# Near Me: sharing PowerPoint within calls v2.3

It is simple to share content within a Near Me call but much easier to do so if using a twin-screen PC, with shared content and the call screen on separate monitors. What can be shared varies by operating system and whether O365 browser tabs or downloaded applications are used. Basic content sharing is covered here. Sharing PowerPoint presentations is more involved, especially for those with single-screen systems, as Powerpoint normally jumps to a full screen window when Presenting.

This guide is aimed at Windows 10 users, wishing to share a PowerPoint presentation from an Edge or Chrome tab on a single-screen laptop or desktop.

If you must use a single-screen system and would like to see your callers and presentation at the same time, please make yourself familiar with Windows Multitasking, specifically how to Snap windows and switching between windows using your Alt and Tab keys.

Mobile device users should be asked to prop their device up, with it sitting on its longest edge (landscape orientation).
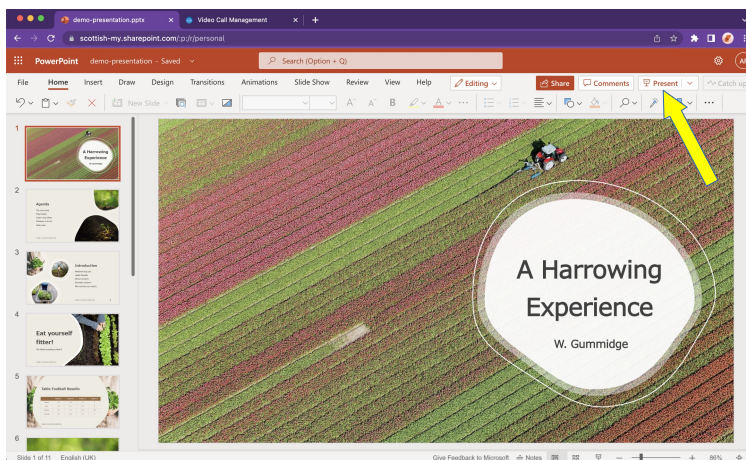
Pre-call, get your presentation(s) open in individual browser tab(s) but **DO NOT** click Present (yellow arrow) until you have begun sharing from within your Near Me call.
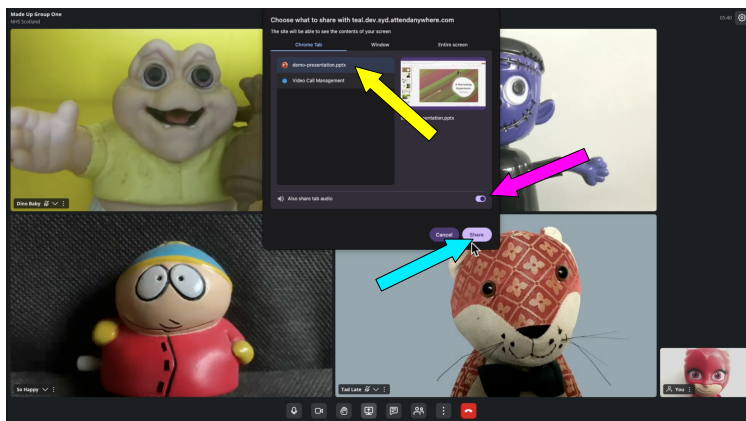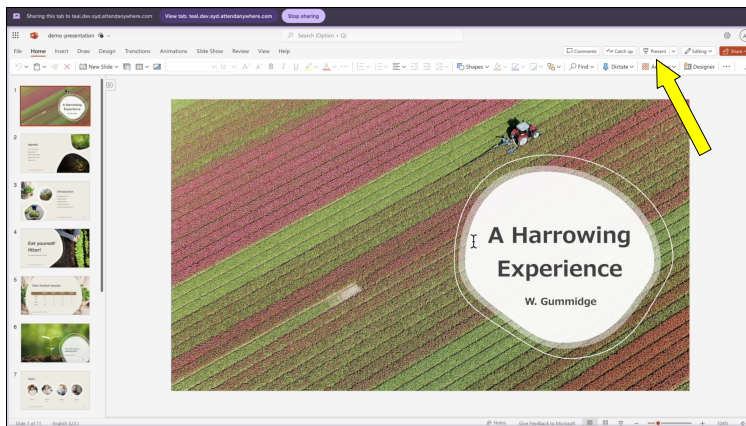

Start your Near Me call.

When ready to share:

Click the Share button on your call controls;

Select your presentation from the browser tab choice (yellow arrow);

Choose whether you want its audio (pink arrow);

Click the Share button (blue arrow).

As soon as you've clicked the share button, you'll be taken to that shared tab.

You'll initially see your presentation in editing mode. You can now click the Present button.

Instead of opening full-screen, in it's own window (the normal action when presenting from PowerPoint in your browser) PowerPoint will present within the tab. You'll be able to click through your slides as normal.
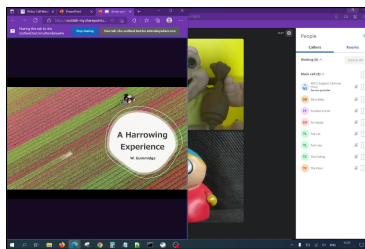

1. While in your PowerPoint tab, Windows + Left Arrow resizes the window to the left half.

Should you wish to see your callers while presenting on single-screen system, you'll need to tile your open browser windows, which is where the prior knowledge of Windows Multitasking comes in, if you want an easy 50/50 desktop split.
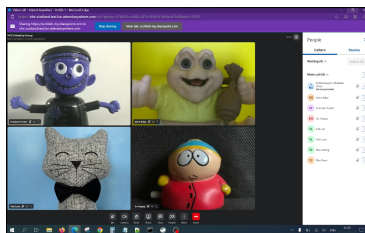
2. Click your call screen then Windows + Right Arrow

We'd suggest using your Windows and arrow keys. Assuming you are still viewing your presentation, hold down your Windows key then left or right arrow key, depending on which half of the screen you'd like your presentation on. Depending on your Windows version, you may be presented with thumbnails of your open windows, to choose to fill the other half of your screen or you may just click on the call window then use the Windows key and the other arrow to have it fill the other half of your screen.
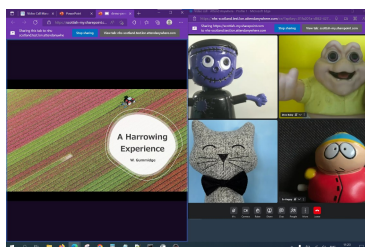
3. You should now have a 50/50 split

Tip: Closing the People or Chat panes will allow you to see more of your guests.

Once it opens, depending on your configuration of Windows, it is possible to drag the divider between the two windows to resize both at the same time.