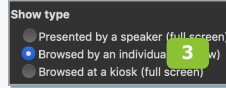# VidyoConnect™ Tools • Tips • Tricks

SHARING POWERPOINT PRESENTATIONS

PRE-CALL SETUP

Set up your slide show for optimum viewing and navigation.

1. Open PowerPoint. Click the **Slide Show** tab.

2. Select **Set Up Slide Show.**

3. Select **Browsed by an individual (window)** and click **OK**. After saving, this will be your default for this **individual PowerPoint presentation**.

4. **Start Slide Show:** select the start slide show button in PowerPoint.

5. Resize the PowerPoint window to fit your needs and remove the black space on the sides. This optimizes the viewing experience.

IN-CALL SETUP

1. When you are ready to share , click [icon] the Share applications button on the in-call toolbar.

2. Select the **PowerPoint Slide Show** to share and click [SHARE] **Share**. The Vidyo window will resize.

a) **Single-Display:** Move the PowerPoint presentation to the side of the conference window to view and navigate through the presentation side by side with the conference.

b) **Multi-Display:** Resize the content on the 2nd display. Expand the Vidyo window on the main display.