Stage management

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👥 **This article is designated for all users.**

About

The stage is where presenting happens! Whether sharing a screen or presenting as yourself, everything is viewable and manageable on this pane of your room. In this article, you'll learn about what's displayed on the stage and what actions you can do to manage the stage.

Who's on stage?

In your room, the stage is the main screen with user or content 'tiles'. It shows up to 25 people at a time, meaning only the latest 25 people (or content) will be visible even if there are more participants on stage.

Webcam tiles

Each tile will show the following information:

Top left:

- Microphone indicator - shows the microphone muted/unmuted, or volume

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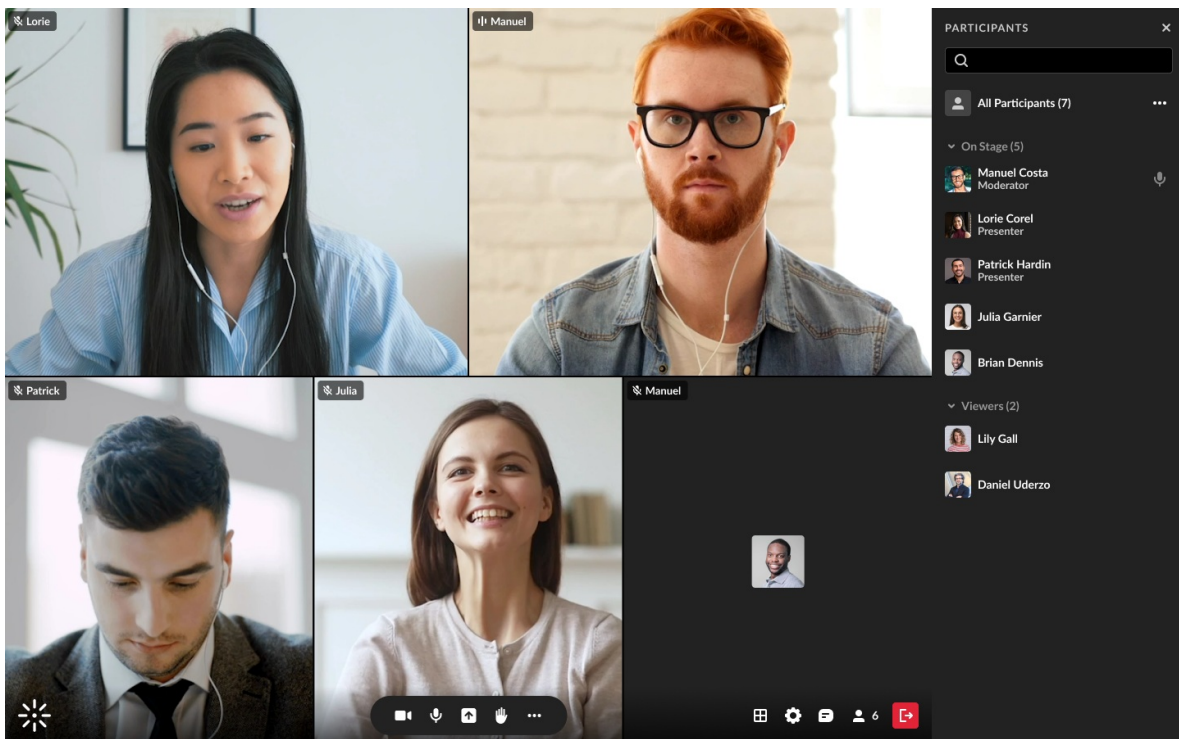frequencies if the user's currently speaking

