

How to Guide

How to share a PowerPoint Presentation within Attend Anywhere when you only have one screen



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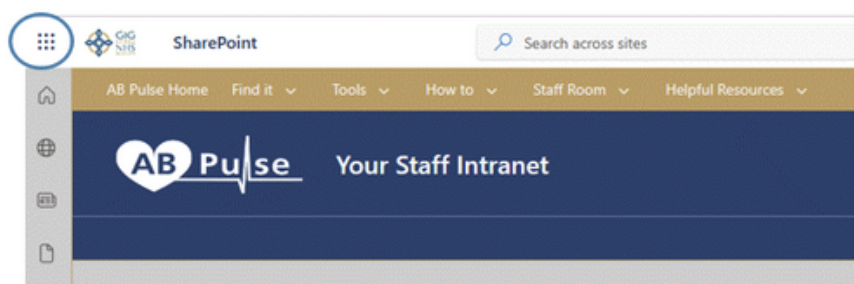
It is simple to share content within Attend Anywhere but much easier to do so if using two screens connected to your PC/laptop, with shared content on one screen and the Attend Anywhere call screen on another. However, it is possible to see both content and patients using one screen.

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.

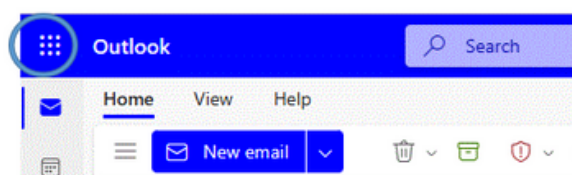
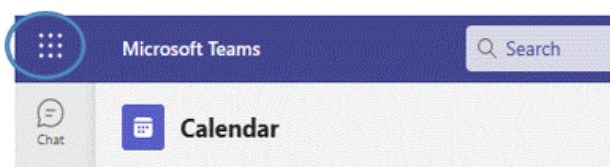
Sharing with a single screen

Please follow these instructions in the exact order otherwise it may not work.

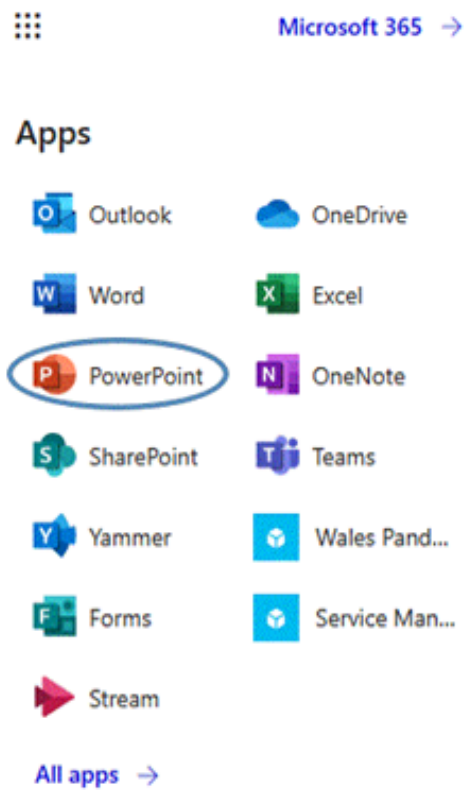
Go to your Health Board intranet home page and click on the **'App launcher'** also known as the **'waffle iron'** (the 9 dots) it is located on the top Left-Hand side of the screen.



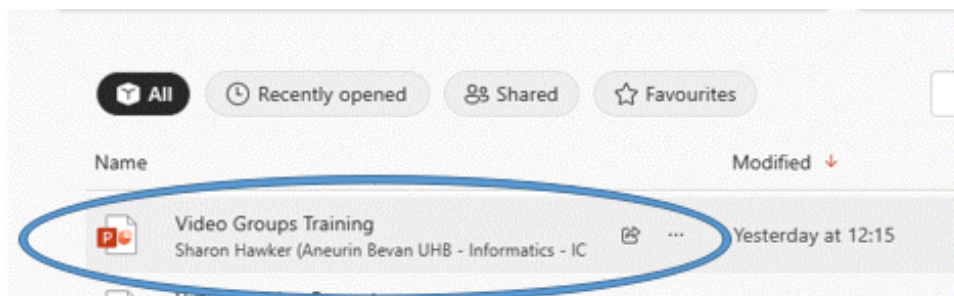
You can also access the **'waffle iron'** from any of your applications e.g., Teams, Outlook etc.



