

Near Me: sharing PowerPoint within calls v3.3 (Oct 26)

It is simple to share your screen within a Near Me call. However, that is **much** easier to manage if you can use a twin-screen PC, where shared content and the call screen can be viewed on separate screens. We know most NHS PCs will only have a single screen, hence this guide.

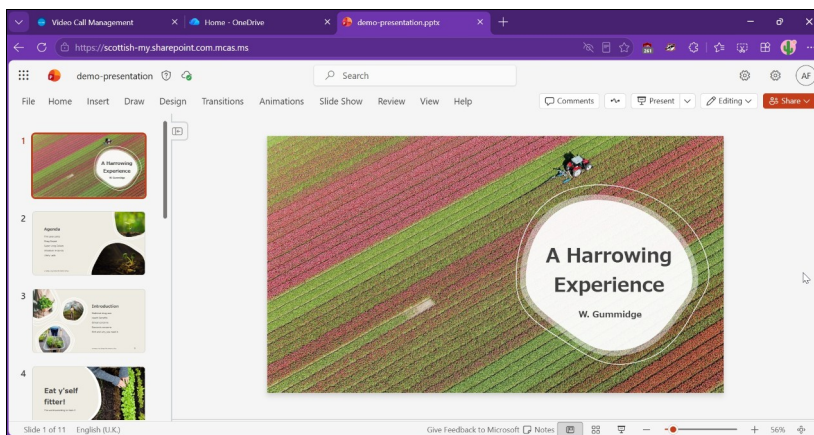
Normal screen sharing is covered in these guides - [standard Waiting Areas](#) and [group Waiting Areas](#). Sharing PowerPoints is more complex as PowerPoint normally jumps to a new, full-screen window when Presenting. This guide is aimed at Windows 11 users, wishing to share a presentation (saved as a **pptx** file), that is already stored in OneDrive/Sharepoint, from an Edge or Chrome tab.

A resizable pop-out window showing four prominent callers is generated when you begin sharing screens 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.

If you have a single-screen and want to see your main call screen and presentation at the same time, please make yourself familiar with [window snapping](#), keyboard shortcuts or choosing Edge's windows/tabs from the task bar. It is simple and [covered below](#).

Please feel free to contact the [NVCS help desk](#) if you would like to test any of the methods described before using them with your normal callers.

PowerPoint Sharing Basic

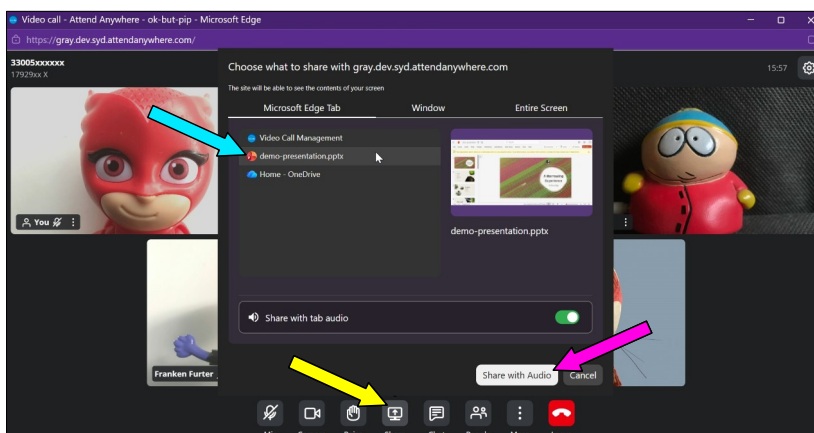


Basic...

Use this if you don't mind callers seeing your slides in editing mode for a few seconds; don't need slide notes; are happy only seeing the four most prominent callers when presenting.

