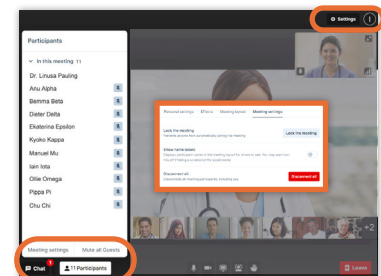# Hosting Group Video Visits

There are two ways to host a video visit - using OTNhub 📞 or OTNinvite (Host URL and Host PIN).
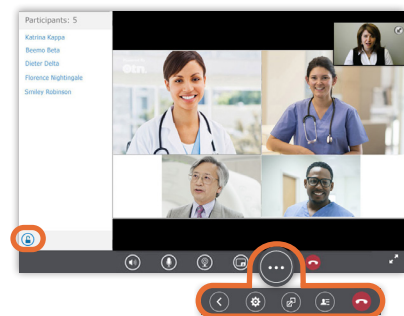
Both methods offer the same options for controlling your own video window. That is, mute/unmute microphone or speaker, camera on or in privacy mode, view or hide your self-view, share content, etc.

However, hosting via OTNinvite (Host URL and Host PIN) offers additional controls for managing participants in the call. Here are the features offered by these two methods.

Host Feature	OTNinvite	OTNhub
Individual Participant Controls		
Mute	√	x
Spotlight	√	x
Disconnect	√	x
Make Host	√	x
Group Controls		
Lock or unlock meeting	√	√
Mute or unmute all guests	√	x
Disconnect all	√	√[1]
Layout Controls		
Change layout for all participants	√	x

OTNinvite controls

OTNhub controls

Accessing a video visit using Host URL and Host PIN

There are two ways to join a video visit as a Host without using the OTNhub call button.

via OTNhub	via OTNinvite email
i. Log in at otnhub.ca, locate the event in your OTNhub calendar and view the Event Details. ii. Click the "**Host URL**" link. iii. Follow the on-screen prompts to join the event. (*e.g.*, name, permissions). iv. When the "Self view and Join now" panel appears, click the "**Join now**" button. v. If asked whether you are the host[2], select 'Yes". vi. Enter the **Host PIN**.	i. Open the event's invitation email. ii. Click the "**Host URL**" link. iii. Follow the on-screen prompts to join the event. (*e.g.*, name, permissions). iv. When the "Self view and Join now" panel appears, click the "**Join now**" button. v. If asked whether you are the host[2], select 'Yes". vi. Enter the **Host PIN**.

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[1] Using OTNhub, when the host disconnects all participants are automatically also disconnected.

[2] The "host" question appears only when the event does not have a Guest PIN.
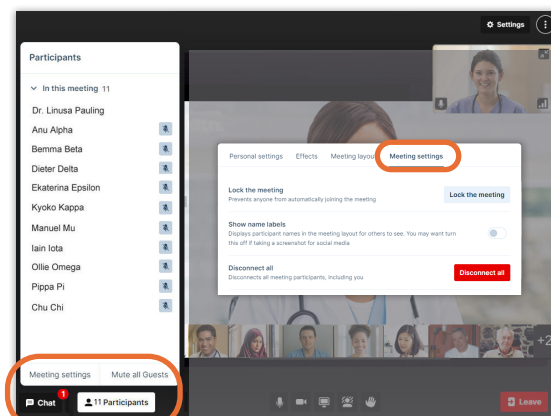
Meeting (group) controls

To apply an action to all participants in a call, use the meeting controls.

To show or hide the **Participants Panel**, click the 👤 Participants button in the bottom-left of the video image**.**

Controls at the bottom of the panel:

- **Mute** all guests. After muting, each guest must unmute themselves.
- **Meeting settings** tab with additional controls
    - **Lock** the meeting (prevents guests from joining)
    - **Show name labels** (shows all participants' display names)
  - **Disconnect all**

Individual participant controls

Notes: (1) When the host mutes a participant, they will remain muted until they unmute themselves.

(2) If a muted participant disconnects and then rejoins the call, they will not be muted when they rejoin.

(3) If you have locked the videoconference, participants cannot join or rejoin until you unlock it.

1. To show or hide the **Participants Panel**, click the 👤 Participants button in the bottom-left of the video image**.**

2. To view the controls for a guest, move your cursor the **guest's name**.

3. To mute, disconnect, or perform another action on the participant, click the desired control.

   🎤 **Mute** the participant's microphone. They must unmute themselves.

   ✕ **Disconnect**: Remove the participant from the video visit.

   ⋮ More controls

   Spotlight: Bring the participant into the main video window.
   Transfer: Do not use.
   Make Host: Change the participant's role to host.
   Enter DTMF: Do not use.

Screen layout controls

While in a group video visit, by default the screen appears with one large panel, one self-view picture-in-picture at the top right, and small images along the bottom. The video visit host and all guests see the same layout.

To view layout options, click the ⚙ Settings button at the top-right of the video window and select the **Meeting layout** tab. (To hide the settings panel, click anywhere outside the panel.)

The standard layout (Speaker + 7) shows the active speaker in the largest panel, a maximum 21 participants in the bottom rows, and your self view at the top right. As people speak they rotate into the large panel as the 'active speaker'.

- Guests initially see the host in the large panel and the host initially sees the most recent participant to have joined the call in the large panel.
- When a participant unmutes their microphone and speaks, that person appears in the large panel. The active speaker sees the previous speaker in their large panel. For example, if the host is actively speaking, the host will see the last person who spoke in their large panel.