

Near Me: Content Sharing (Group Calls) v2.9 (Oct 26)

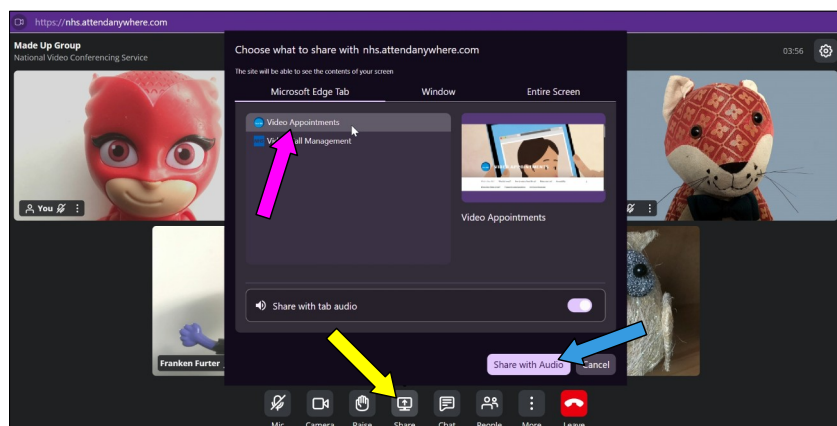
Screen sharing in a Near Me call is easy but varies by device and browser used. Mobile devices can only receive content. In Group Calls, only Service Providers can share. A twin-screen PC makes sharing **much** easier as you can view your callers and shared content on separate screens. This guide was created for those with single-screens as that is what most Service Providers will have.

The guide covers Windows 11 and Edge. You can share browser tabs or application windows. We recommend against sharing your entire screen as it's easy to share more than you want.

Near Me creates a resizable pop-out window showing four prominent callers when you begin sharing content within [group calls](#). The caller tiles shown in the pop-out are generated in this order: pinned participant, those with raised hands, active speaker, any participants with video enabled.

Tip! Sharing browser tabs is easiest. Apart from web pages, you can share pictures, videos and audio files. Using OneDrive allows you to share presentations, text documents or spreadsheets in tabs too. It's easiest to have the tabs open before your call. We have a separate guide for [sharing PowerPoints](#).

Basic Screen Sharing

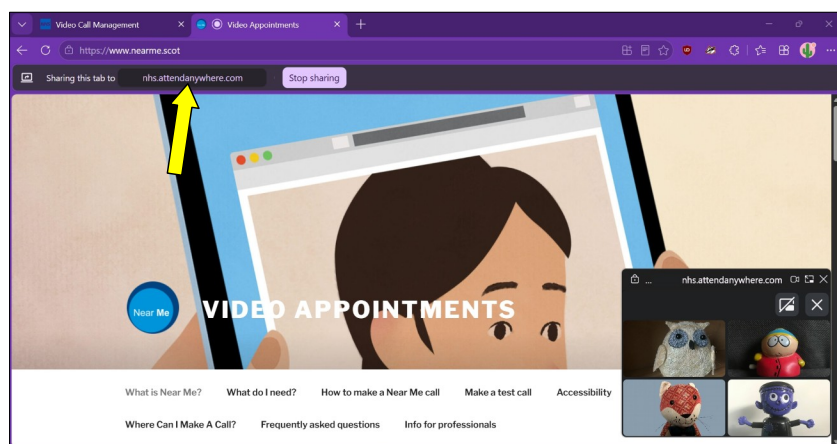


Start your call and click the Share button when ready (yellow arrow).

Select what to share (pink arrow);

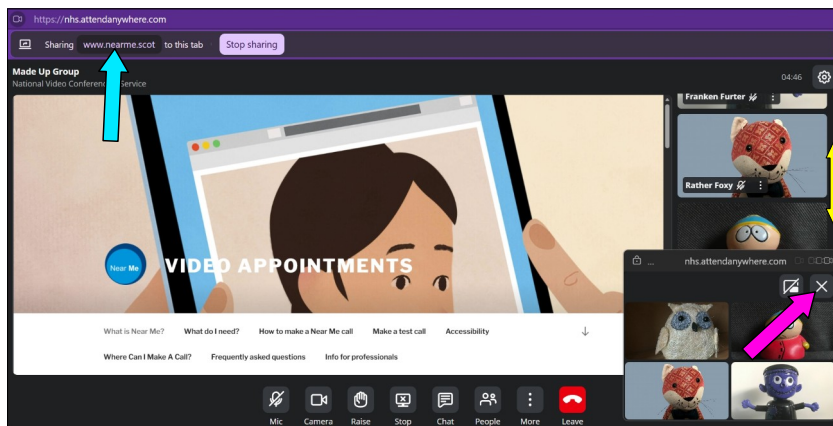
Decide about audio sharing;

Click the Share button.



When sharing starts, you will be taken to the shared tab or window. You'll also see a moveable and resizable pop-out window featuring your four most prominent callers - ordered: pinned participant; those with raised hands; active speaker; any participants with video enabled.

To see your call screen instead, which will show the share and your caller(s), click the link at the top of your screen for the "Sharing this tab to" location.