- Name

Top right: When hovering on a tile

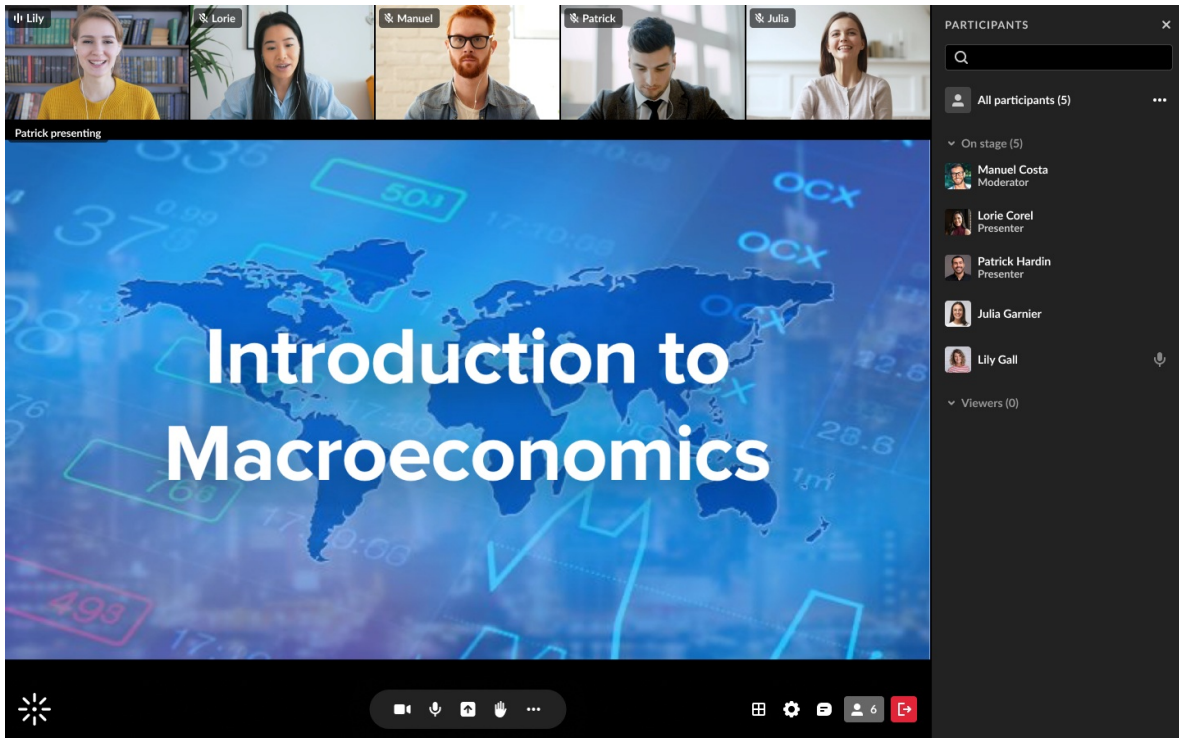- Set main camera (highlight) button ( )
- three dots menu

If the camera is on, viewers will see the webcam view.
If the camera is off, viewers will see the user's initials or profile image on a dark background.

Content tiles

If content is being presented, it's shown as the main tile on stage, with all the other tiles moved to the top.
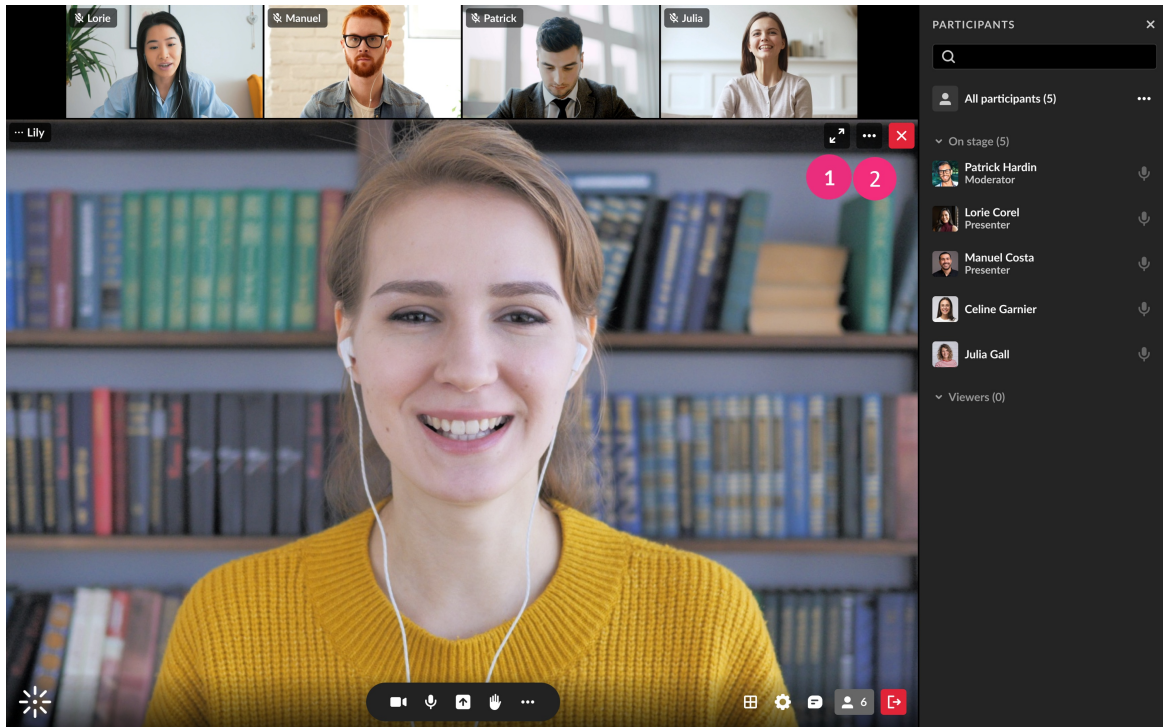
Managing the stage

