

## ACTIVE SPEAKER (VIDEO LAYOUT)

### OVERVIEW

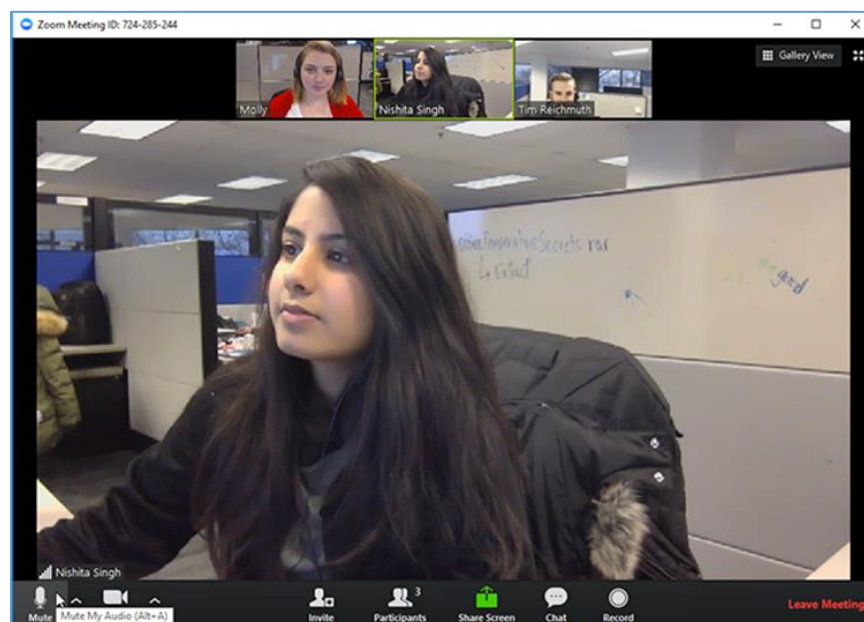
When you are in a meeting or webinar, Active Speaker is the default video layout. Active Speaker will switch the large video window between who is speaking with 3 or more participants in the meeting. If it is just you and one other participant, your video will be smaller at the top and their video will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

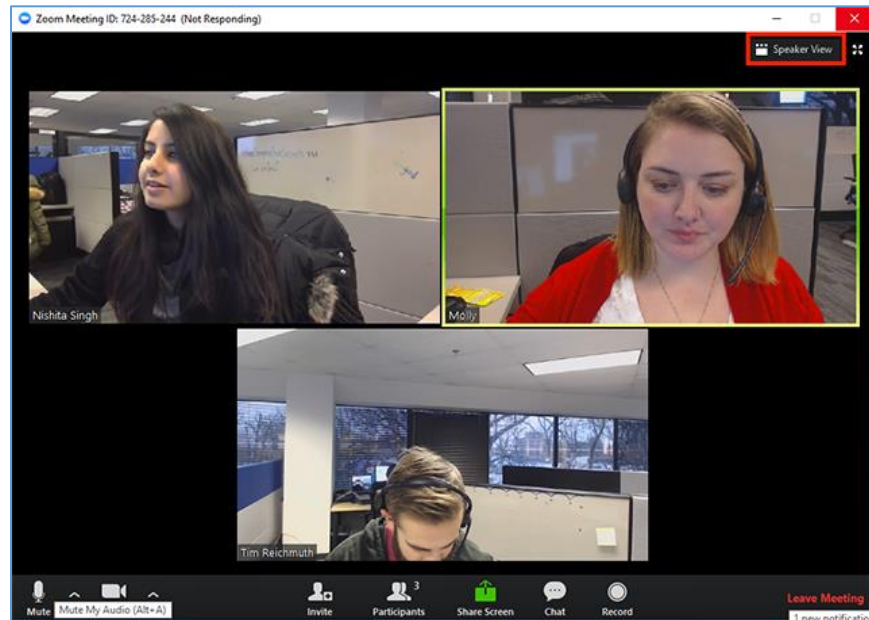
When you join a Zoom meeting, it will be in active speaker by default.



