

How to share PowerPoint presentations

To share PowerPoint slides, you can use OneDrive through your Microsoft account.

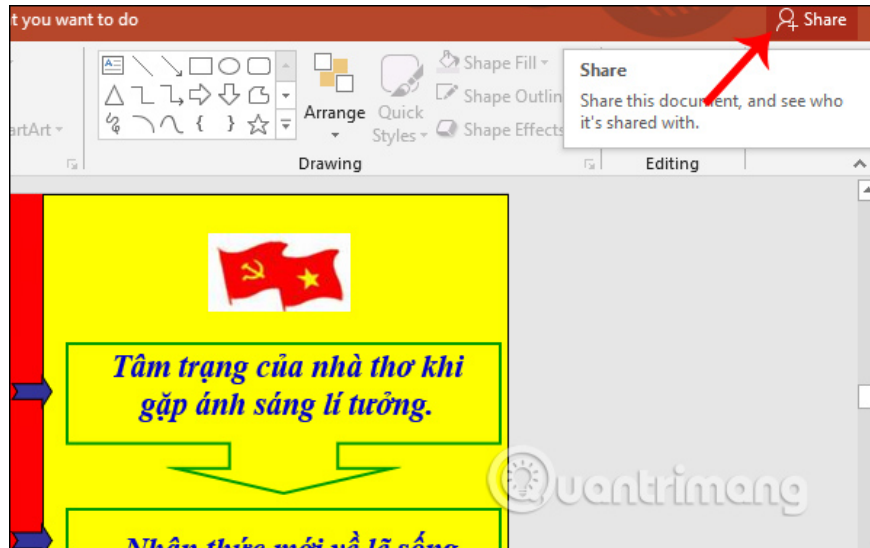
To send PowerPoint presentation slides to others, usually we will use email or use cloud storage services like Google Drive or OneDrive. With OneDrive account will be simpler when users can perform right on the PowerPoint interface, if you have a Microsoft account. Then users only need to log into OneDrive account to share PowerPoint slides. The shared file has 2 options that are only allowed to be viewed or allowed to edit the content. Thus users are easier to manage the content in the slide when sharing to others. The following article will guide you how to share PowerPoint presentations through your OneDrive account.

1. Share PowerPoint 2016 presentations online
2. 7 pages of PowerPoint slide templates help your presentations 'sublimate'
3. How to create links in PowerPoint
4. How to adjust word spacing on PowerPoint

Instructions for sharing PowerPoint slides

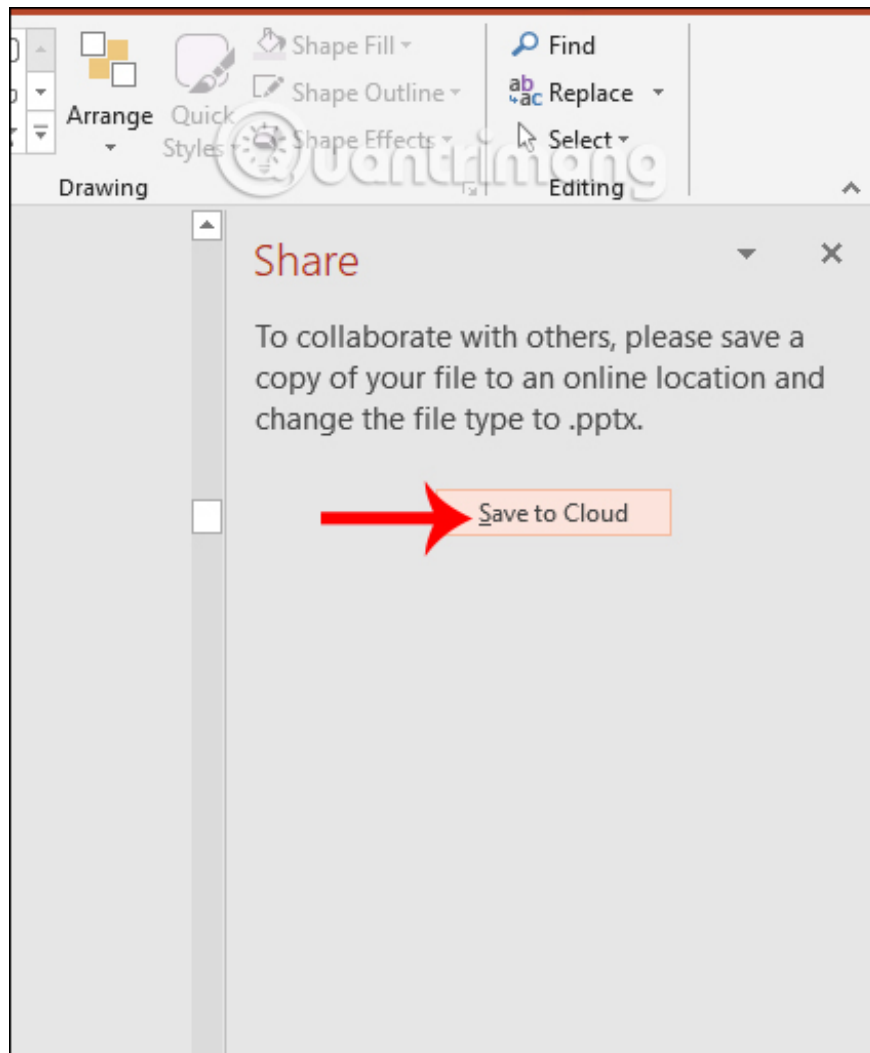
Step 1:

