

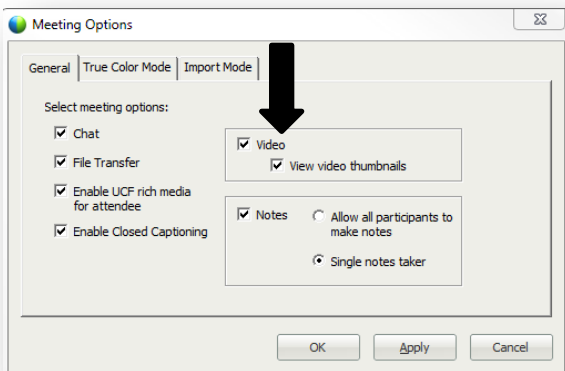
If the host or presenter enables it, participants can view video from the presenter’s webcam and send video from their own webcams. When enabled, all participants can view live video even if they do not have a webcam installed on their computer.

## Set Video Meeting Options

### During the Meeting:

The presenter can enable or disable video during the meeting, as well as enable video thumbnails.

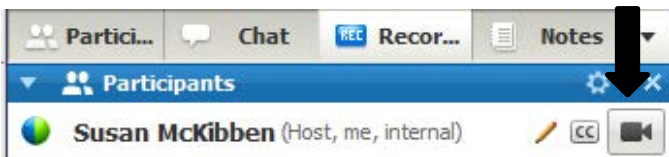
1. From the menu, select **Meeting > Options**.
2. On the **General** tab, use the **Video** checkbox to enable or disable video for the meeting.



3. Click **OK**.

## Share Video

1. To start sending video, click the video camera icon in the Participants panel.

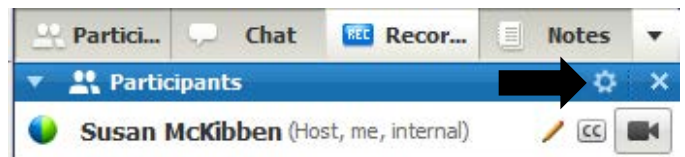


2. The video appears at the top of the Participants panel, and the video camera icon turns green. When a meeting participant speaks, you will see their video here.



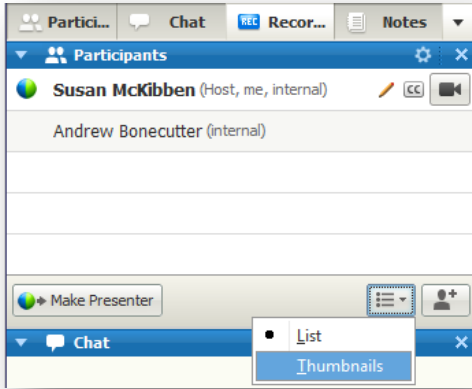
### Video Options:

You can control your video settings, as well as switch between cameras connected to your computer, by clicking the **Set Video Options** icon in the Participants panel.



### Thumbnail View:

To see a thumbnail images of other meeting participant’s video, click the **View** icon and then select **Thumbnails**.



Up to six thumbnails are displayed below the Participant's panel. If there are more than six participants sharing video, you can scroll down to see additional thumbnail images.

#### Full Screen Mode:

You can expand the video image to fill your computer screen by double-clicking the active speaker image at any time. To exit full-screen mode, double-click the active speaker image.

## Spotlight and Lock Video

The presenter can lock the video image on a particular participant from standard view or from full-screen mode. **This option is NOT available to participants.**

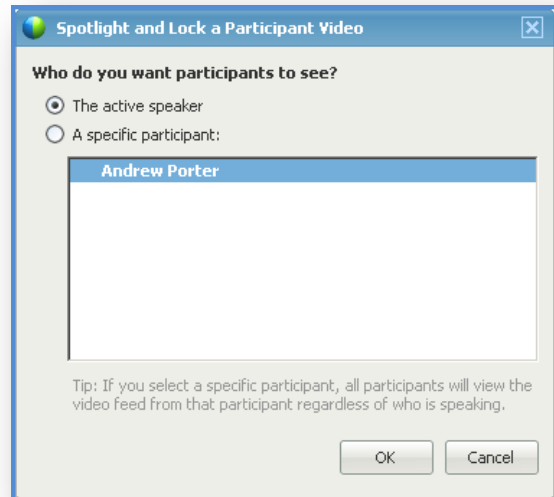
1. Double-click the participant's name in the active speaker video image.
2. The **Spotlight and Lock a Participant Video** dialog box displays.
3. Select the radio button for **A specific participant**.



4. Select the participant whose video you want to lock in the spotlight.
  5. Click **OK**.
- Video in the Participants panel is locked on the selected participant until you enable active-speaker mode.

#### Unlock Video:

1. Double-click the participant's name in the active speaker video image.
2. The **Spotlight and Lock a Participant Video** dialog box displays.
3. Select the radio button for **The active speaker**.
4. Click **OK**.



#### Stop Video:

To stop sending video, click the video icon. Your video feed closes, and the video icon turns gray.

You can continue to view other participant's video feeds after stopping your own video.