Meeting Layouts

1. Change a Layout by selecting the **Menu** icon.
2. Choose **Switch Layouts**.
   a. The layout currently in use will be marked with a check.
   b. Switch to a new layout by selecting the name.

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Active Pods within Layout

Pods being used within a current layout will appear as icons in the left-hand menu.

1. Select the layout icon to view all pods currently in use.
2. Select a specific pod icon to view the only content within that specific pod.