

Tips & Tricks

Video Layout

With the exciting enhancements coming in April, let's take some time to review the video layouts available so you can choose the best fit for your meetings.

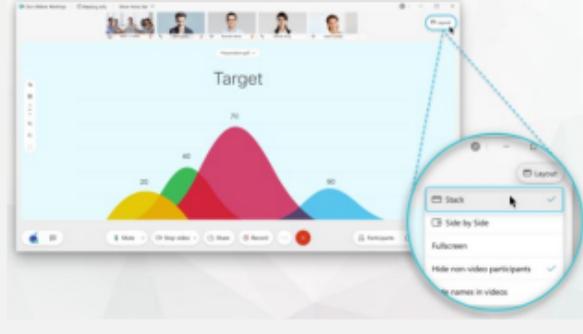
Grid View



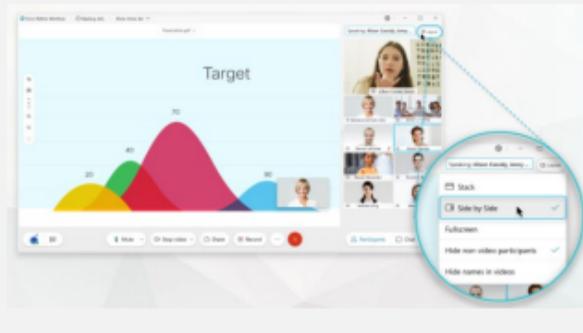
Stage View



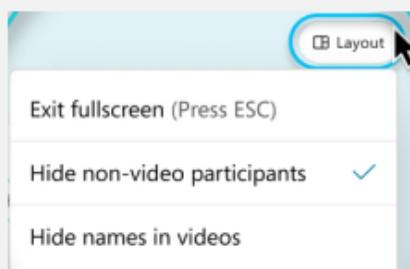
Stack View



Side by side View



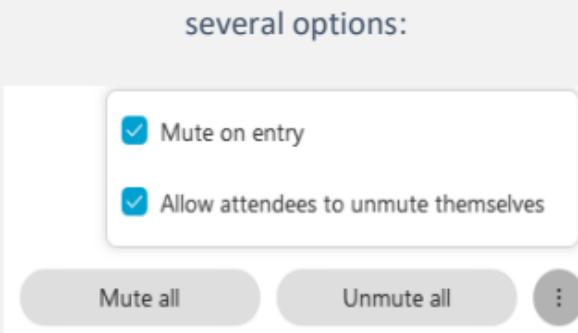
TIP — Only want to see participants who are using video? With the **Layout** menu open, click **Hide non-video participants** to focus only on participants who share their video.



Audio Controls for Hosts & Cohosts

Depending on the type of meeting you are hosting, it may be helpful to have more control over muting and unmuting participants to help prevent interruptions.

To access your audio controls, navigate to the Participants panel and you will see several options:



Mute All/Unmute All

Use this option to mute or unmute all participants in the meeting.

Mute on Entry

If you select Mute All, Mute on Entry is automatically enabled so that any participants who join later will also be muted.

Allow attendees to unmute themselves

You have the option to prevent attendees from unmuting themselves until you grant them permission by unchecking this option. This can be helpful for more formal meetings like townhalls, presentations or for instances where you want to hold questions until the end of the meeting.

Mute/Unmute Specific Participants

To mute or unmute specific people, find their name in the Participants panel and click the Mute or Unmute icons next to their name. You can also right click on their name and select Mute or Unmute.

Note: When unmuting a participant, that participant will be given a prompt to unmute instead of being unmuted directly. This helps to prevent meeting distractions or catching participants by surprise if they were not expecting to be unmuted.