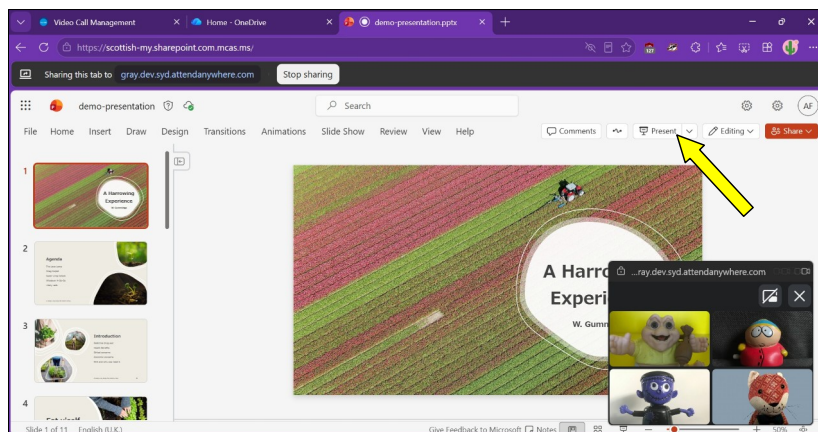
Basic A - Have your presentation open in a browser tab but **do not** use the Present button yet.

Begin your Near Me call.



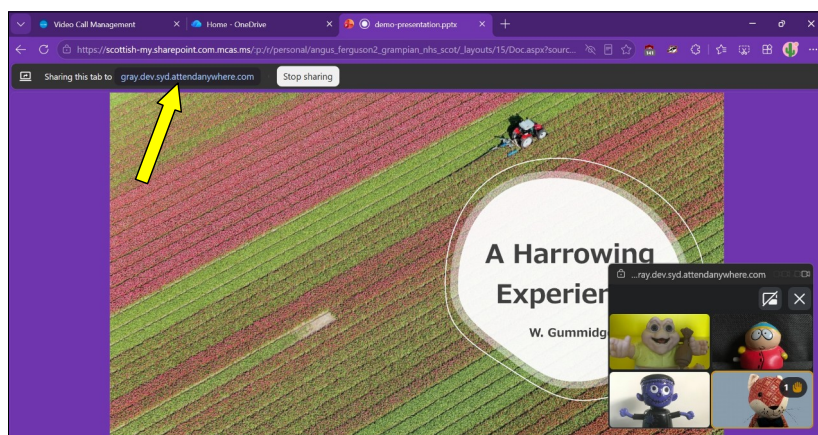
Basic B - When it's time to share, click the Share button from your call controls (yellow arrow) then select the tab containing your presentation (blue arrow). Once selected, click Share (pink arrow).

[Tab audio sharing is on by default but can be turned off if your presentation contains audio you do not want to be heard.]



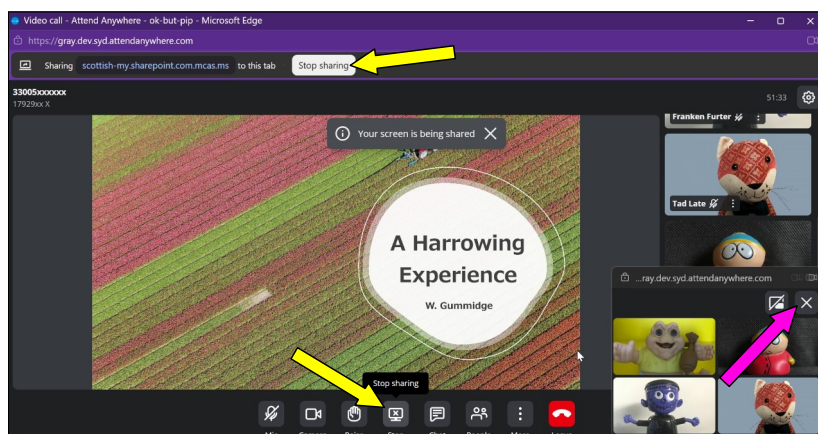
Basic C When sharing has begun, click the Present button (yellow arrow) and you can move through your presentation as desired.

