ACTIVE SPEAKER (VIDEO LAYOUT)

OVERVIEW

When you are in a meeting or webinar, Active Speaker is the default video layout. Active Speaker will switch the large video window between who is speaking with 3 or more participants in the meeting. If it is just you and one other participant, your video will be smaller at the top and their video will appear below.

Read about all video layouts.

You can also pin a video to disable active speaker and make one participant the main speaker on your device. If you are the host, you can spotlight a video for all participants. This will disable active speaker and make one person the main speaker for all participants.

INSTRUCTIONS FOR MAC

When you join a Zoom meeting, it will be in active speaker by default.
RETURNING TO ACTIVE SPEAKER

Returning to Active Speaker from Gallery View

If you are in gallery view, you can click Speaker View at the top right.

Returning to Active Speaker after Spotlighting a Video

If you spotlight a video, you can return to Active Speaker by clicking Cancel the Spotlight Video button at the top left corner of the video window.
Returning to Active Speaker after Pinning a Video

If you pin a video, click Switch to Active Speaker to cancel the pin and return to Active Speaker.

INSTRUCTIONS FOR WINDOWS

When you join a Zoom meeting, it will be in active speaker by default.
RETURNING TO ACTIVE SPEAKER

Returning to Active Speaker from Gallery View

If you are in gallery view, you can click Speaker View at the top right.

Returning to Active Speaker after Spotlighting a Video

If you spotlight a video, you can return to Active Speaker by clicking Cancel the Spotlight Video button at the top left corner of the video window.
Returning to Active Speaker after Pinning a Video

If you pin a video, click Switch to Active Speaker to cancel the pin and return to Active Speaker.

For assistance with Zoom contact Academic Innovation: academicinnovation@utsa.edu or (210) 458-4520