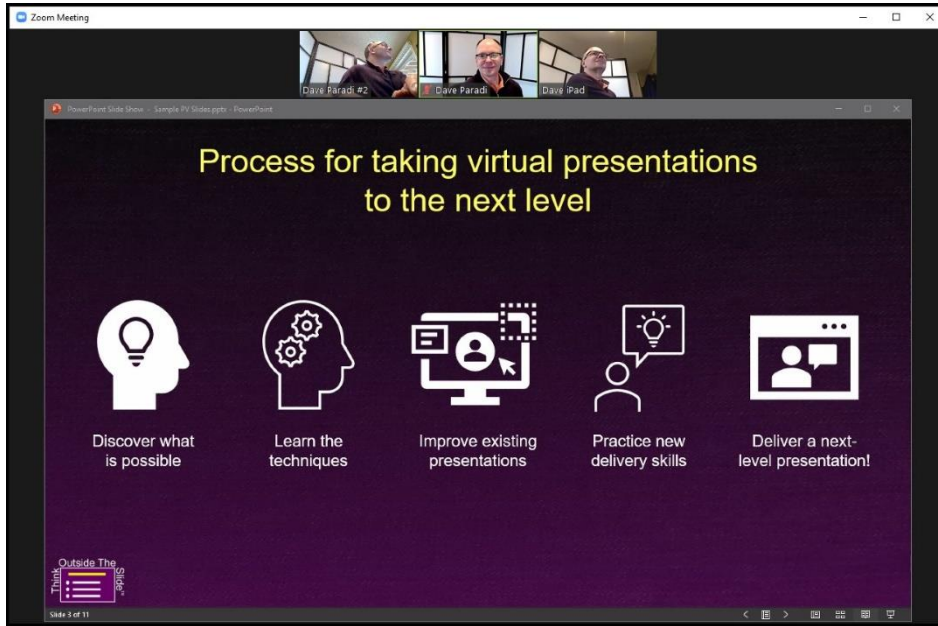
How to switch views

Switch views by clicking on the View button in top right of the Zoom window. You will see that you have three options, Standard, Side-by-side: Speaker or Side-by-side: Gallery. You also have an option to swap Video and Shared Screen if you are using the Standard view.

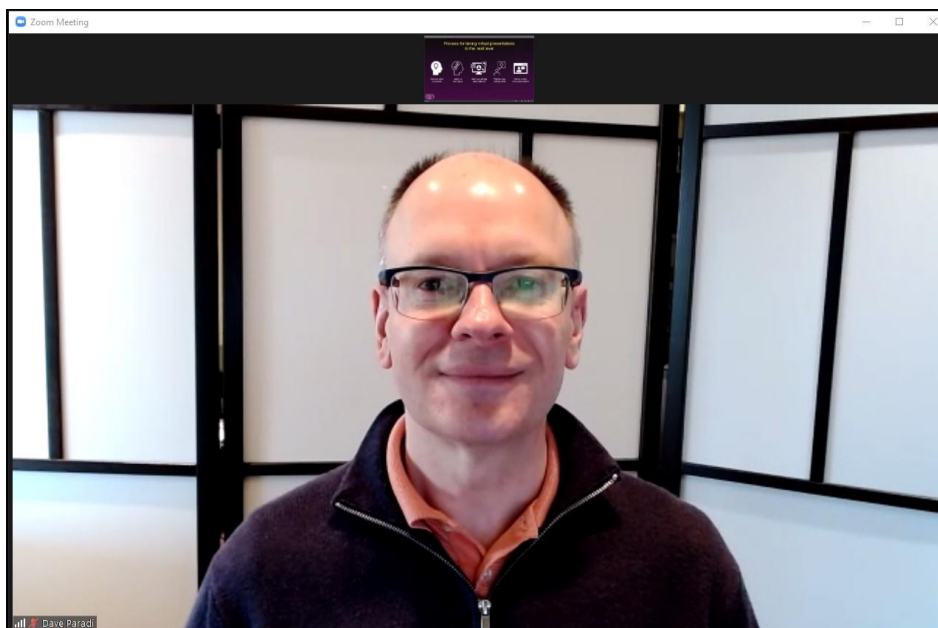


Standard view

In the Standard view, the shared content takes up most of the screen with the video thumbnails at the top of the screen above the shared content window. The current speaker's video has the green rectangle around it.



