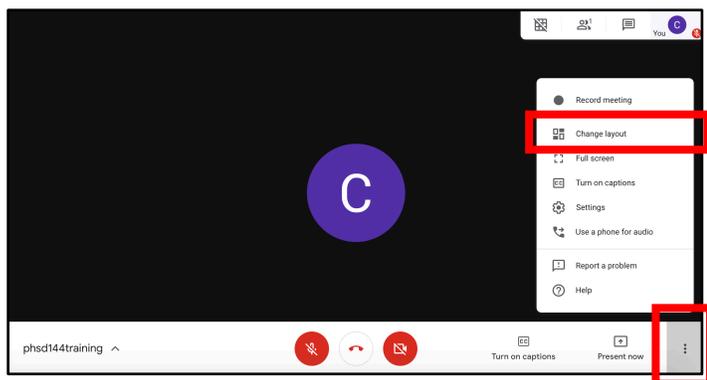


Google Meets Viewing Options

Layout Settings



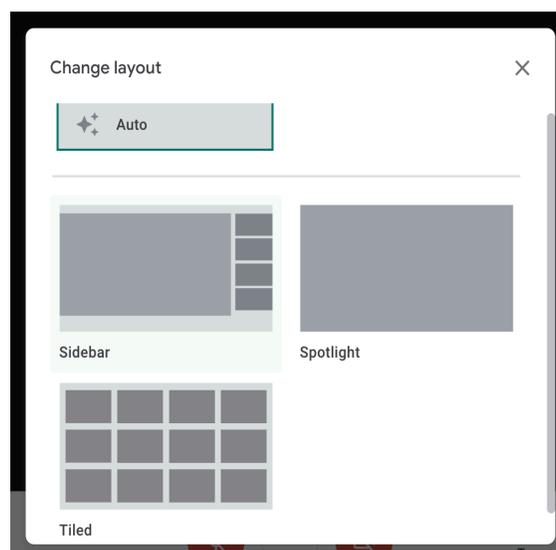
1. Click on three dots in bottom right corner.
2. Select change layout
3. Choose whichever layout best suits your needs.

Auto: Meets selects the layout for you.

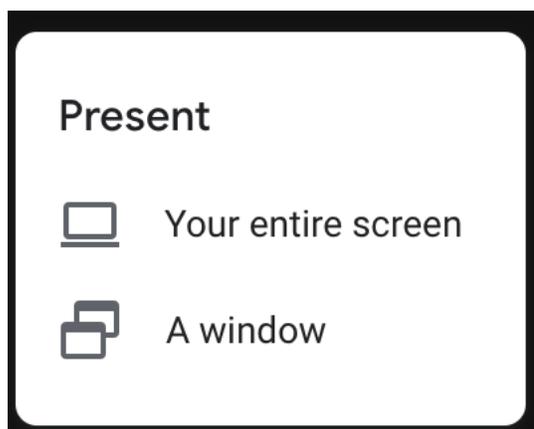
Sidebar: Main image of your or your presentation in the center & images of up to four participants on the side.

Spotlight: Full screen layout of your, your presentation, or the participant you pin or select.

Tiled: Shows up to 16 participants when there is not presentation. When there is a presentation, it switches to Sidebar view with most active participants on the side.



Presentation Settings



Entire Screen

Whatever you see on your screen the meeting participants will see. Good if you are switching among multiple programs or windows.

A Window

Select a specific window for participants to view. Helpful if you want to keep an eye on your class while presenting.

Note: Make sure to have Meets and what you will present in separate windows.