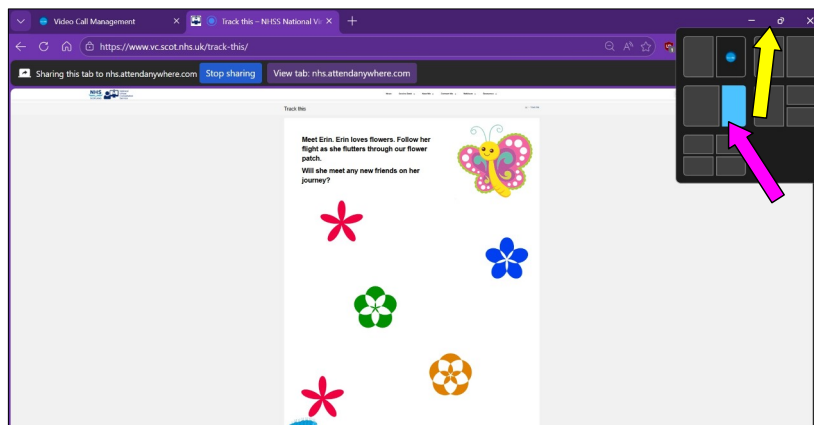
Your call screen shows your share in the main window with callers above/beside. The row of callers is scrollable if you have more than the few you'll initially see.

You could now close the pop-out (pink arrow).

If you need to scroll the shared item, you have to remember to scroll in the shared tab, that can be returned to using the Sharing link (blue arrow) or by using Windows' ALT+TAB key shortcuts.

Layout Options

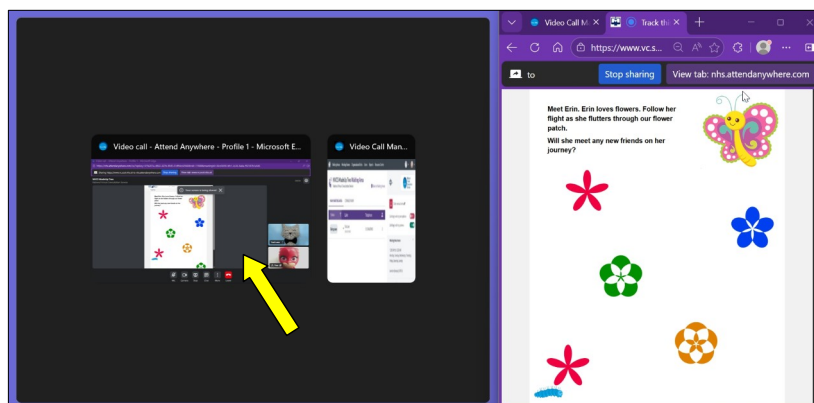
Screen sharing is much easier if you have access to a PC with two screens, where you can have your Near Me call window on one screen and the content you're sharing on the other. However, we know most of you will be using single-screen systems. The following tips may help with your layout to make screen sharing as easy as possible. There are further tips in our [PowerPoint sharing guide](#). For clarity, we have closed the pop-out window. IF you do so but decide you'd like it back, it's available through the More button on your call controls.



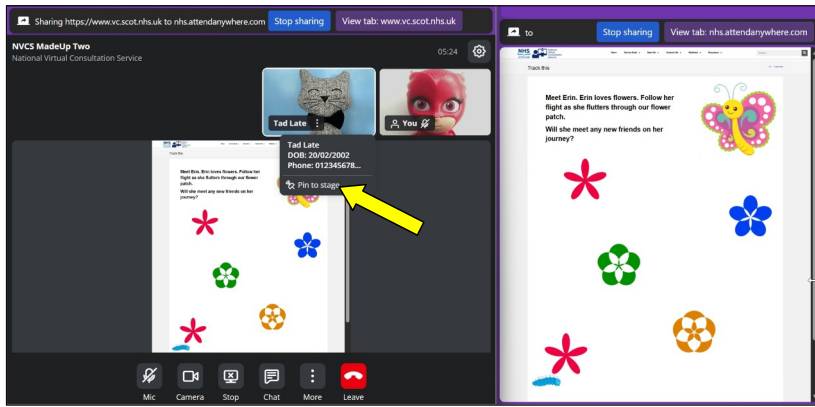
If you want to see your shared content separately to your call screen, Windows 11 has some simple layout options.

Hovering your mouse over a window's maximise/restore button (yellow arrow) gives an option to quickly choose a position/size for that window.

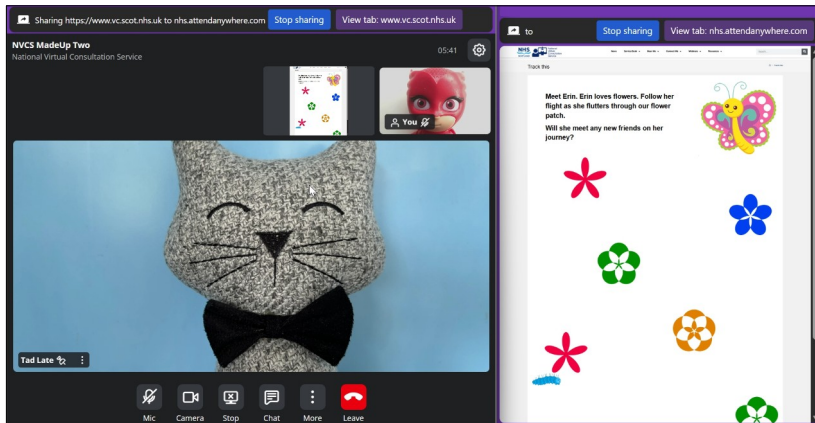
To have your share-screen move occupy the right 1/3 of your screen, click the corresponding layout box (pink arrow).