In addition to the tab you're sharing, you'll see the four most prominent callers in a resizable pop-out window.



Basic D As with your main call window, there will still be indicators for raised hand or participant speaking for those callers featuring in the pop-out tiles.

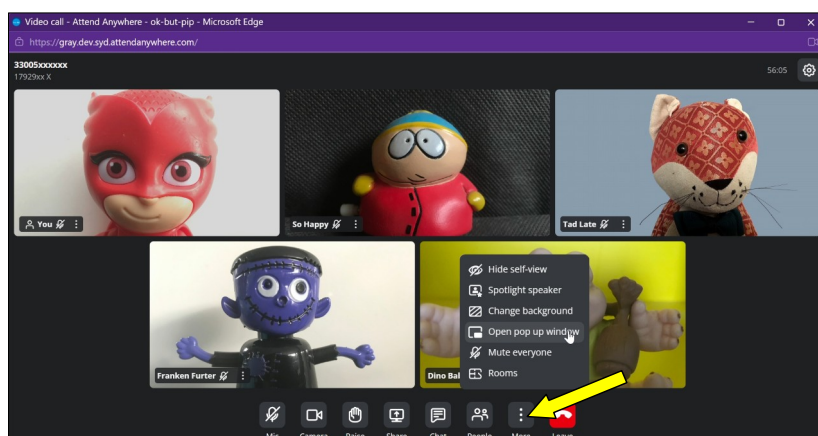
Once you have finished the presentation, click the link to the main call screen (yellow arrow)...



Basic E ...then click either Stop sharing button (yellow arrows).

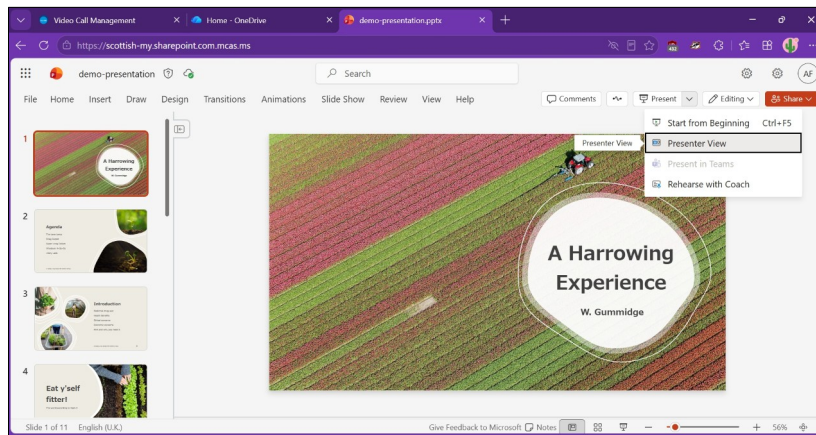
You can close the pop-out window too (pink arrow).

You can continue your group session as before.



If, at any time you'd like to see the pop-out window without screen sharing, you can select it from the More button options.

PowerPoint Sharing (Basic+)

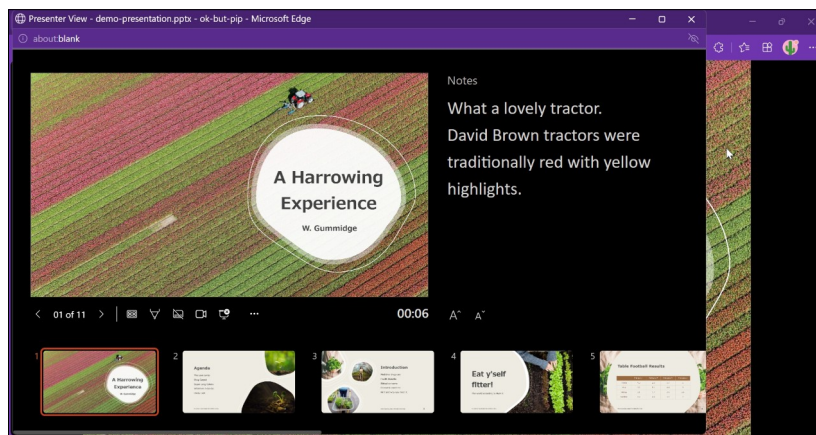


Basic+ Sharing...

