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.
- 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**.

![Pin Video example](image)

• 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**.

![Change View](image)