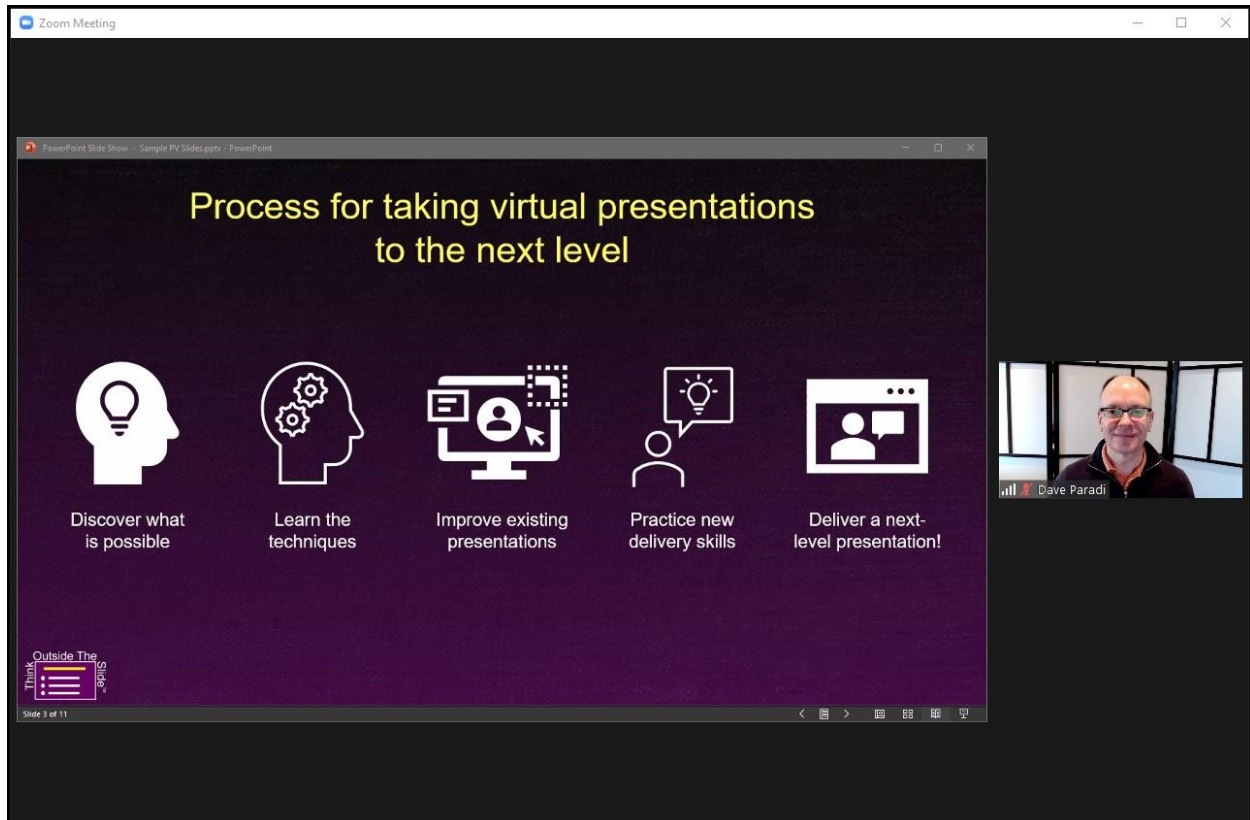
An option you have on the View menu when using Standard view is to Swap Video and Shared Screen. This moves the shared content into a small thumbnail at the top of the screen and shows the current speaker video in the large area of the screen. The other video thumbnails are not shown in this mode.



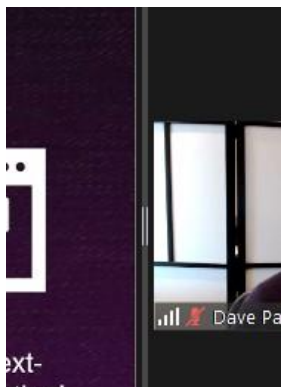
The current speaker video changes if someone else starts to speak, similar to Speaker view when no content is being shared.