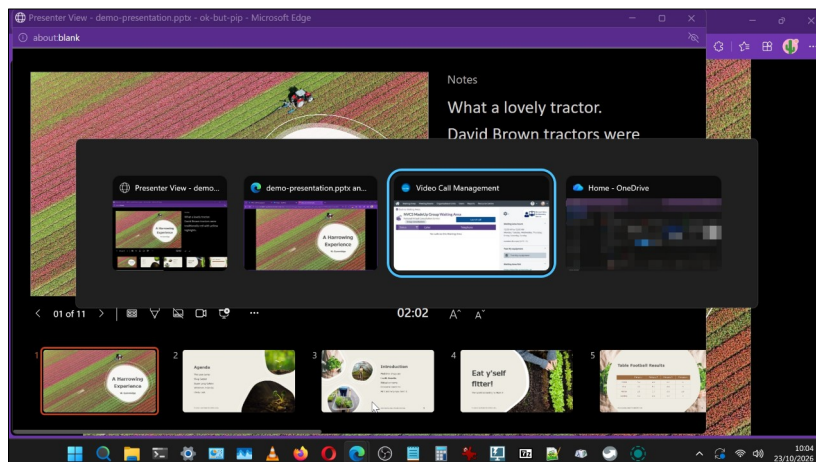
When you don't want your callers seeing your presentation in editing mode or need to see your slide notes and are happy just seeing the four most prominent callers in a pop-out window while presenting.

Step 1

Open your presentation in a browser tab and choose Presenter View from the Present drop-down.



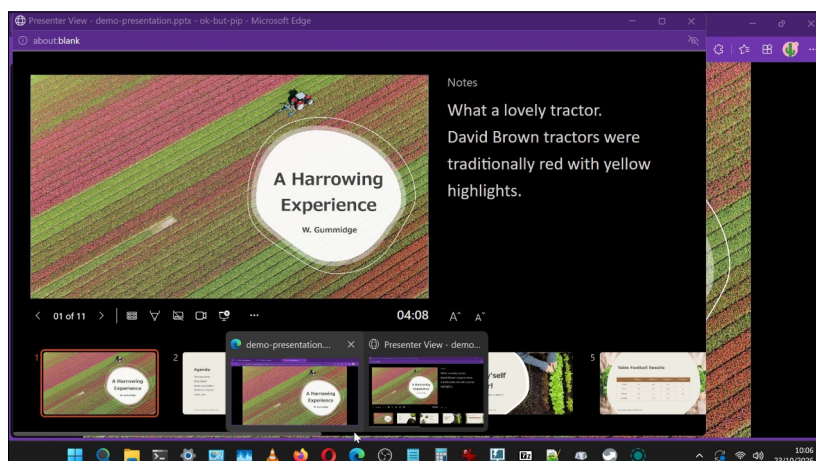
Doing so opens a new window containing the presenter view with slides and notes.