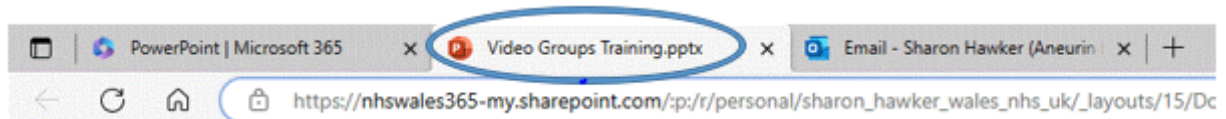
It will open to show the applications that you have access to in Office 365. **Select 'PowerPoint'**.



Then **select/click** on the PowerPoint presentation(s) you wish to share.



The PowerPoint presentation will then open up as a browser tab.



N.B. PowerPoint needs to be opened this way otherwise the screen sharing doesn't work. Do not click Present  until after you have selected the share screen from within the Attend Anywhere call.

Start your Attend Anywhere call (**Join call** or **Launch call**). When you are ready select the **'share screen'** button from your control bar.

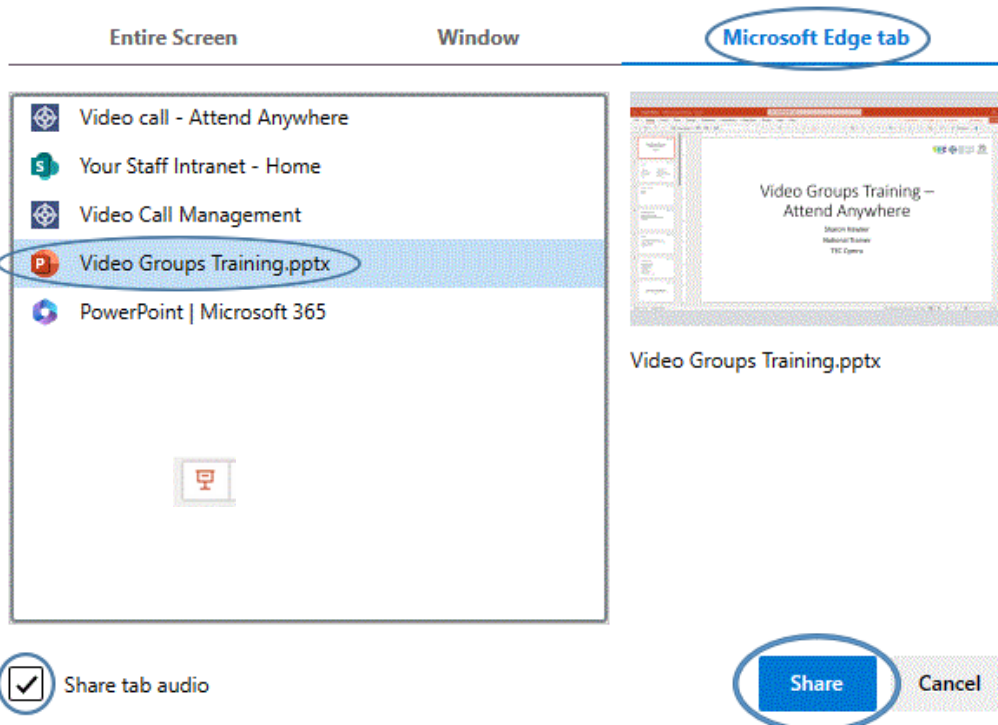



If you can't see the control bar wiggle your mouse.

Select to share your **browser tab** e.g., **Microsoft Edge tab**, and choose the tab you wish to share. If you need to share sound tick the box for **'audio'**. Then click the blue **'Share'** button, this will take you to that shared tab.

