



ROOM LAYOUT VIEWS

When you connect to a room the default layout appears with the Participant list, Chat and Audio windows on the left and the Whiteboard area on the right/center. Window layouts can be changed individually to meet the needs of person viewing the screen. If you are unable to see the Whiteboard area, it may be due to the layout previously selected in the room.

Change the layout:

1. Click the drop down arrow on the menu bar icon, or go to the text menu **View > Layouts**.
2. Choose the best layout for your viewing. Each layout is depicted next to the text label.
Layouts can be changed at anytime during a meeting.

