

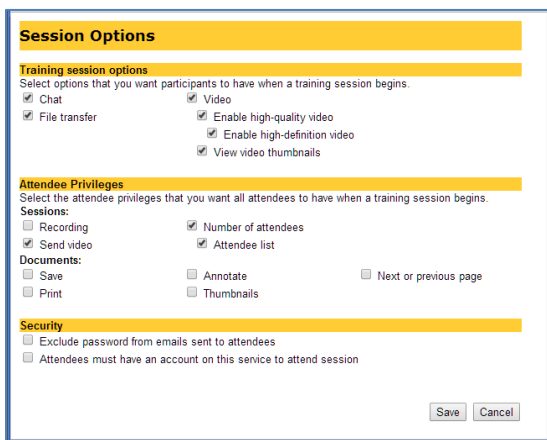
If the host or presenter enables it, participants can view video from the presenter's webcam and send video from their own webcams. When enabled, all participants can view live video even if they do not have a webcam installed on their computer.

Setting Video Options

During Scheduling:

The host can enable or disable video, and select high-quality or high-definition options (if enabled for the site) from Session Options.

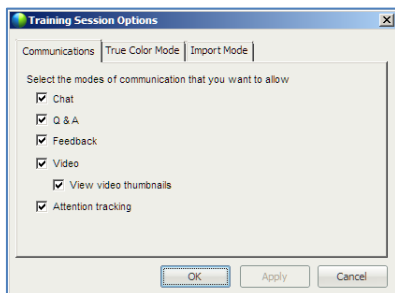
1. On the Schedule Training Session page, scroll to **Session Options**.
2. Click **Edit Options**.



3. Select the **Video** checkbox to enable or disable video.
4. Select **Enable High-quality video** and **Turn on high-definition video**, if the checkboxes are available, to control video options.

During the Session:

The presenter can enable or disable video during the session, and also enable video thumbnails.

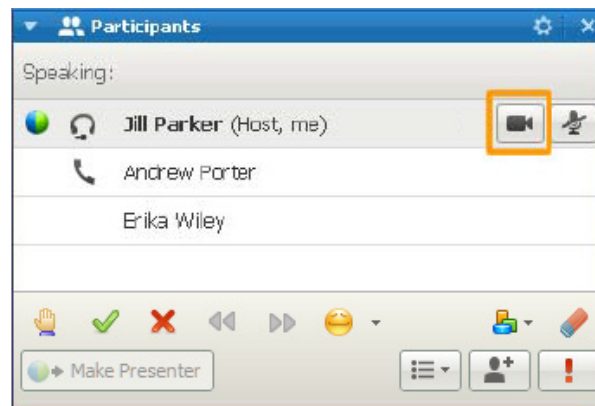


1. On the session window menu bar, select **Session > Session Options**.
2. Use the **Video** checkbox to enable or disable video for the session.

Share Video

Start Video:


To start sending video, click **Video** .



Your video appears at the top of the Participants panel, and the video icon turns green. When a session participant speaks, you'll see their video here.




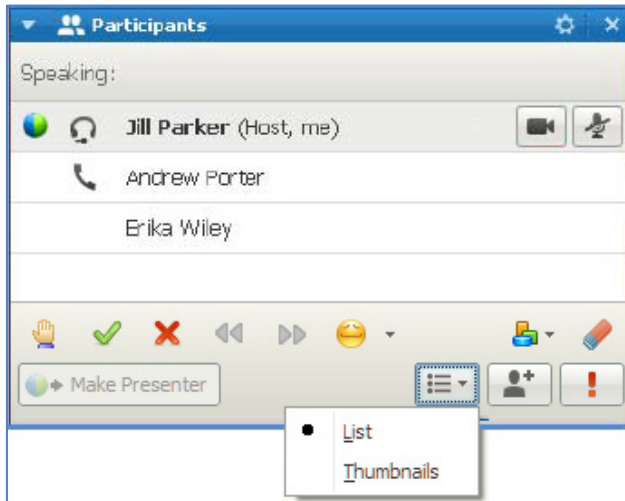
Video Options:

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



Thumbnail View:

To see thumbnail images of other session participants' video, click **Switch Views** , then select **Thumbnails**.



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



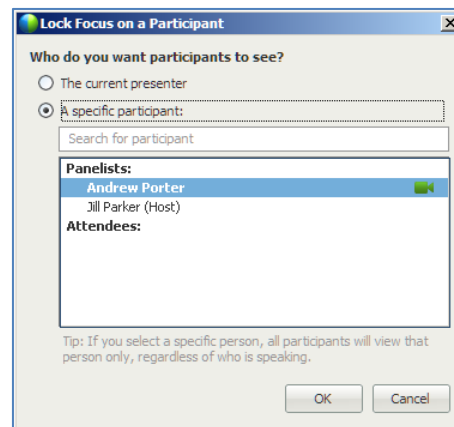
Full Screen Mode:

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.

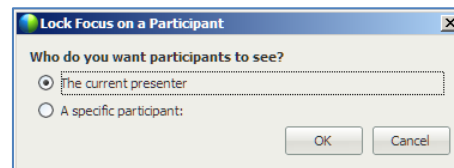
1. Double click the participant's name in the active speaker video image.
2. Select **A specific participant**.
3. Select the participant whose video you want to lock in the spotlight.
4. Click **OK**.




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. Select **The current presenter**.
3. Click **OK**.



Stop Video:

To stop sending video, click **Video** . Your video feed closes, and the video icon turns grey.

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