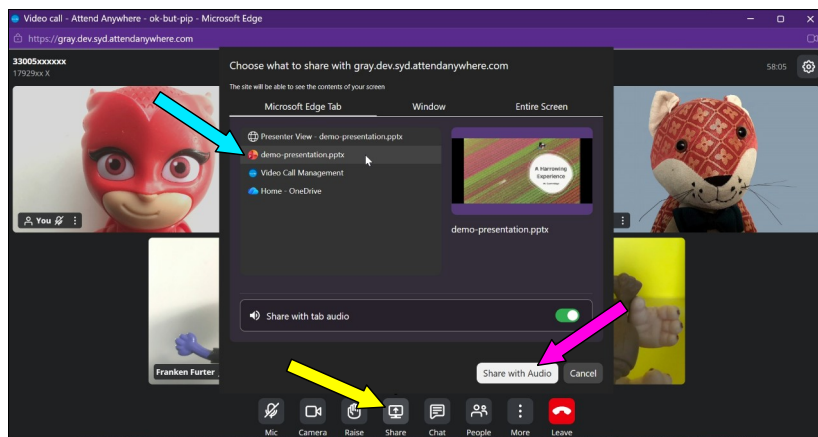
Step 2

Return to your main window and start your Near Me call.

If that main window is hidden, either use Windows' normal ALT+TAB method to see all open tabs, allowing you to select the main Edge window...

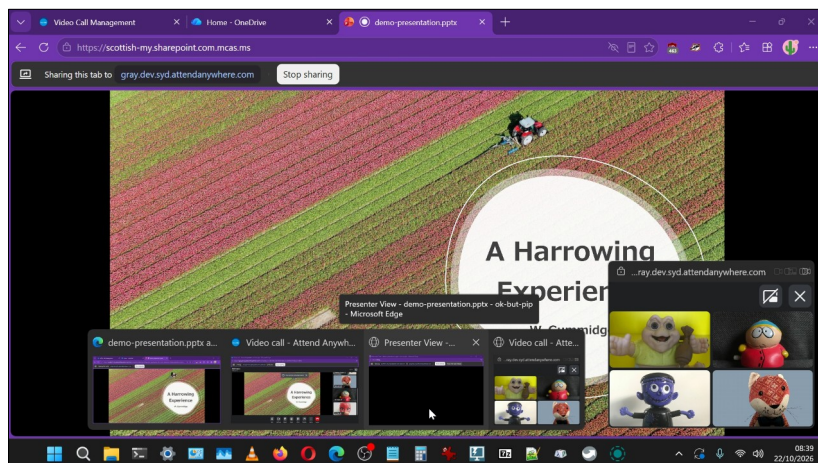


... or click the Edge icon from your taskbar (yellow arrow) and click on the thumbnail of the correct Edge tab.



Step 3

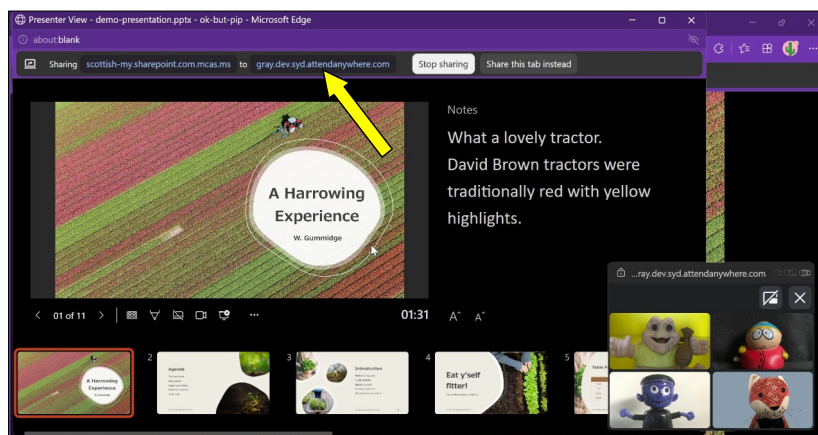
With your call running, start your content share by clicking the share button on your call controls, select your presentation (not the Presenter View) then click the Share within the selection window.



Your callers will see the presentation in their main window and you'll see the four most prominent callers in a resizable pop-out window.

If you want to see your Presenter View, use either the ALT+TAB or Edge icon methods mentioned above to select it.

[The screen grab to the left shows the Edge icon method. A Service Provider would click the Presenter View thumbnail to view it. The pop-out window remains on top.]

