

## Gallery View Tutorial

Zoom allows 3 video layouts when no one in the meeting is screen sharing: Active Speaker View, Gallery View, and floating thumbnail window. When someone is screen sharing, you can use [Side-by-side Mode](#) or view the screen share with Active Speaker View. Any of these layouts can be used in full screen or windowed mode, with the exception of the floating thumbnail view.

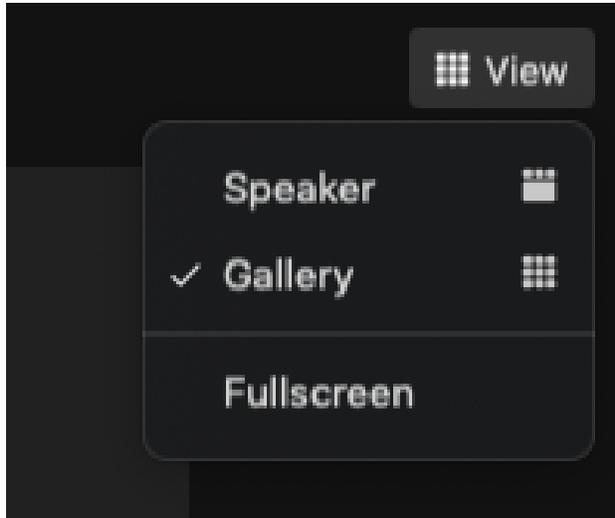
### **Gallery View:**

Gallery View lets you see thumbnail displays of participants, in a grid pattern. Depending on your CPU, the desktop client can display up to 49 participants in a single screen of the gallery view. If more than 49 attendees are in the meeting, 49 thumbnails are displayed on each page. View up to 1,000 thumbnails by clicking the right or left arrows in gallery view to display the next page of 49 participants.



**Step 1:** Open your Zoom room.

**Step 2:** With at least 2 people on camera, locate the square in the upper right hand corner of your Zoom window. Using this button, you can switch between views. Friendly reminder: this is user specific.



\* **Note:** If you're displaying 49 participants per screen, you may need to change to [full screen](#) or adjust the size of your window to accommodate all 49 thumbnails.

Zoom Default View is **Active Speaker View**:

Active Speaker View 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.



## **Floating thumbnail window:**

The floating thumbnail window allows you to minimize the main Zoom window, but keep the video on top of other applications you have open. You can move the window around your screen as needed, or hide the video entirely.

To switch to floating thumbnail view:

**Step 1:** Click on the minimize icon, located at the top-right corner for Windows, or top-left corner for macOS.

**Step 2:** Once in mini-window view, you can collapse the video by clicking on the arrow on the left side. Click the arrow again to expand the video thumbnail.



**Step 3:** To close the floating thumbnail window and return to the full Zoom window click the arrow on the right side.