To fill the remainder of your screen with your call screen, click it from the tile choices (yellow arrow).



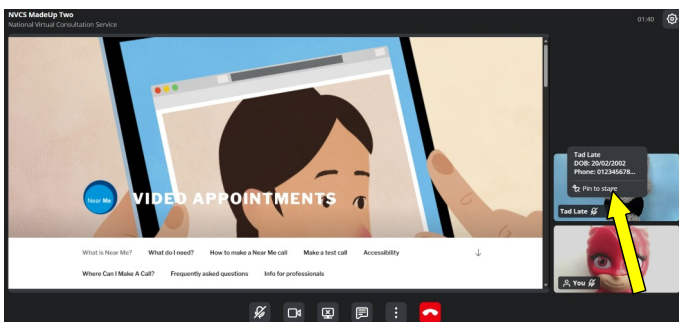
Should you wish, you can use the Pin to stage option to see a caller clearly alongside your content share. It is accessed through the three-vertical-dot menu by a caller's name.



Your caller(s) will continue to see the tab you've shared in their main video tile.

Some Tips on Sharing

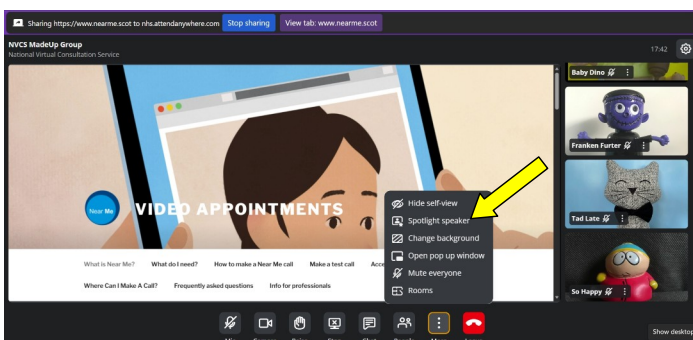
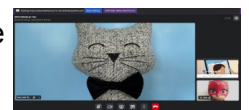
Both Service Providers and callers have their own view controls. Changes you make, such as using tile pinning or spotlight speaker, will not affect your callers' view or that of other Service Providers.



Tile Pinning

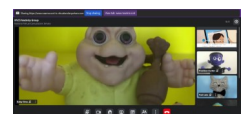
To see a particular caller in the main window instead of your presentation, you can use the Pin to stage feature.

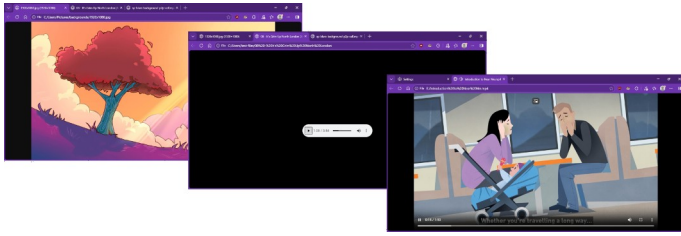
Click on the three-dot menu next to your caller's name and choose Pin to stage. Your caller then appears in the main video tile.



Spotlight Speaker

When hosting group calls, using the Spotlight Speaker function from the More button shows whoever is taking in the main call window. The spotlight moves to a new speaker after about 1.5 seconds.

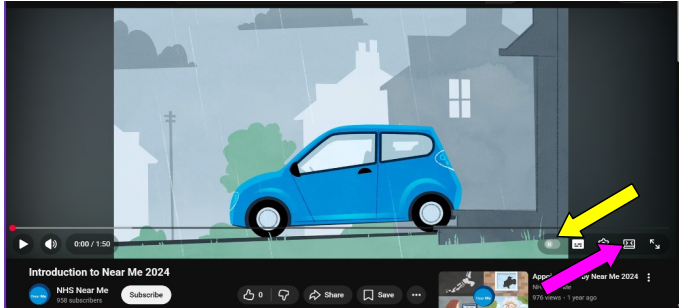




Standalone Media Files

Your browser can display/play most image, audio or video files by dragging the file into an open tab.

Sharing a locally stored video file this way normally gives better quality than embedding it in a presentation.



YouTube

When sharing a hosted video, it is easiest to have the video open and paused before the call. Try to have autoplay turned off (yellow arrow) and playback set to cinema, not full screen (pink arrow). You may want to consider an effective ad-blocking extension for your browser too. Your IT department should be able to advise.

PowerPoint: due to its quirks, we have created [a specific guide](#) on sharing PowerPoint presentations.