First of all, users need to create a Microsoft account and then **sign in to OneDrive** . Open PowerPoint slides you want to share and click **the Share icon** in the top right corner of the interface.

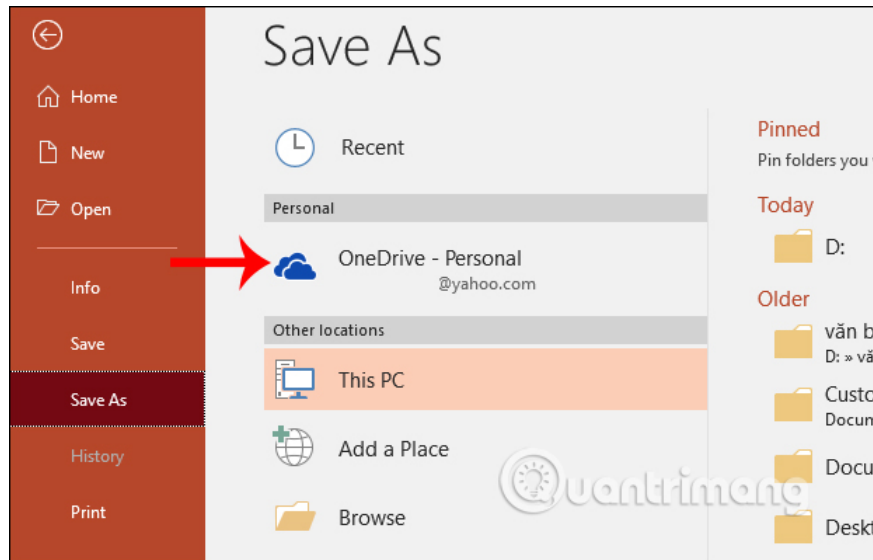


Step 2:

Display the notification interface asking the user to save the PowerPoint file to the OneDrive account, **click Save to Cloud** .

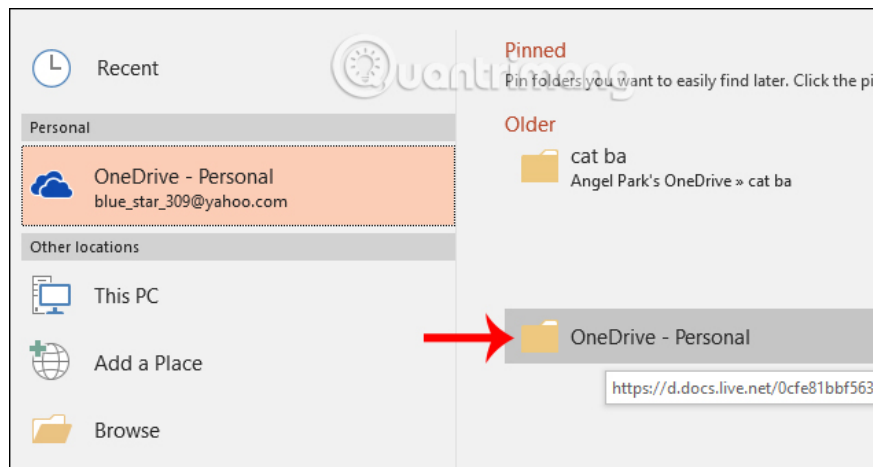


Show the storage location selection interface, click on your **personal OneDrive account** .

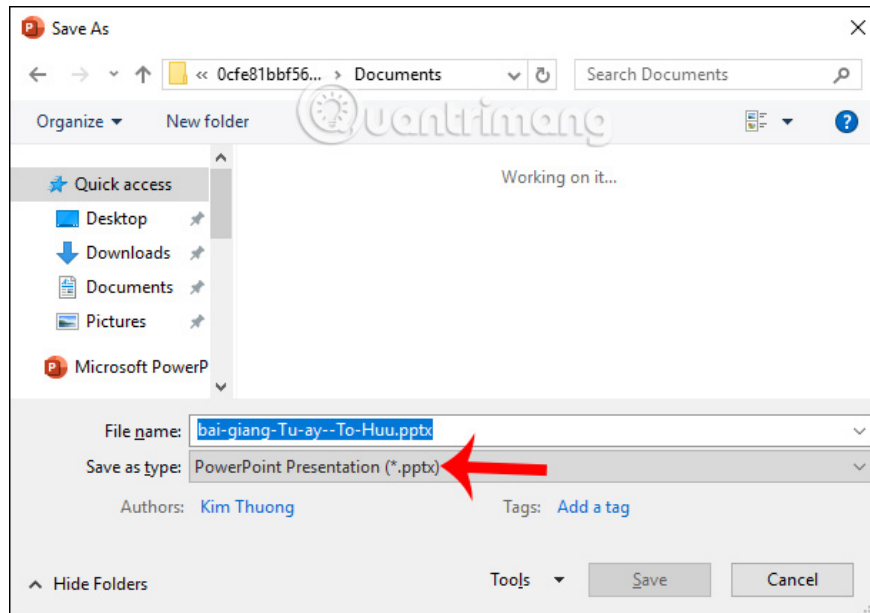


Step 3:

Then display the folders stored on the OneDrive account that the user has created. We click on the folder we want to save the PowerPoint file.



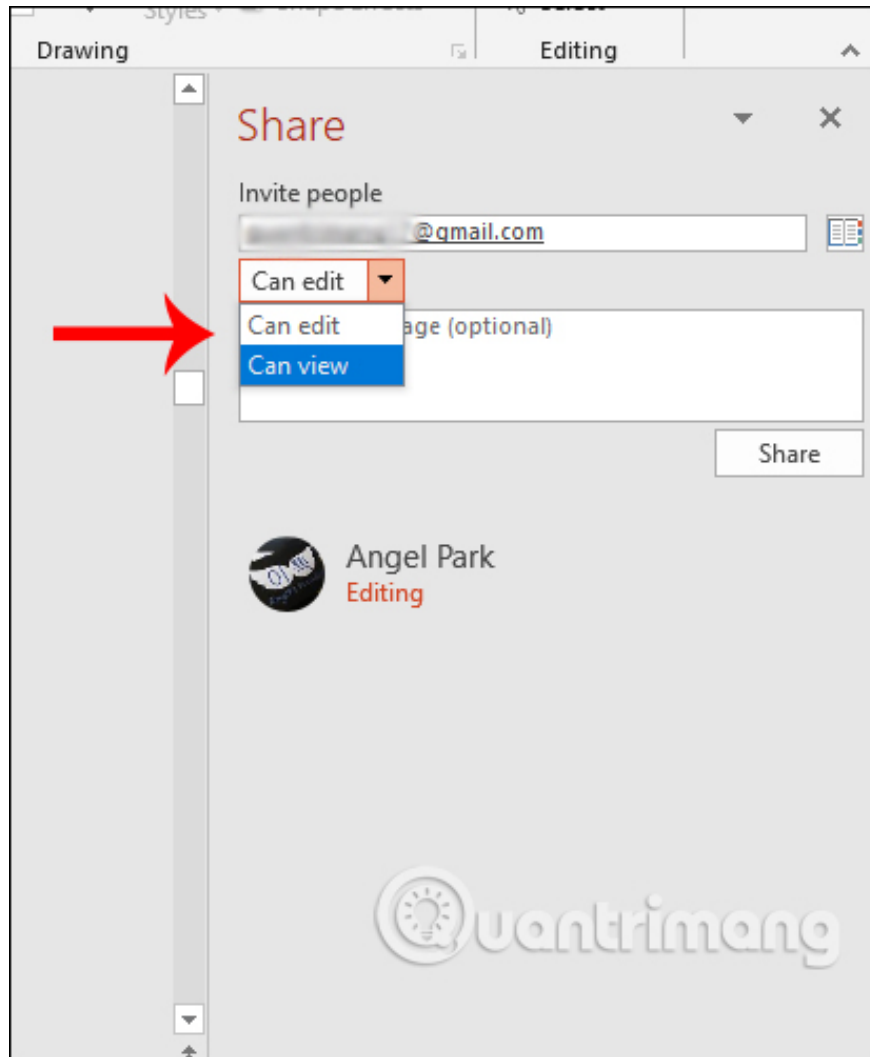
Next, users need to **convert PowerPoint slides to pptx** and then click **Save** to save the slide.



Step 4:

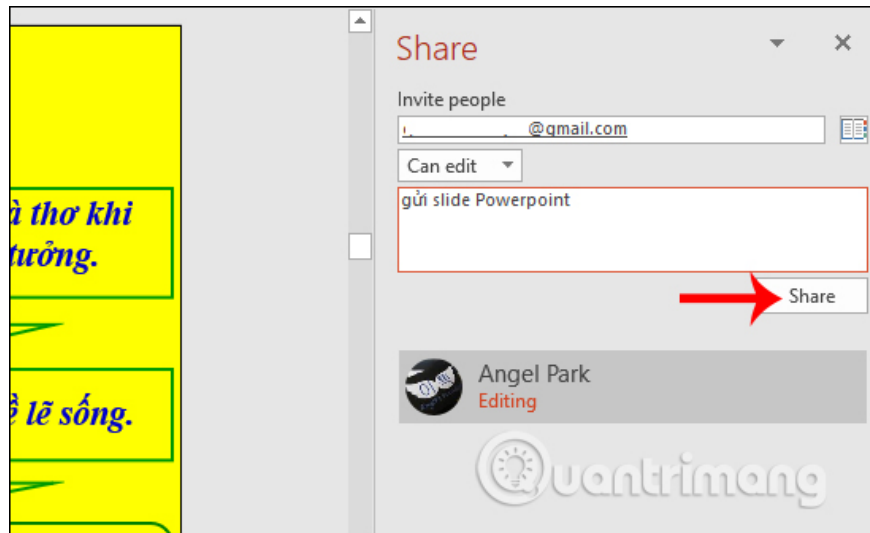
When you're done, go back to the PowerPoint interface and click the Share icon again. Display the content sharing frame on the right. We **enter the recipient email address** in the Invite people section, or click the book icon to use the account from the personal address book.

Next we **select the mode** to view or copy only the edit for the person who received the PowerPoint file

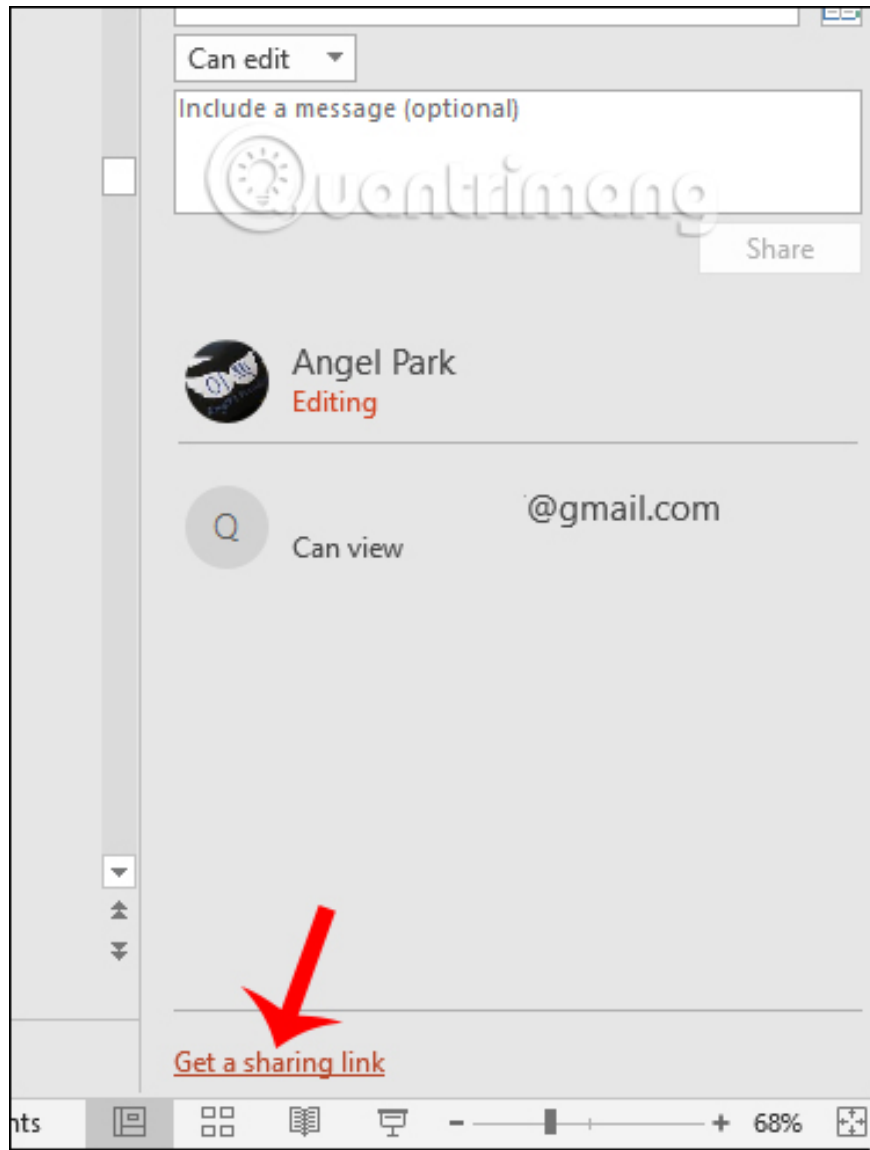


Step 5:

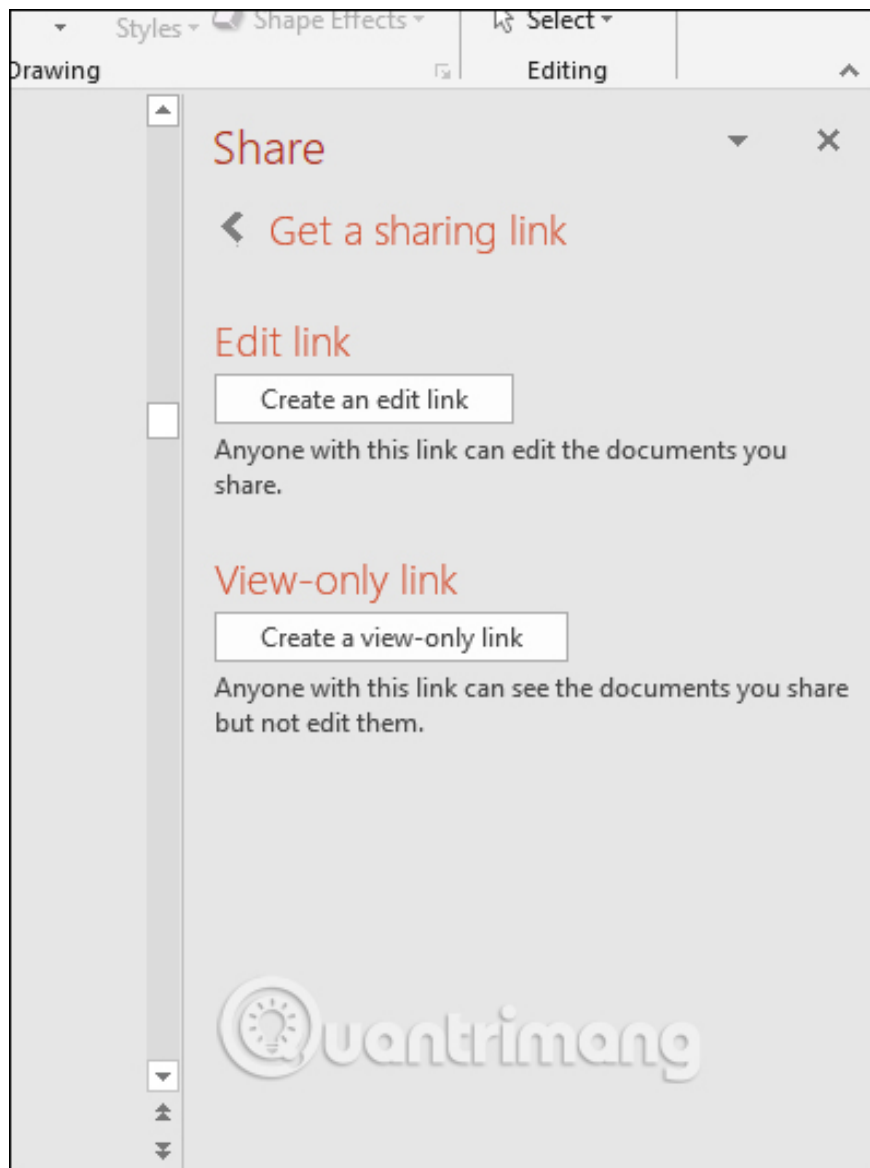
Below is a frame to enter the message, depending on whether you want to send the message with the slide. Continue pressing **Share button** to share the file. The recipient will then receive an email providing access to the presentation slide. Please check the Spam section to avoid missing mail.



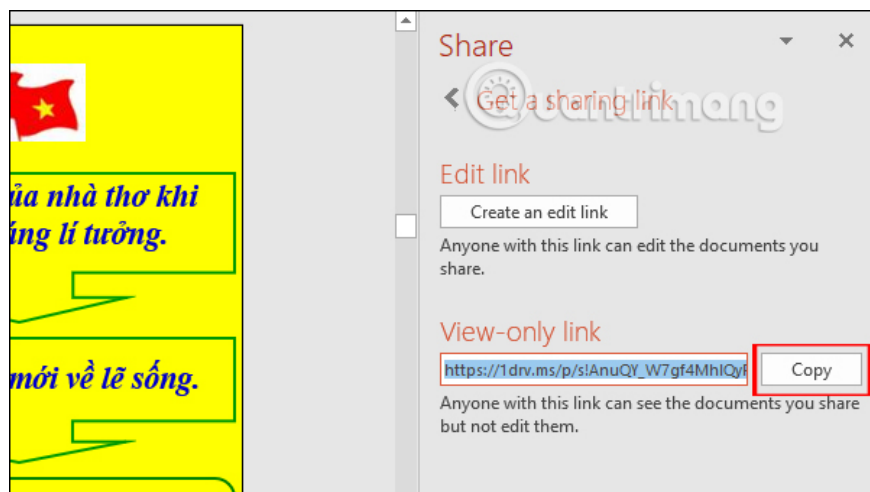
Besides there is another method to invite others that is to share links. Click on **Get a sharing link** as shown below.



Then we are asked to use the link to edit (Edit link) or read only (View-only link). Select the type of link, just click **Create an .** to create the link is finished.



You wait for PowerPoint to create a PowerPoint file sharing link. Finally, click **the Copy button** to copy the PowerPoint file link to share to many people.



Then the PowerPoint slide is opened in PowerPoint Online as shown below.



So we have finished sharing the PowerPoint file with a very simple way. If using shared links, the way to do it is easier, the number of visitors to the slide is also more.

I wish you all success!

You finished reading the article "**How to share PowerPoint presentations**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.