Participants

Participants can hover over a tile and click:

- **Set main camera (highlight)** button (**1**) to set a tile as the main camera on their own user interface.
  This means that the tile is displayed as the main tile, with all the other tiles moved to a top tray.
  Once highlighted, the participant can click the highlight button again to minimize the tile, undoing the highlight.

- **three dots menu** (**2**) to fit to frame a particular tile for their own user interface. This adjusts the display from the webcam view to fit entirely into the tile size.

> 💡 **Picture-in-Picture** In Firefox, any participant can pop out or detach a video from a tile to place it anywhere on the screen:
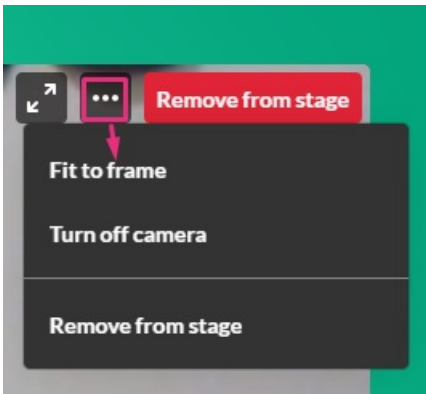>
>   - Hover on a tile and click the pop-out toggle 🔲 . The tile will pop out and you can drag it anywhere, or navigate to another window with the tile floating on top of your screen.
>
>   - The popped-out tile will display the following buttons: 🔲 to undo the pop-out, ⏸ to pause viewing the camera, and 🔊 to mute or unmute the sound from the tile.

Hosts / Moderators

Hosts and moderators have extended capabilities with the **Set Main Camera (Highlight)** and **three dots menu**, to enable easy control of users (such as in a case of quickly responding to something happening on stage):

> 💡 Highlighting a tile affects the display as such for all users.

Click the **three dots menu** to display the following functions:

On one's own tile:

- Fit to frame
- Turn off camera
- Remove from stage

On another user's tile:

- Fit to frame
- Turn off camera
- Remove from stage
- Set/unset as moderator
- Edit permissions
- Remove from meeting

  To learn more about these options, see Set Participants permissions and Joining on Stage.

⚠ Please note the function to set moderators as **captioners** is not available yet in the NG room.
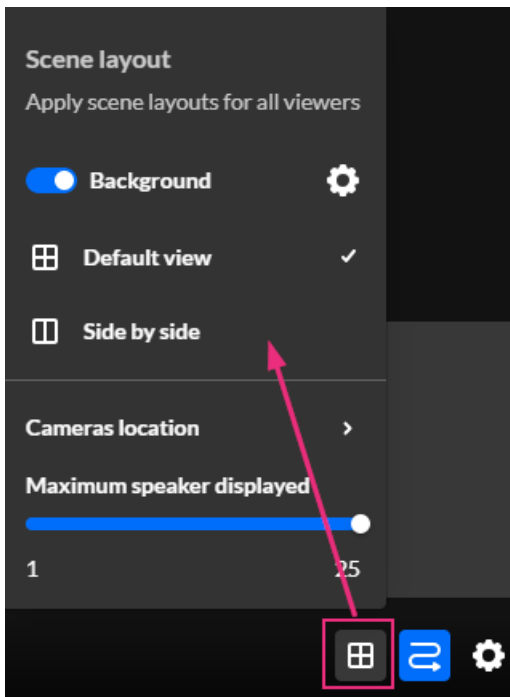
Layout modes

