

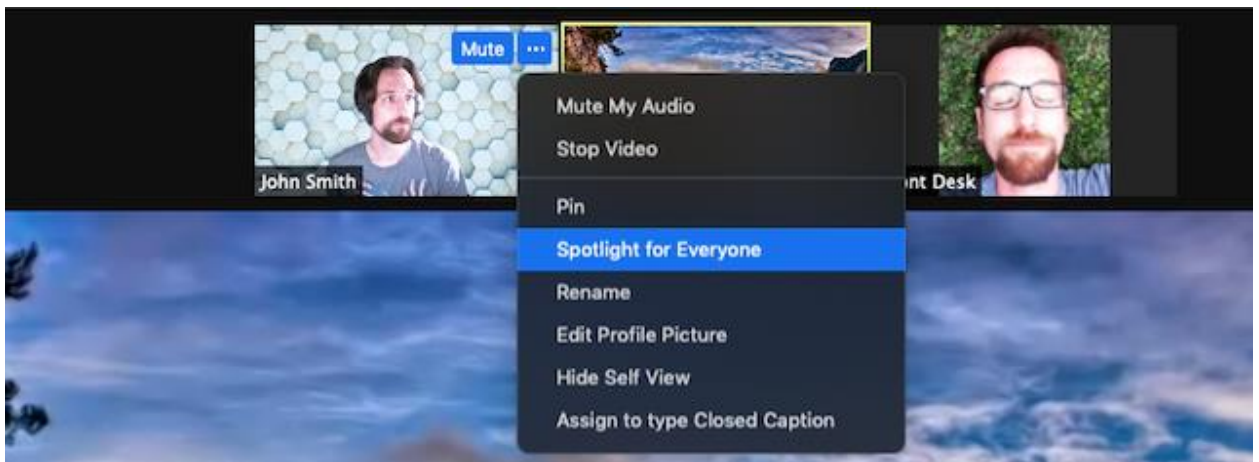
How to Spotlight a Video using Zoom

Spotlight video is a best practice for demos, lectures, keynote speakers and sharing work on your webcam. Spotlight video puts a user as the primary active speaker in the meeting and cloud recordings. This way, when another participant speaks or asks a question, their webcam doesn't show over the spotlighted video. You can spotlight your own camera or any participant's camera. To spotlight, you need at least 3 participants in the meeting with their video on and can only be done by the host.

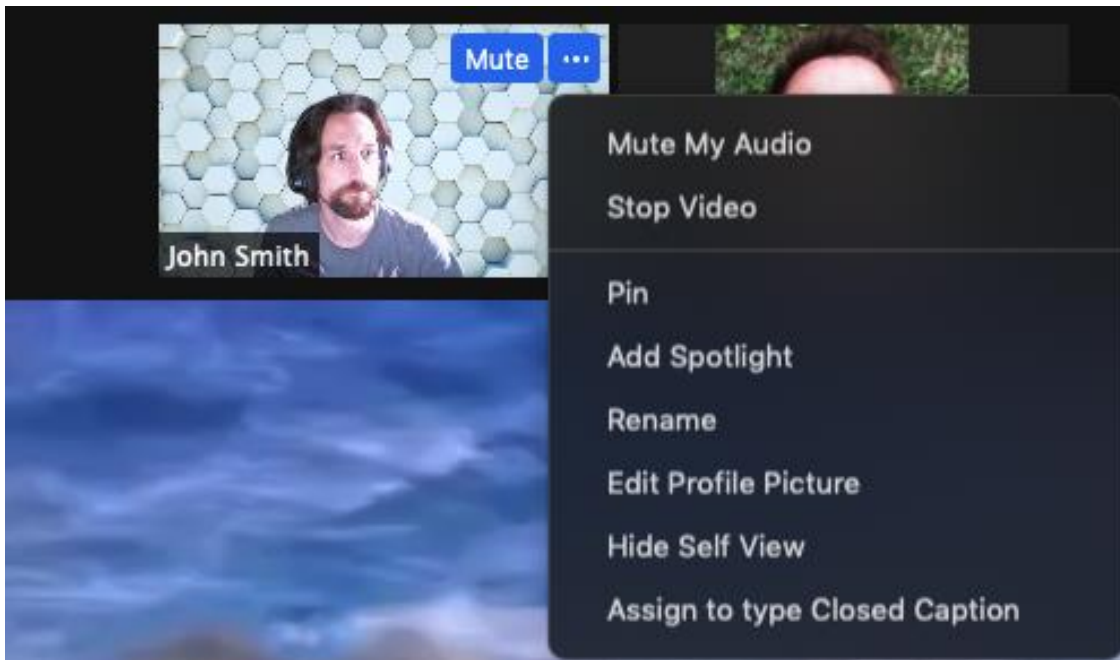
Zoom Support Resource on how to spotlight a video (so it will show up in the recording): <https://support.zoom.us/hc/en-us/articles/201362653>

To Spotlight a Video

1. At the top of your screen, hover over the video of the participant you want to spotlight and click ...
2. From the menu, choose **Spotlight for Everyone**.

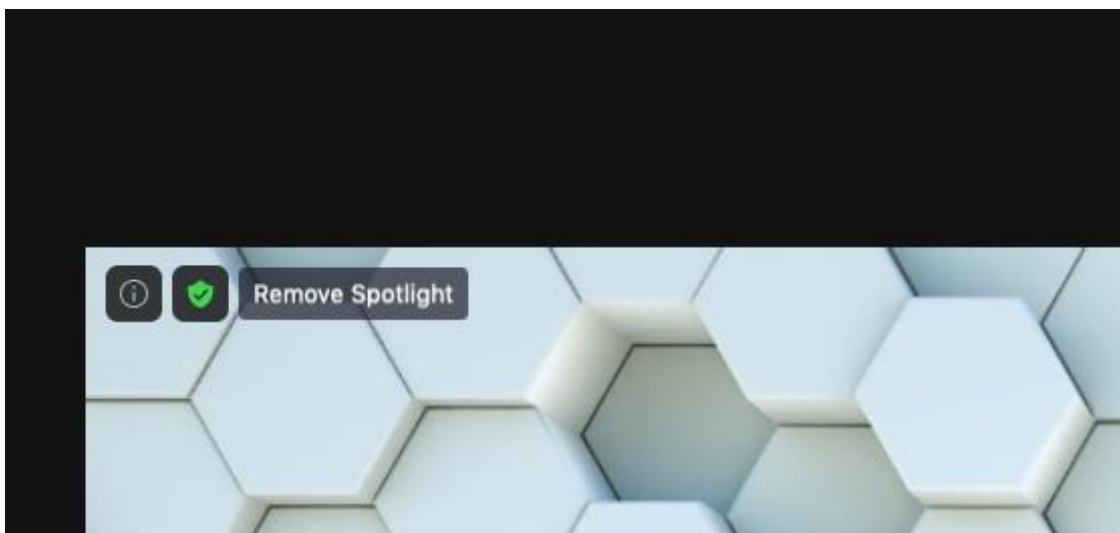


3. (Optional) To spotlight additional participants (up to 9 total), follow steps 1 and 2 again as needed, clicking on **Add Spotlight** instead.



To Cancel a Spotlight

1. Click **Remove Spotlight** in the upper-left corner of the video area.



2. This will return the meeting to Active Speaker.