## RETURNING TO ACTIVE SPEAKER

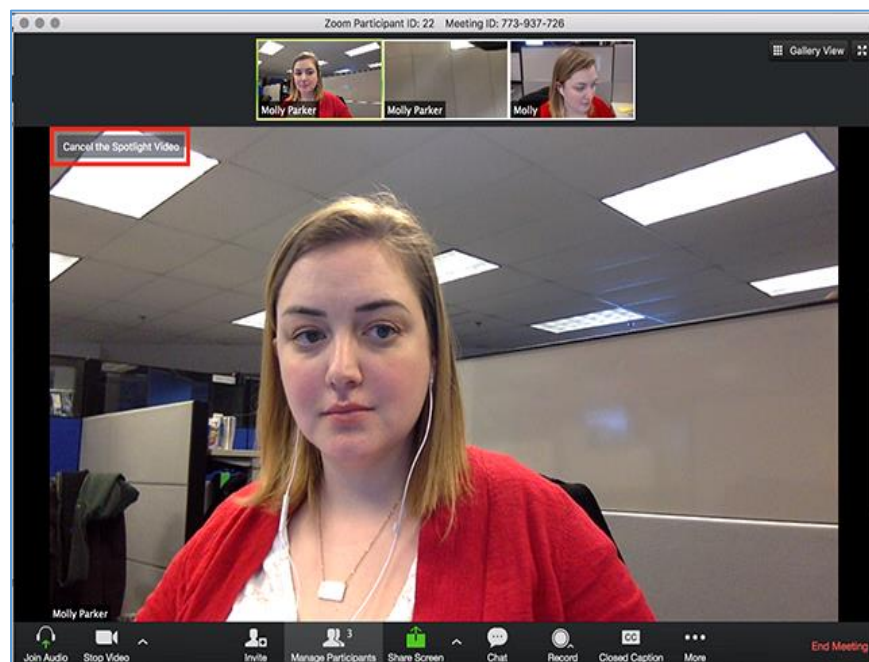
### Returning to Active Speaker from Gallery View

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



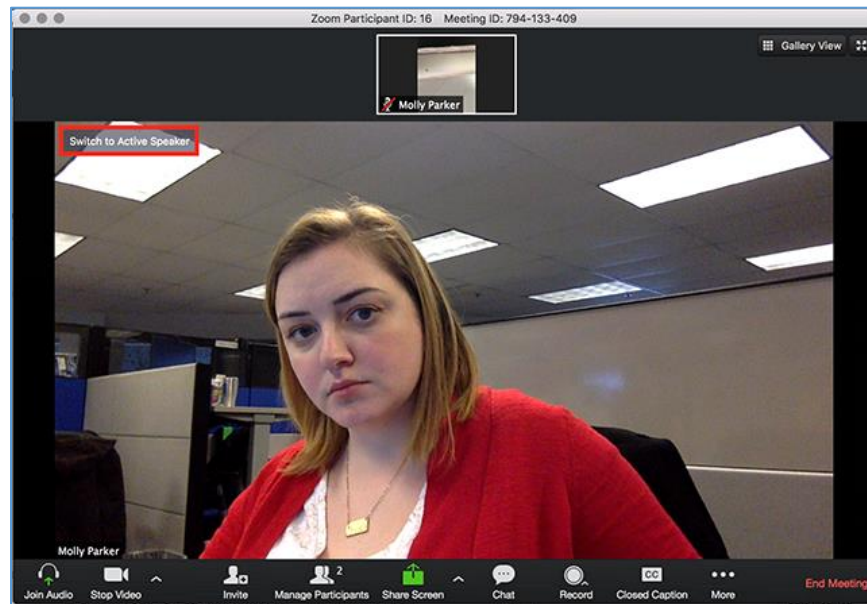
### Returning to Active Speaker after Spotighting a Video

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.