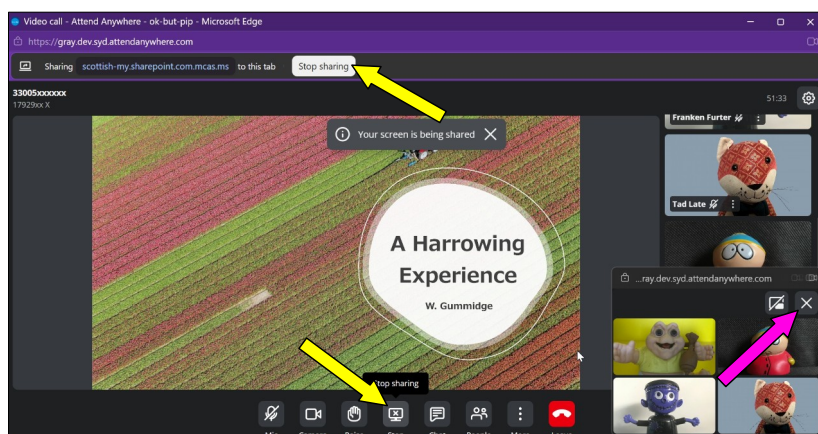


Your callers continue see the main presentation in their call screen while as you see the Presenter View.

[The pop-out video feeds are generated in this order: pinned participant, those with raised hands, active speaker, any participants with video enabled.]

Step 4

Once you have finished the presentation, click the link to the main call screen (yellow arrow)...



Step 5 ...then click either Stop sharing button (yellow arrows).

You can close the pop-out window too (pink arrow).

You can continue your group session as before.

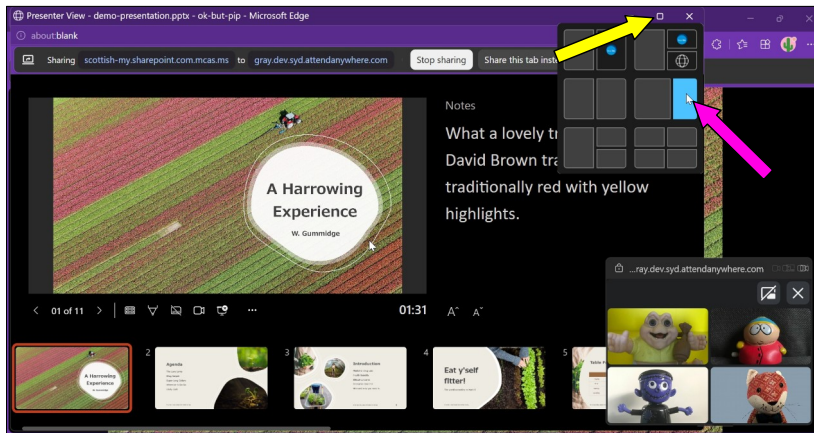
PowerPoint Sharing Complete



Complete...

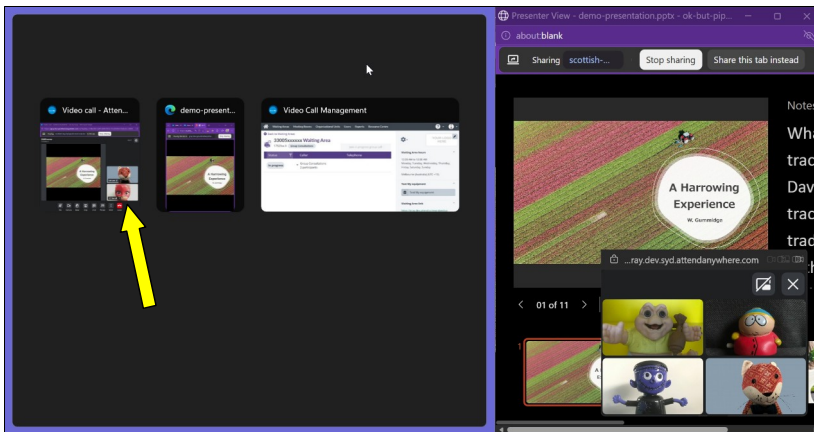
To see your slides and notes while also seeing your main call screen – with or without the pop-out showing your four most prominent callers.

