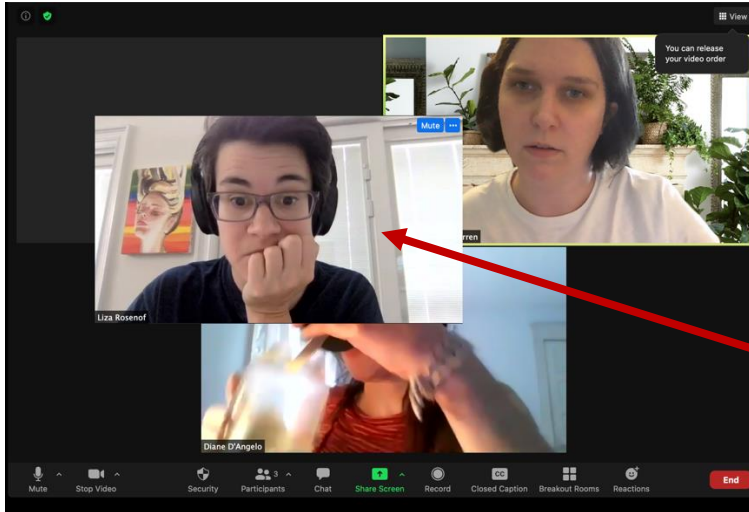


## Zoom Custom Gallery View, Spotlight Video, and Pin Video Cheat Sheet

### Custom Gallery View Organization

- You can now rearrange videos in gallery view to change the order in which they appear.
- Click and hold on the video you wish to move and drag it into position.

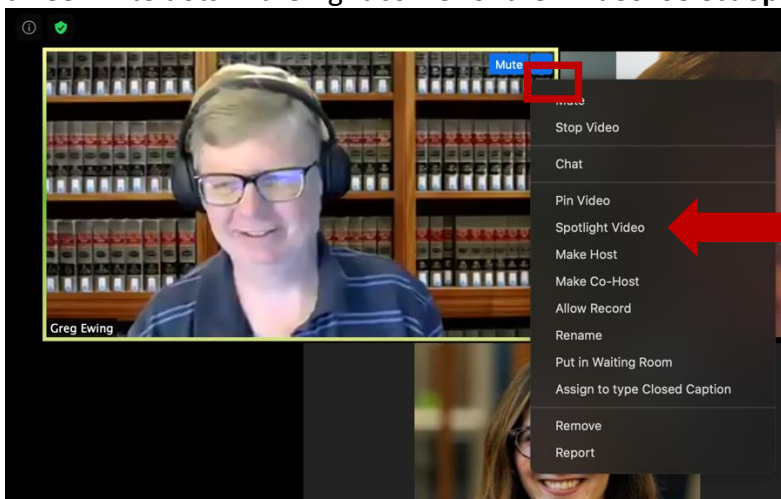


Screenshot taken as I was dragging Liza's video to a different spot.

- Repeat with other videos until you are satisfied.
- This will only change **your** view.

### Spotlight Video

- Spotlight video allows the host or co-host to put up to nine (9) participants as active speakers for **all** participants.
- In the meeting, hover over the video of the person you would like to spotlight. Click the three white dots in the right corner of their video. Select **Spotlight Video**.

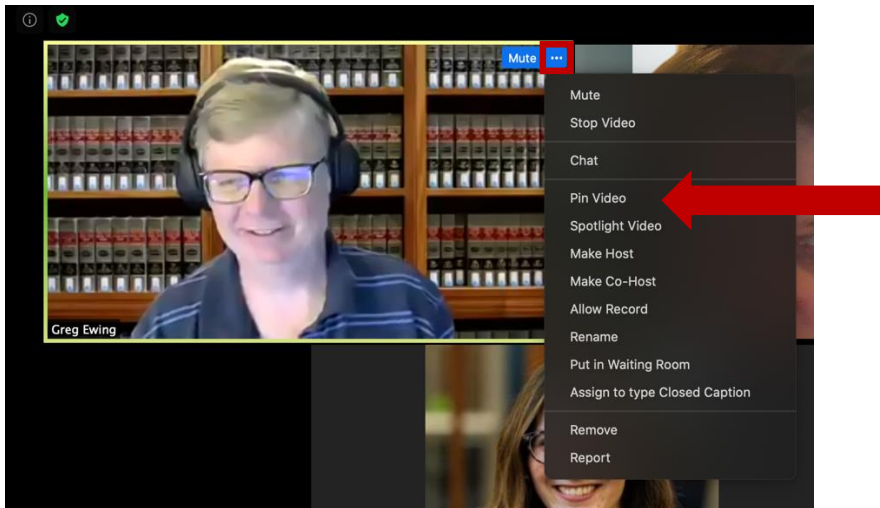


- The spotlighted person will appear as the active speaker on every participant's screen.

- Repeat this step if you wish to add more spotlighted speakers. The host or co-host can spotlight up to **nine (9)** participants. **All participants** will see the spotlighted speakers as active speakers.

### Pin Video

- To make up to **nine (9)** participants active speakers on **your screen only**, hover over the video of the person you would like to pin. Click the three white dots in the right corner of their video. Select **Pin Video**.



- Repeat this step if you wish to add more spotlighted speakers. You can pin up to **nine (9)** participants (**note**: using the pin feature means only you will see the pinned videos as active speakers).

### Removing Custom Gallery View, Spotlight, and Pin

- To remove any of the above features, click the **Change View** button at the top right of the screen and select **Remove All Spotlights**, **Remove All Pins**, or **Release View Order**.