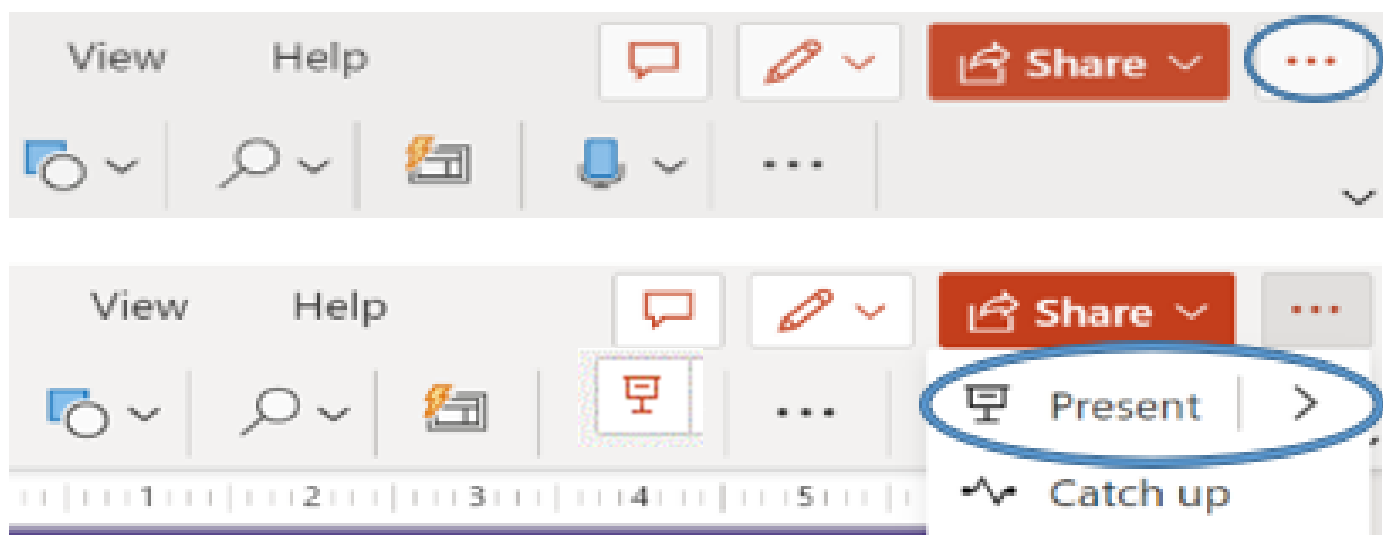
Choose what to share

wales.nhs.attendanywhere.com wants to share the contents of your screen.



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

N.B. If you can't see the Present  button in PowerPoint it may be hidden in the ellipsis (3 dots).



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

To see your callers in Attend Anywhere whilst presenting

Use **'Snap Windows'** so that you can see both windows in a 50/50 split.

1. While in your PowerPoint tab, hold down the windows key



and one of the arrow keys.



Left or Right arrow key (depending on which half of the screen you'd like your presentation displayed).



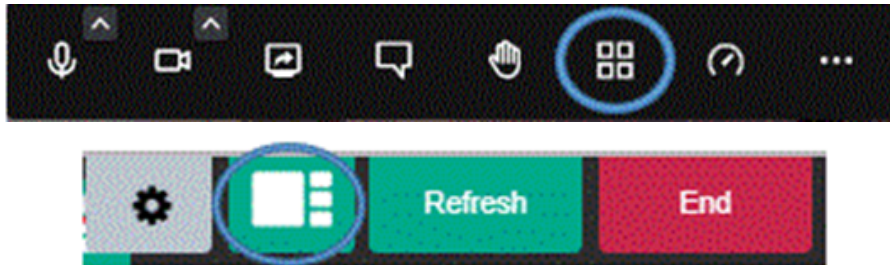
2. Then click on the Attend Anywhere call window. Use the windows key and the other arrow to see the call window on the other half of the screen.
3. Depending on your configuration of windows, it is possible to drag the divider between the two windows so that if you wish, the presentation takes about a third of your screen and the call screen two thirds.
4. To end the screen share, **click** the **'share screen'** button on your control bar again, or the blue **'Stop Sharing'** button at the top of the screen



N.B. Patients will only see the Presentation and the other participants, they will not see your spilt screen.