Follow steps [1](#), [2](#) and [3](#) above then return here.



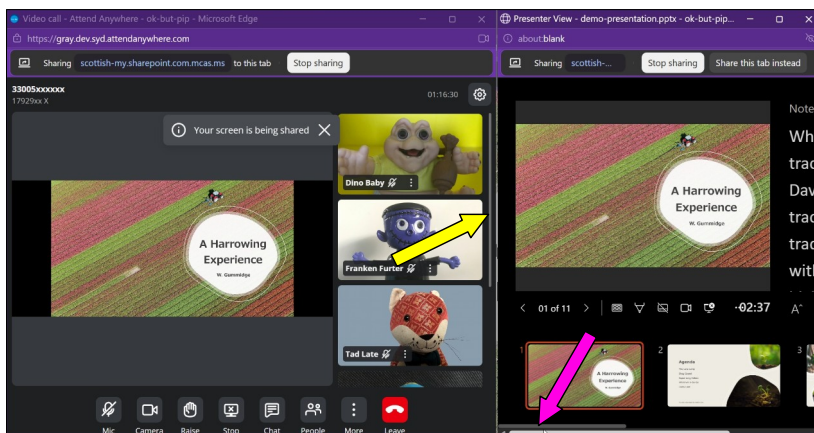
You're now in your call, sharing the presentation and can see your slides. To see the main call screen too, you have to move some windows around. You could drag your windows around to snap them into place but predefined layouts may be easier.

To use them, hover over the Presenter View's maximise button (yellow arrow). To move/resize it to the right third, click the corresponding layout (pink arrow).



The Presenter View window will snap to the right third of your screen and you'll be given a choice of your PC's other open windows to fill the left two-thirds.

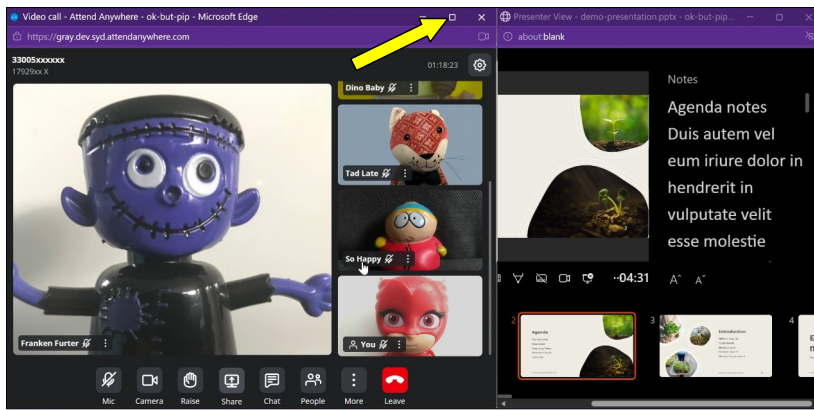
Locate then click the main video call window (yellow arrow).



With the pop-out closed, you will see your callers in a row beside or above the presentation with a scroll bar (yellow arrow) beside or below them, to see the overflow.

Tip: Closing an open People or Chat pane helps view your callers.

