Change the Meeting Room Layout

1. Select the drop-down arrow next to Default Layout.
2. Choose a layout.
3. Select the icon in the bottom right-hand corner of the room to share the layout with all viewers.

*Note:* Viewers can change the layout on their own screen, but they cannot push this layout to other users.

Customize a Meeting Room Layout

1. Select the top of a window near the title and drag the window to a desired location within the meeting room.
2. Hover your mouse over the edge of a window and click and drag to resize a window.
3. Select the icon in the bottom right-hand corner of the room to share the layout with all viewers.

Send your current layout to all viewers.