

UBC Forestry

Zoom Focus Mode

Focus mode allows students to concentrate on important tasks and eliminate any distractions that may be present in the learning environment. This may be useful for situations such as exam invigilation, labs or presentations. The Focus feature gives the host the ability to see all participants, without all other participants seeing each other. Participants can still see their own video and the video of any participant spotlighted by the host.

As a prerequisite for controlling Focus Mode, you will need to start the meeting as a host and be operating on macOS 5.7.3 or higher, or Windows 5.7.3 or higher.

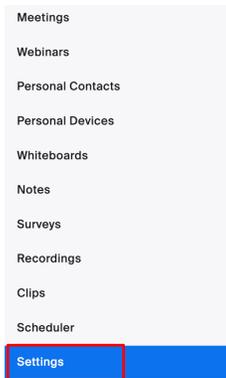
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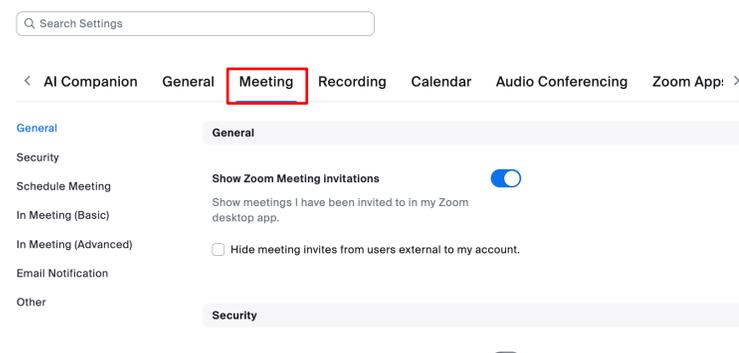
A. Enabling Focus Mode

To enable Focus mode for your own use:

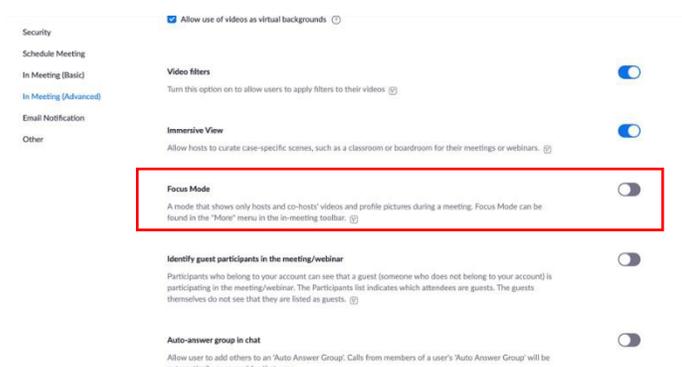
1. Sign in to the Zoom portal.
2. In the navigation tab, click **Settings**.



3. Click the **Meeting** Tab.



4. Under **Meeting (Advanced)**, click the Focus Mode Toggle to enable or disable it.



5. If a verification dialogue appears, click **Enable** or **Disable** to verify the change.

B. Using Focus Mode in meetings.

1. Start a meeting as host or cohost.
2. Click **More** ⋮ on the meeting toolbar
3. Click **Start Focus Mode**.



4. Click Start to confirm or select the **Don't ask me again** check box to skip this confirmation going forward.
5. When Focus mode begins, you and the participants are notified with a banner along the top of the video window. Additionally, the focus mode  icon is always visible in the top-left corner of the video window, next to the encryption icon, while focus mode is active.

If you would like to have all other participants view every screen as well, you can:

1. Click the up arrow  to the right of **Share Screen** .
2. In the **Shared screens can be seen by** section, click **All participants**.

C. Ending Focus Mode

To end Focus Mode:

1. Click **More** on the meeting toolbar.
2. Click **Stop Focus Mode**.

