

# Using Cameo in PowerPoint

Present with your live webcam feed  
directly on your slides



LIVE CAMERA

# What Is Cameo?

A built-in PowerPoint tool that places your live webcam feed inside a slide — as a moveable, resizable object.



## Live feed

Your camera appears as a real element on the slide — not a floating overlay.




## Styled

Apply shapes, borders, and effects just like any other image or shape.



## Persistent

The Cameo object stays where you place it across Presenter View and recording.

 Requires Microsoft 365 (desktop). Not available in PowerPoint 2019 or web-only accounts.

# How to Insert a Cameo

- 1 Open Insert tab**

Go to Insert → Camera in the ribbon (look for the small camera icon labelled "Cameo").

---
- 2 Click Cameo**

A placeholder box appears on the slide. This is where your live feed will show during the presentation.

---
- 3 Resize & reposition**

Drag the handles to resize. Drag the box itself to move. Treat it like any image.

---
- 4 Style it**

Use the Camera Format tab to add a shape, border colour, or effect.

---
- 5 Test in Preview**

Click the play button inside the placeholder — your webcam activates so you can preview the layout.

# Styling Your Cameo

Once inserted, select the Cameo object → Camera Format tab:



## Camera Styles

Choose from preset frames — circular, rounded, picture frame, and more — from the Camera Styles gallery.



## Camera Shape

Change the clipping shape (circle, hexagon, star, etc.) via Camera Shape in the ribbon.



## Camera Border

Add a coloured border and adjust its weight under Camera Border.



## Camera Effects

Apply shadow, reflection, glow, and 3-D rotation under Camera Effects.

*Tip: A circular Cameo in the lower-right corner keeps your face visible without covering slide content.*

# Presenting with Cameo

## During Slideshow

Your webcam activates automatically when you enter Slideshow mode.

The Cameo box shows your live feed exactly where you placed it.

You can hide/show the feed: right-click the Cameo → Hide/Show Camera.

Mirror your camera via Camera Format → Mirror Camera for a natural look.

## Recording a Presentation

Slide Show → Record → Record from Beginning (or current slide).

Cameo records your face alongside audio and slide content.

Each slide stores its own recording — re-record one slide without redoing all.

Export as video: File → Export → Create a Video to share a combined recording.

# Tips & Troubleshooting



## Best Practices

- Position Cameo on a corner or empty region — avoid covering key text.
- Use a circular style to soften the appearance and save space.
- Set a consistent size across slides for a polished, professional look.
- Good lighting behind your camera matters more than any style setting.
- Run a test recording before your actual presentation.



## Common Issues

### **Cameo option is greyed out**

→ Check you are using Microsoft 365 desktop — not web or PowerPoint 2019.

---

### **Camera not activating**

→ Allow camera access in Windows Privacy Settings → Camera.

---

### **Feed appears flipped**

→ Camera Format → Mirror Camera (toggle on/off).

---

### **Cameo missing after sharing**

→ Save as .pptx (not .ppt) and share as a file, not a screenshot.

# Quick Recap

**What:** Cameo embeds your live webcam directly onto a slide as a styled object.

---

**Insert:** Insert → Camera → resize and position the placeholder anywhere on the slide.

---

**Style:** Camera Format tab → choose a shape, border, and effects.

---

**Use:** Activates automatically in Slideshow mode; also records when you use Record Slide Show.

---

**Share:** Export as video or share the .pptx file — Cameo object travels with it.

*Questions? Try inserting a Cameo right now and recording a 30-second test clip.*