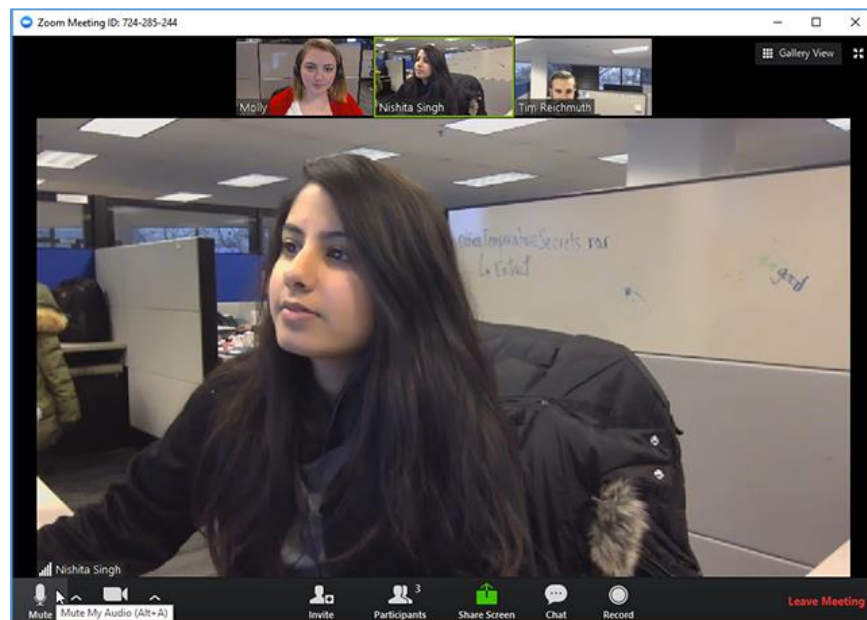
## Returning to Active Speaker after Pinning a Video

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



## INSTRUCTIONS FOR WINDOWS

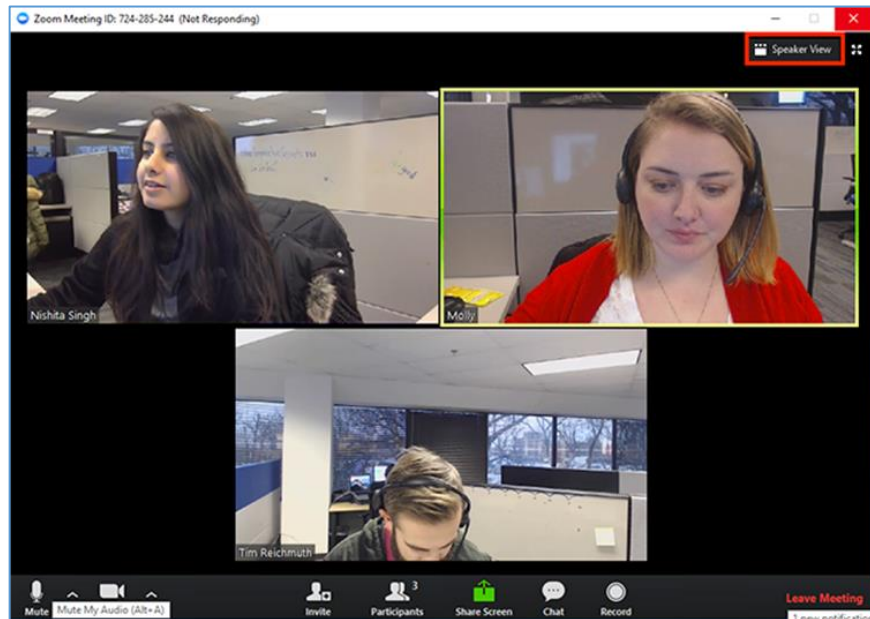
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## RETURNING TO ACTIVE SPEAKER

