

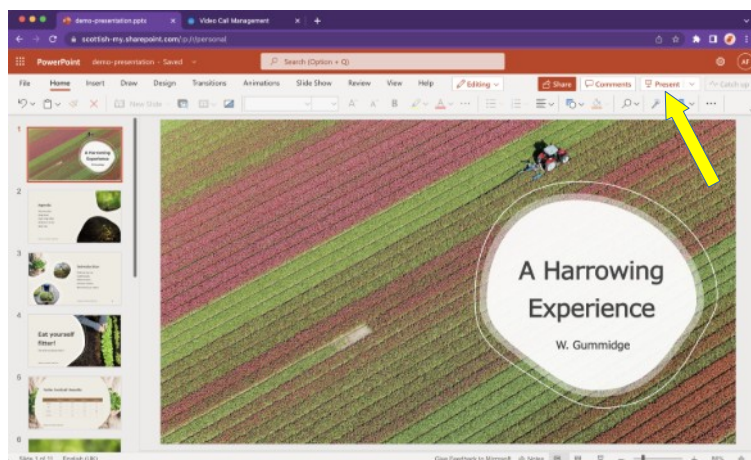
Near Me: sharing PowerPoint within calls v1.3

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.

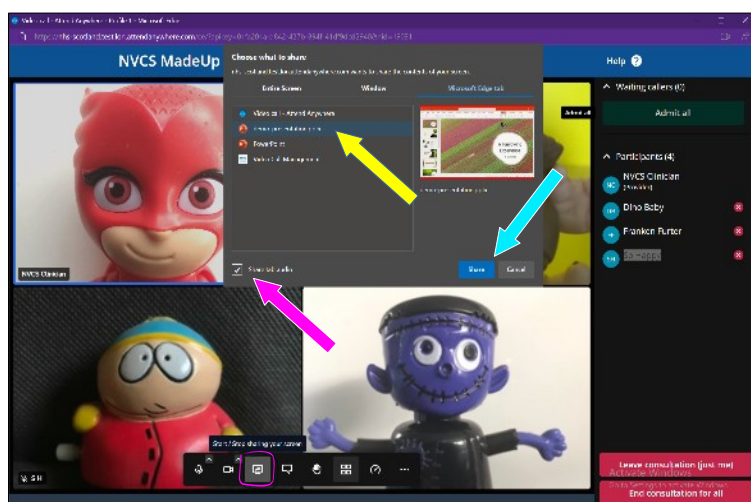
This guide is aimed at Windows 10 users, wishing to share a PowerPoint presentation from an Edge or Chrome tab on a single-screen laptop or desktop.

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.

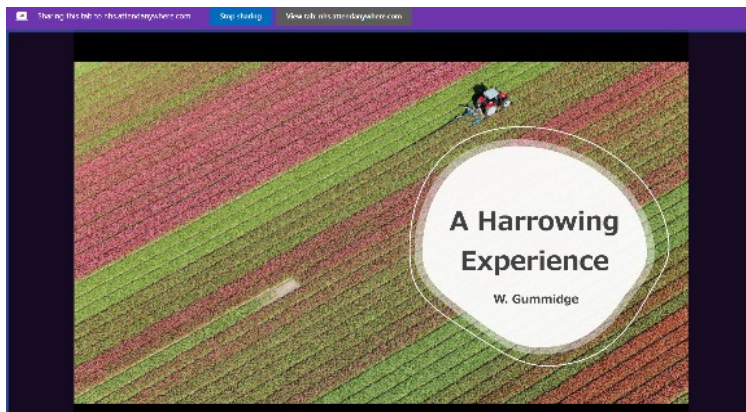
Callers should be informed they have individual layout controls. To make you (and subsequently your presentation) full screen they can click/tap on your video tile. To see all callers again, they click the tile button in their call control toolbar. Mobile device users should be asked to prop their device 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.



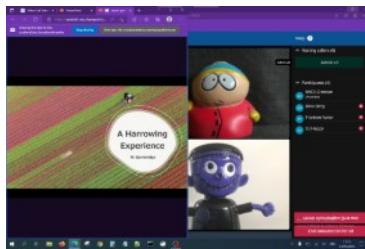
Start your Near Me call. When ready to share, Click the sharing button on your call controls and choose to share a browser tab at the selection pop-up. Select the correct one (yellow arrow) and choose whether you want audio fed through your presentation – it's on by default (pink arrow). Then click the Share button (blue arrow).



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

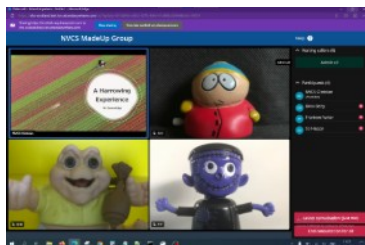
You'll initially see your presentation in editing mode. You can now click the Present button (top right-hand side).

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.



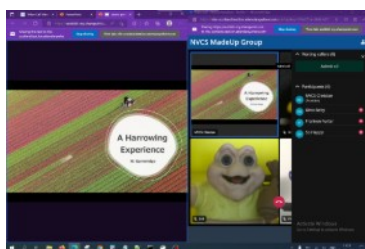
1. While in your PowerPoint tab, Windows + Left Arrow resizes the window to the left half.

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 functionality comes in, if you want an easy 50/50 desktop split.



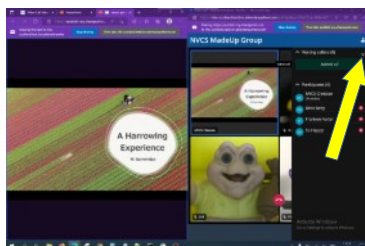
2. Click your call screen then Windows + Right Arrow

We'd suggest using your Windows and arrow keys. Assuming you're 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. Then click on the call window. 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

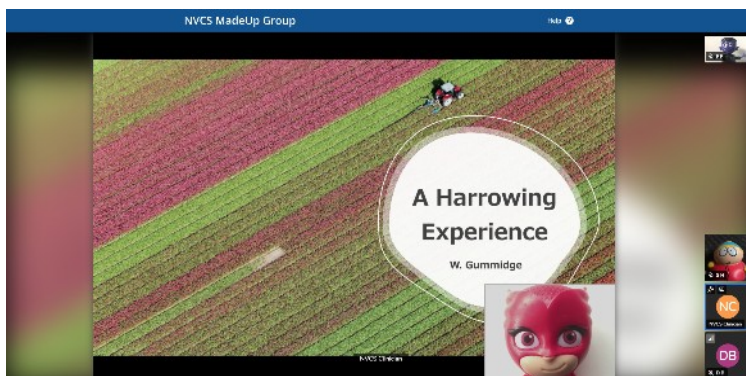
Once it opens, depending on your configuration of Windows, it is possible to drag the divider between the two windows so presentation takes about a third of your screen, with the call screen filling two thirds. More often, if you wish further resizing, you'll need to do so manually.



For a better view of your callers, your participant menu can also be closed using the x at its top right (yellow arrow).

It can be reopened using the participant icon (pink arrow).

Glitch, May 2022: please reopen it prior to making the call screen full size as the icon disappears in full screen. If you forget, just make the window small again and you can get your controls back.



For your callers to see you and your presentation, click the camera button on your call controls, as it will have been muted.

Your image will be overlaid on your presentation. The image to the left is your caller's view, assuming they have clicked/tapped your tile.

To end your screen share, click the share button on your call controls again.