Patients View

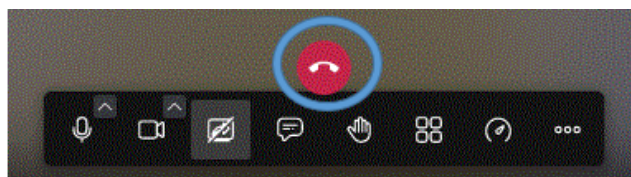
Callers should be informed they have individual layout controls. To make you or the presentation full screen they can click/tap on the appropriate tile to make bigger on their screen. To see all callers again, they click the **“Toggle tile view”** button on their control toolbar for groups or the tile next to the **'Refresh'** button on a Consultation call.



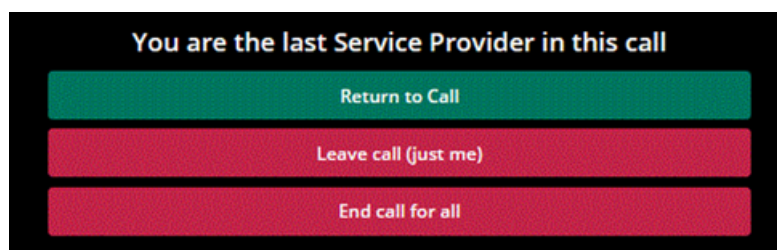
Mobile device users should be asked to prop their device up, with it sitting on its longest edge (landscape orientation).

'Groups' Attend Anywhere calls

- For a better view of your callers, your **'participants'** menu can be closed by clicking on the participants icon . It can be reopened by clicking again on the participants icon, or you can select the **X** on the top right. Whilst open you will also see the **'Breakout rooms'** button and the **'End call'** buttons (unless the call screen view has been greatly reduced).
- If you have reduced the size of your call screen, you will see a red telephone icon in the middle of the screen,



when you click on it, it will give you the following options to end the call.

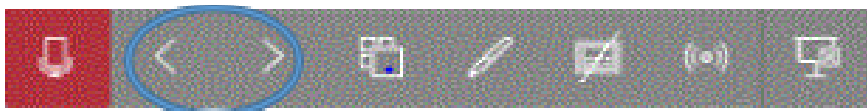


PowerPoint features whilst sharing presentation

You will notice that on the bottom left of the PowerPoint screen you will see a control bar with options to use during presenting.



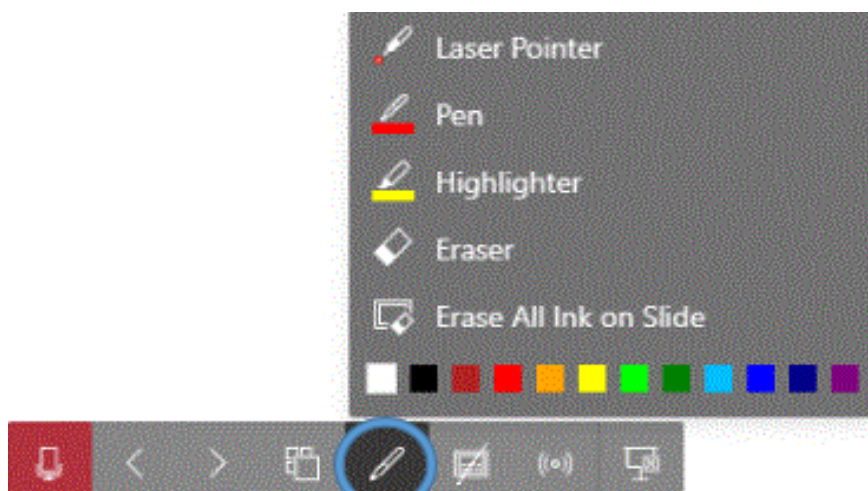
Use these to toggle between slides



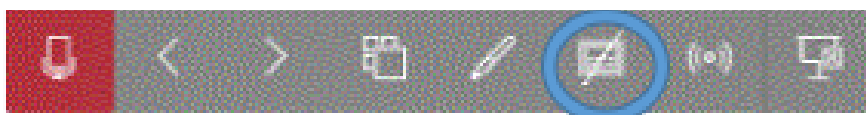
To alternate between seeing all slides or one slide click here



Pointer/Pen/Highlighter options



Turn Captioning on/off



To disable 'present' mode and go back to 'editing' mode

