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

Setting Video Options

From the event scheduling page, the host can enable or disable video and select high-quality video (if enabled for the site).

To set video options:

1. On the Schedule an Event page, scroll down to **Event Description & Options**.

2. Select the **Turn on video** check box to enable or disable video.

3. Select **View high-quality video**, and **View Thumbnails** if the check boxes are available.

During the event, the presenter can enable or disable video, as well as enable video thumbnails.

To enable or disable video during an event:

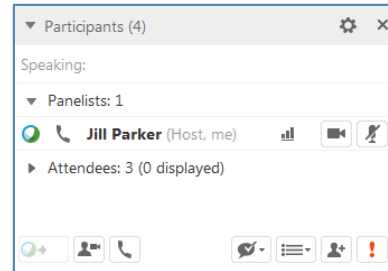1. Select **Event > Options** from the menu bar.

2. Select the **Video** checkbox to enable or disable video.

Share Video

When video is enabled, you can start and stop sending video from your webcam at any time during the event.

To start sending video:

1. If the Participants panel is not displayed, click **Participants** .

2. Click **Video** .

Your video appears at the top of the Participants panel, and the video icon turns green. When an event panelist who is sharing video speaks, you'll see their video here.
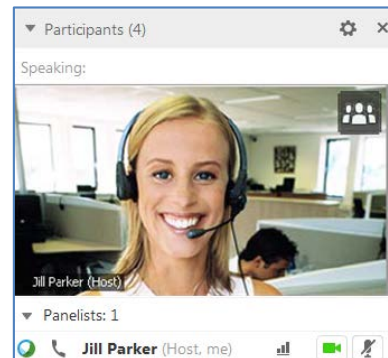
You can control your video settings, and switch between cameras connected to your computer.

To change video options:

1. Click **Video Options** . *The Video Options dialog appears.*

2. Select another camera connected to your computer, or click **Advanced Options** to change settings for the selected camera.

The host can enable video sharing for up to five panelists.

To allow panelists to share video:

1. Double click the panelist's name in the active speaker video image. *The **Panelist Video Options** dialog appears*.
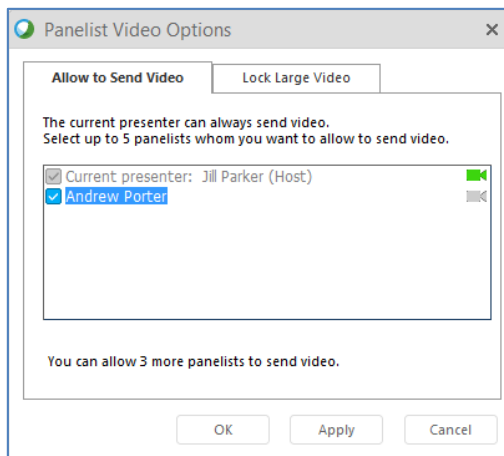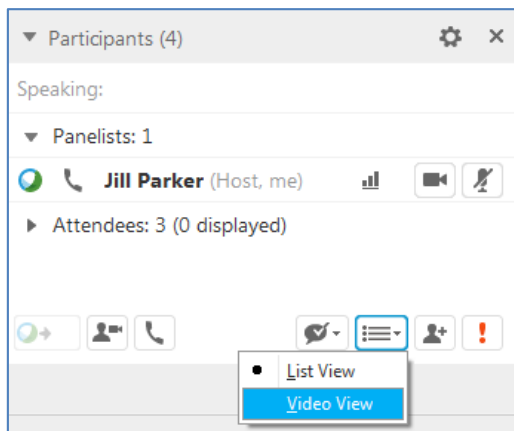

2. Click **Allow to Send Video**, then select check boxes for panelists you want to allow to send video.
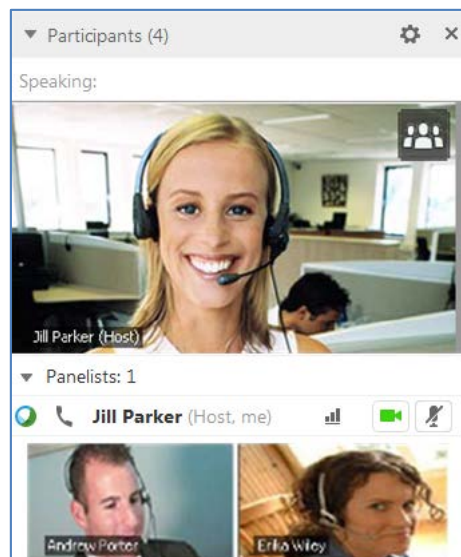
3. Click **OK**.

Up to five thumbnail images can be displayed in the Participants panel.

To show video thumbnails:

▪ Click **View**, then select **Video View**.

Video thumbnails for panelists who are sharing video appear.

You can expand the active-speaker video image to fill your computer screen.

To enter full-screen video mode:

▪ Double-click the active-speaker video.

   OR

   Right click the active-speaker video, then select **Expand to Full-Screen View.**

▪ To exit full-screen mode, click **Exit Full-Screen View** in the upper right corner of your screen.

You can stop sharing your video at any time, while continuing to view other panelists' video.

To stop sharing video:

▪ Click **Video** . Your video sharing stops, and the video icon turns gray.
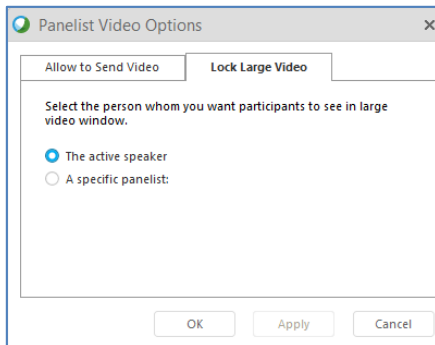
Lock Video Focus

The presenter can lock the video focus on a particular panelist from standard view or from full-screen mode.

This option is not available to participants.

To lock video focus:

1. Move your mouse onto the active speaker's video, then click **Lock** 🔒 in the lower left corner. *The Panelist Video Options dialog appears.*

2. Click **A specific panelist**, select a panelist in the list, then click **OK**. *Video is locked on the selected panelist until you unlock video, or lock video on another panelist.*

To unlock video:

1. Double click the panelist's name in the active speaker video image. *The Panelist Video Options dialog appears.*

2. Select **The active speaker**.

3. Click **OK**.