Side-by-side: Speaker view

This view places the shared content beside the current speaker's video. All other videos are not shown. The current speaker's video will change if someone else starts to speak, similar to Speaker view when no content is being shared.

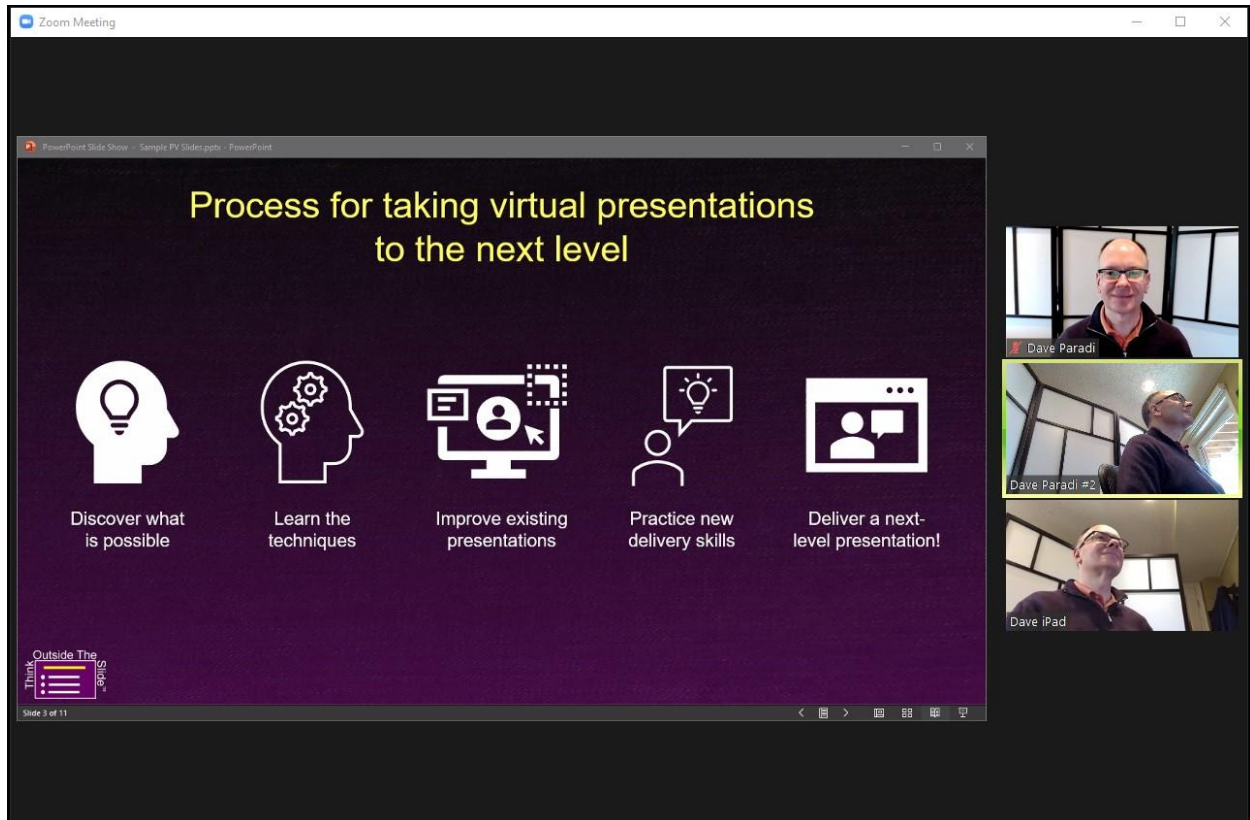


One feature of this view is that you can adjust the proportion of space used for each section. Move your cursor to the divider between the shared content and the speaker video. You can drag the divider left or right to adjust the space used by each section.



Side-by-side: Gallery view

This view places the shared content beside a gallery of all videos. The current speaker's video has the green rectangle around it.



Like the other Side-by-side view, you can adjust the proportion of the screen used for each section using the divider between the two sections. The more space you give to the Gallery, the larger the videos will be and the more videos you will see if there are many people sharing their video in the meeting. Like the Gallery view when no content is shared, you can adjust the position of the videos by dragging them into the order that you prefer.