

## How to get participants into Speaker View

There are a few ways, depending on whether you are screen sharing or not.

### Not in screen sharing mode

Activating Speaker view is very straightforward when Screen or whiteboard sharing is **not** active.

Hover mouse in top right hand corner of your screen and Click *View*

Ensure SPEAKER VIEW is ticked.

### In screen sharing mode

If you are in screen sharing it depends whether they are in side by side view or they have a floating video panel. Not usually much point in asking them as they often do not know the name of the view they are in!

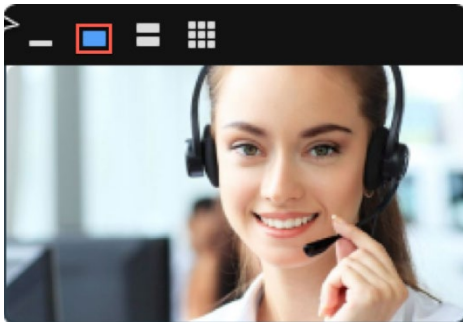
#### *Side by side view*

Steps are very similar to what they do if you are not in screen sharing mode.

Hover mouse in top right hand corner of your screen and Click *View*

Ensure SPEAKER VIEW is ticked.

#### *Floating Video Panel*



Picture above shows what they see when they have a floating video panel

Point out that above the thumbnails they are viewing there is a black bar with a few buttons, the one on the left looks like a single line. Point out that the one second from left should put them in speaker view.

**NOTE:** If someone is having a lot of difficulty getting into speaker view while you are screen sharing, consider stopping your screen share and get them into speaker view per paragraph above. When they have done this, then go back into screen sharing mode.