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**.

Meetings	
Webinars	
Personal Contacts	
Personal Devices	
Whiteboards	
Notes	
Surveys	
Recordings	
Clips	
Scheduler	
Settings	

3. Click the **Meeting** Tab.

Q Search Settings					
< AI Companion	General Meeting Recording Calendar Audio Conferencing Zoom App: >				
General	General				
Security					
Schedule Meeting	Show Zoom Meeting invitations				
In Meeting (Basic)	Show meetings I have been invited to in my Zoom desktop app.				
In Meeting (Advanced)	Hide meeting invites from users external to my account.				
Email Notification					
Other	Security				

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

Security	Allow use of videos as virtual backgrounds ①	
Schedule Meeting		12.0
In Meeting (Basic)	Video filters	
In Meeting (Advanced)	Turn this option on to allow users to apply filters to their videos 🕑	
Email Notification	Immersive View	
Other	Allow hosts to curate case-specific scenes, such as a classroom or boardroom for their meetings or webinars.	
	Focus Mode	
	A mode that shows only hosts and co-hosts' videos and profile pictures during a meeting. Focus Mode can be found in the 'More' menu in the in-meeting toolbar, $$	
	Identify suest participants in the meeting/webinar	
	Participants who belong to your account can see that a guest (someone who does not belong to your accound) is participaning in the meeting/webinar. The Participants inti indicates which attendees are guests. The guests themselves do not see that they are listed as guests.	
	Auto-answer group in chat	
	Allow user to add others to an 'Auto Answer Group', Calls from members of a user's 'Auto Answer Group' will be	

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 window 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.