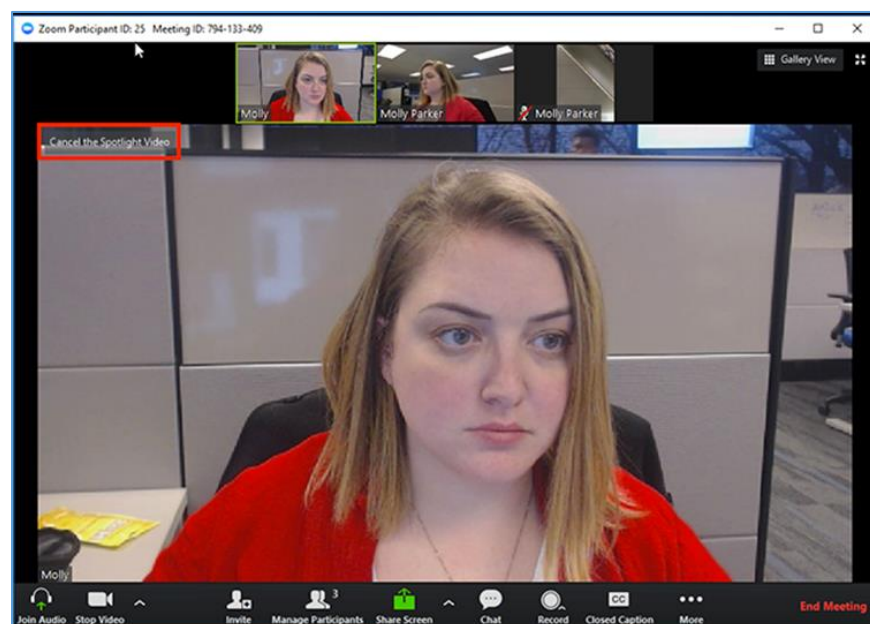
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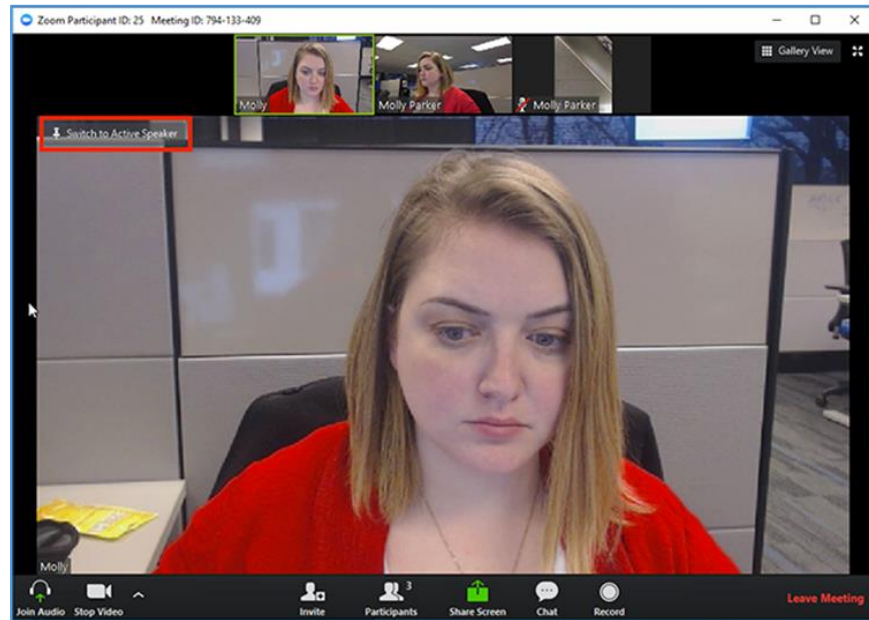
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## Returning to Active Speaker after Pinning a Video

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