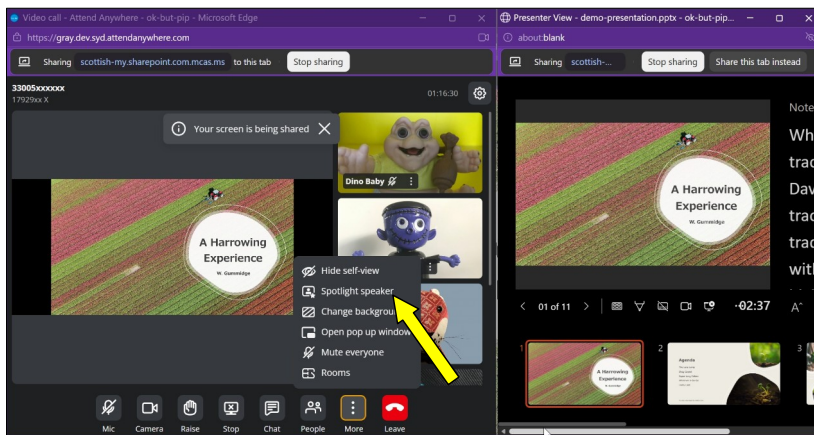
The Presenter View can be scrolled too (pink arrow), for a view of the slide notes, if desired.



When you have stopped sharing your presentation, just click the maximise button (yellow arrow) to fill your screen with the ongoing call.



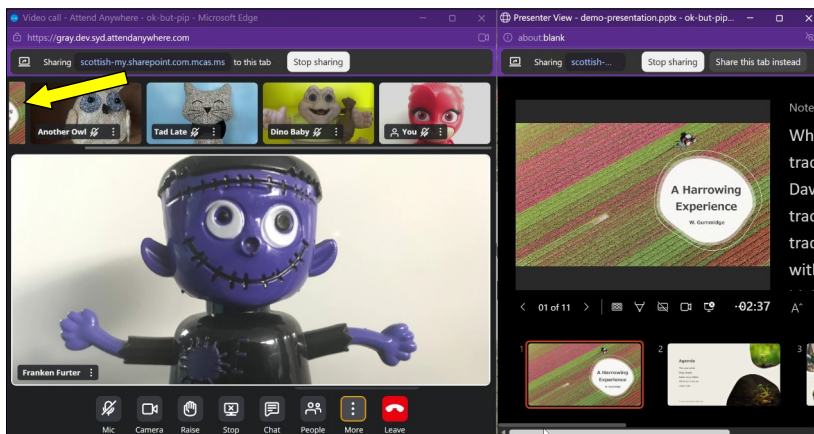
Additional layout possibilities



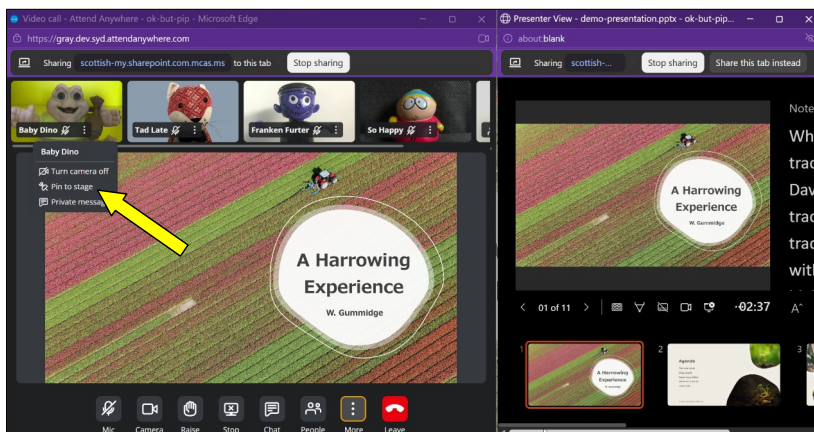
Apart from being able to scroll through a row of callers, both you and your callers have individual layout controls that can be accessed from the More call controls.

The **Spotlight Speaker** control shows whoever is speaking in the main call window and updates the window should somebody else speak.

N.B. These are individual controls. They will not affect the layout your callers see.



With Spotlight Speaker is in use, your presentation will be displayed in your row of caller tiles (yellow arrow). Unfortunately, it's almost hidden in this screen-grab.



You can also pin a particular caller to the main call window. To do so, click the three-vertical-dot menu you'll see in your caller's video tile and click **Pin to stage** (yellow arrow).

Unpinning shows your presentation again.