Moderators can arrange the layout of the stage, opting between two layout modes:
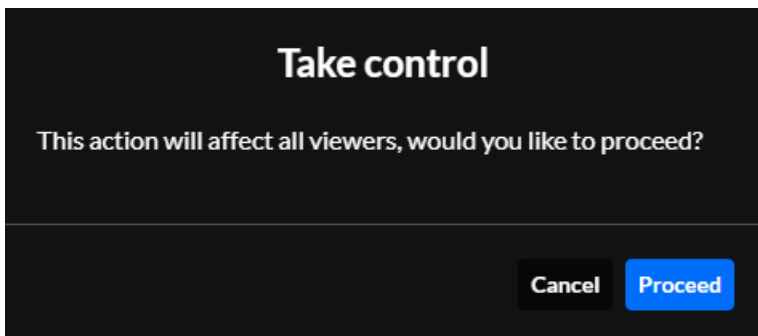
- **Default view** - tiles are displayed in a grid format, including content.
- **Side by side** - the content tile is highlighted, with the webcam tiles aligned in a tray either vertically or horizontally, based on the dimensions of the window. (If you expand or contract the window size, the webcam tiles will dynamically move to where there is sufficient room, either on the side or on top.) In the side by side layout, up to three of the most recent speakers are highlighted on the side of the content tile.

> ⚠️ Side by side layout is available only when sharing content.

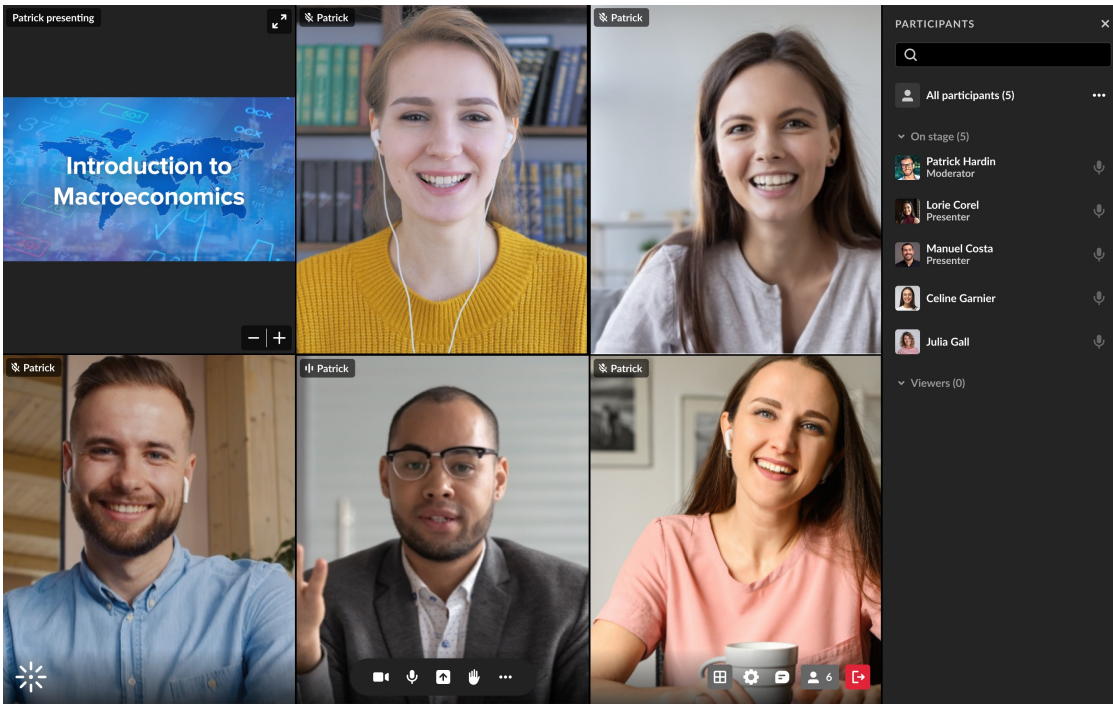1. At the bottom of the screen, click the **grid icon**.

2. **Default view** (grid format) is selected. If you choose **Side by side**, a confirmation displays: *This action will affect all viewers, would you like to proceed?*

3. Click **Proceed** to confirm.

The image below shows the grid format (including content):

The image below shows the side by side format: