

PowerPoint 2016: Sharing Presentations Online

Instead of presenting it as a slideshow, you can choose to present it as a video or even online so others can view it remotely.

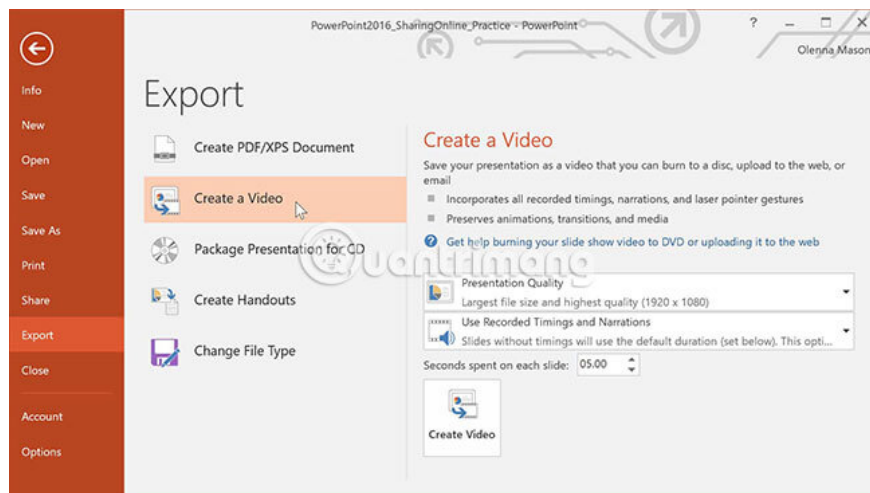
PowerPoint 2016 offers several options to enhance or even completely change how you deliver your presentation. Instead of a standard slideshow, you can choose to present it as a video or even online so others can view it remotely. Regardless of your presentation method, you have the freedom to customize your slideshow (remove or rearrange slides). All these options can help you create a much more engaging and professional presentation.

Export your presentation as a video.

The **Create a Video** feature allows you to save your presentation as a video . This feature can be useful because it lets your audience watch the presentation whenever they want. To ensure your audience has enough time to view each slide, you may need to rehearse or record the slideshow before using this feature.

How to export a presentation as a video

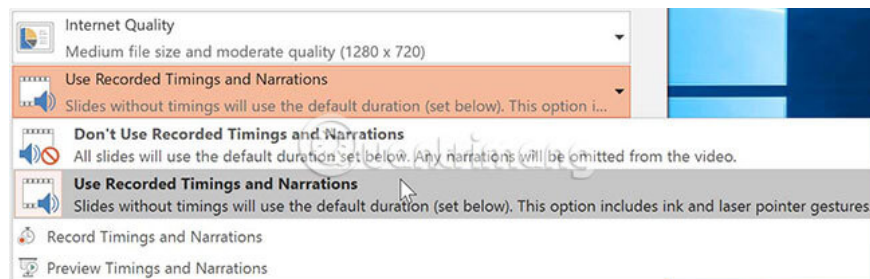
1. Click on the **File** tab to access the **Backstage interface**.
2. Select **Export**, then click **Create a Video** . The video export options will appear on the right.



3. Click the drop-down arrow next to **the Presentation Quality** option to select your desired video size and quality.

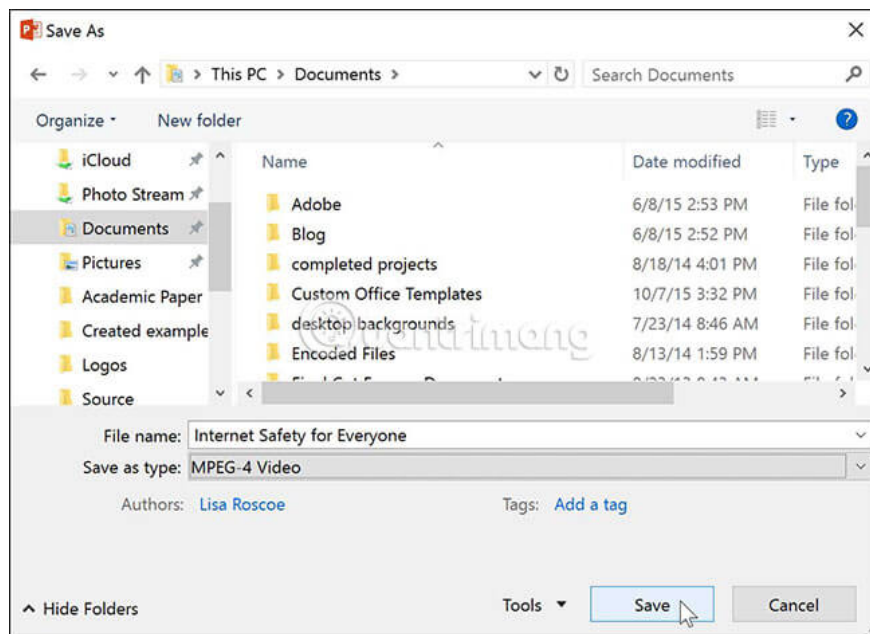


4. Select the drop-down arrow next to **Use Recorded Timings and Narrations**. Choose **Don't Use Recorded Timings and Narrations** if you don't have or don't want to use recorded timestamps. You can also choose **Use Recorded Timings and Narrations** if you have recorded timestamps and narration and want to use them in your video.



5. Click on **Create Video**. The **Save As** dialog box will appear.

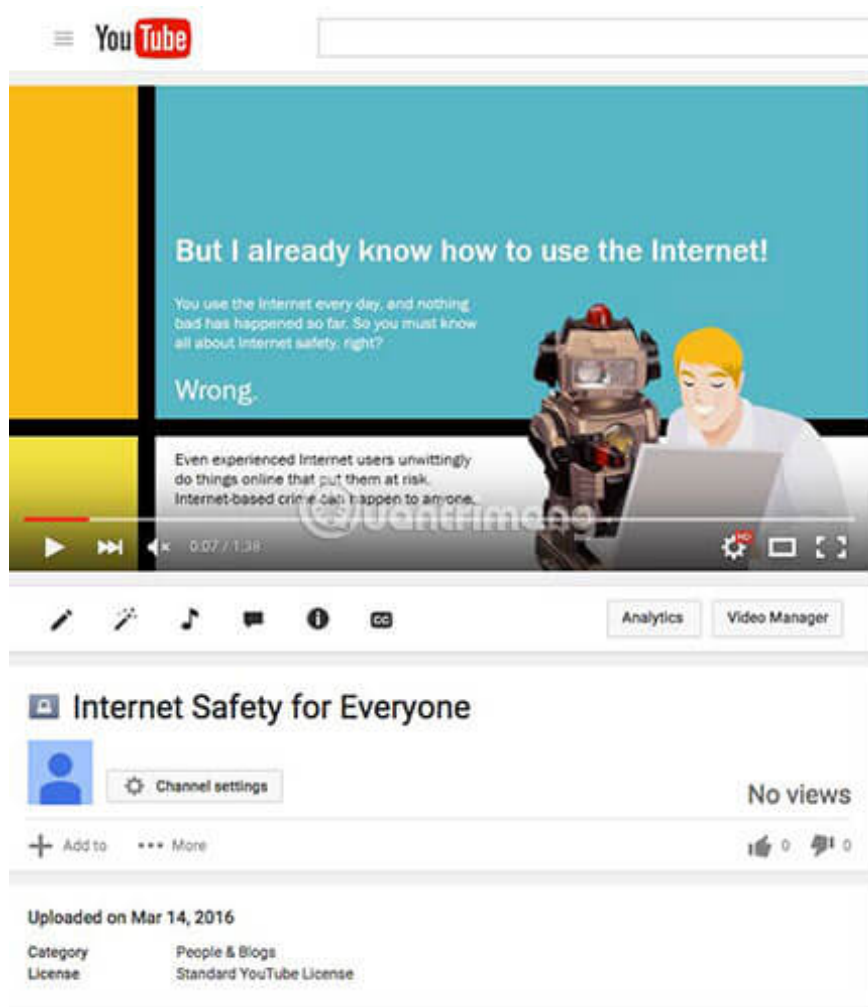
6. Choose the location where you want to save the presentation, then enter a name for it.



7. Click **Save**. When PowerPoint creates the video, a status bar will appear at the bottom of the PowerPoint window . Once the process is complete, the video will be ready to view, send, or upload.



In addition to sending videos via email, you can upload your videos to free video sharing sites like YouTube . Once the video is uploaded, you can provide a link to anyone you want to watch it. To learn more about using YouTube to share videos online, check out the article: Simple ways to share a specific YouTube video .



Presenting a slideshow online

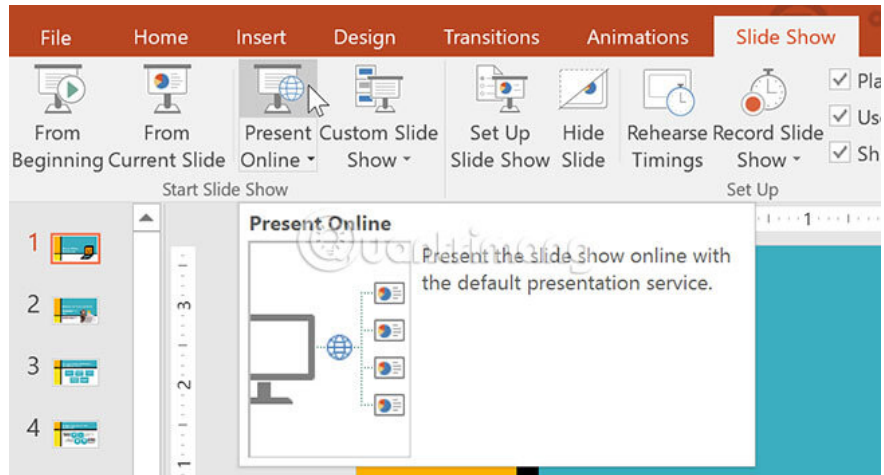
Presenting a slideshow online is incredibly easy. All you and your audience need is an internet connection (no PowerPoint required). Once viewers are connected, you can begin your presentation as usual.

Please note that you cannot edit your presentation or highlight it with a highlighter or pen while giving an online slideshow. You also cannot use PowerPoint to speak to your audience. Plan to communicate with viewers via

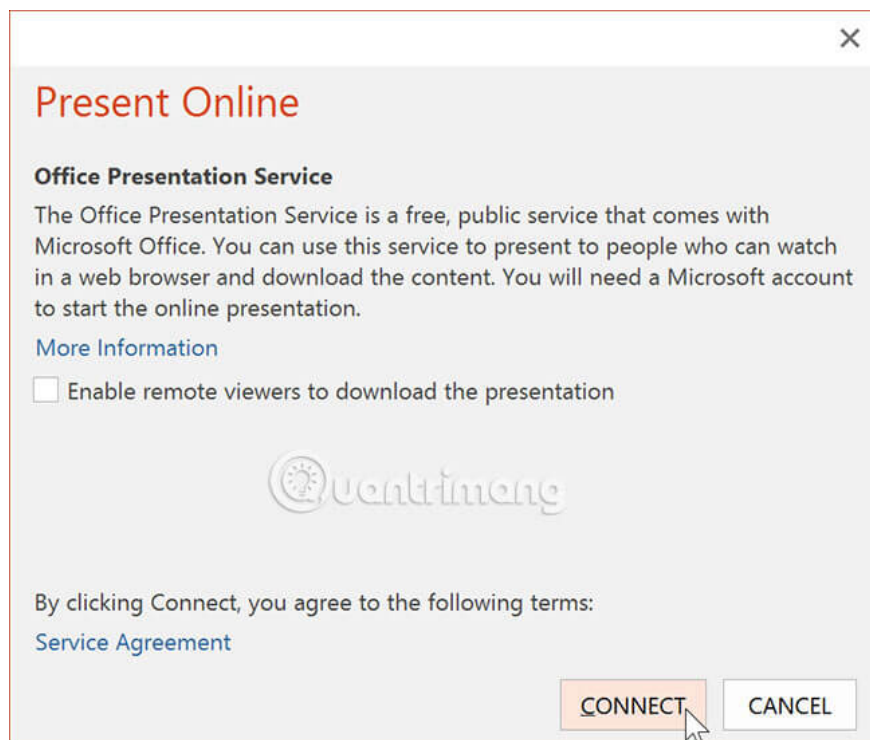
teleconferencing or record your narration.

How to give an online presentation

1. Select the **Slide Show** tab, then locate the **Start Slide Show** group .
2. Click on the **Present Online** command.

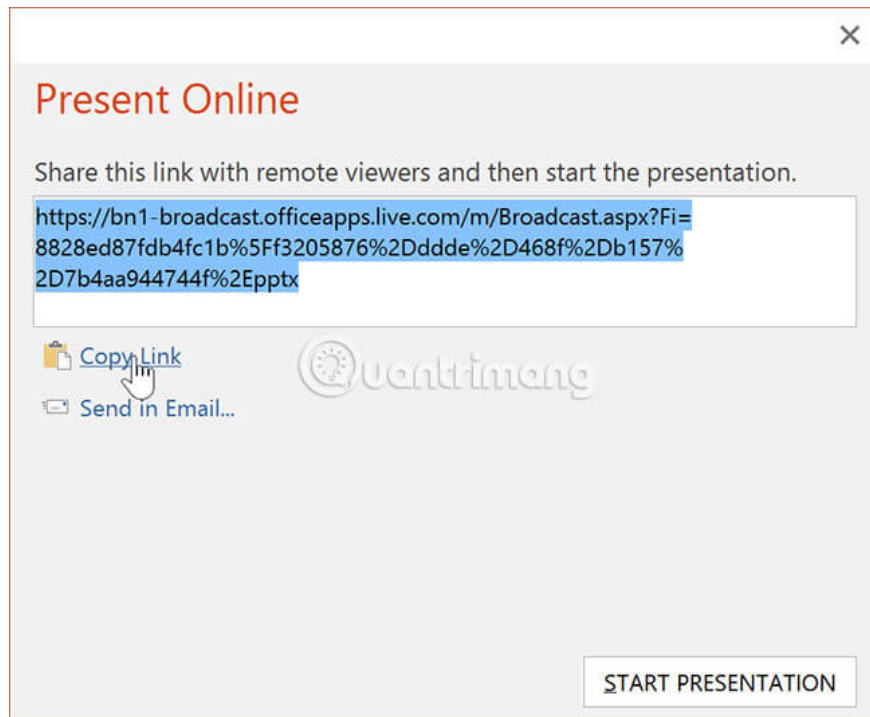


3. A dialog box will appear. Click **Connect**. A status message will appear when PowerPoint is 'preparing' the online presentation.



4. A link will appear. If it's not already selected, click on it.

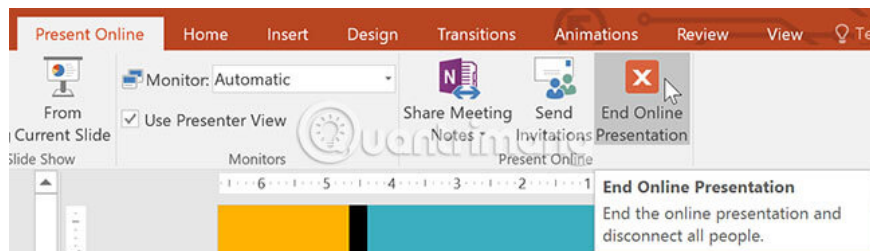
5. Click **Copy Link** to create a copy of the link that you can paste anywhere, including Facebook, your blog, or email. Make sure each viewer receives a copy of the link before you begin your presentation.



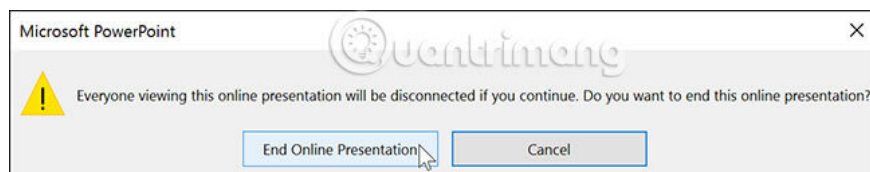
6. Click **Start Presentation**.

7. Present the slideshow as usual, using the mouse or keyboard to transition between slides.

8. When finished, click the **End Online Presentation** option .



9. A dialog box will appear to confirm that you want to end the presentation. Click **End Online Presentation** .



Good luck!

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