

Share PowerPoint 2016 presentations online

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

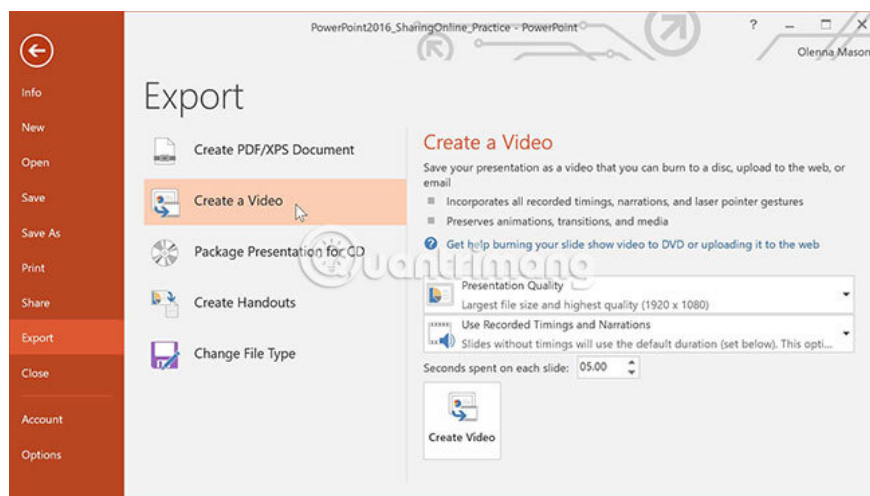
PowerPoint 2016 offers several options to enhance or even completely change the way you deliver presentations. Instead of displaying the slideshow as usual, you can choose to present it as a video or even online so that others can view it remotely. Whichever presentation you choose, you can freely customize your slideshow (remove or reorder slides). All of these options can help you create a much more engaging and professional presentation.

Export the presentation as a video

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

How to export presentations in video format

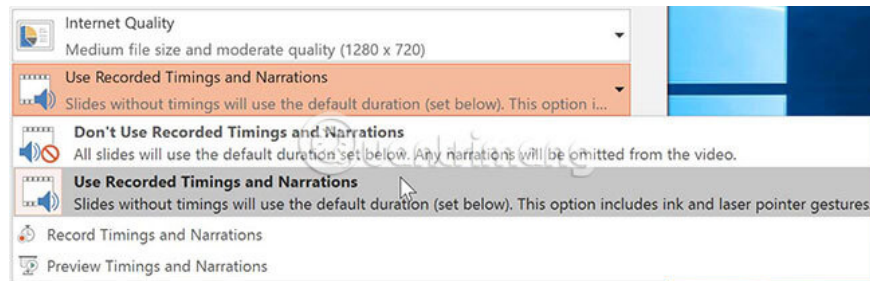
1. Click the **File** tab to access the **Backstage** interface .
2. Select **Export**, and then click **Create a Video** . The video export option will appear on the right.



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

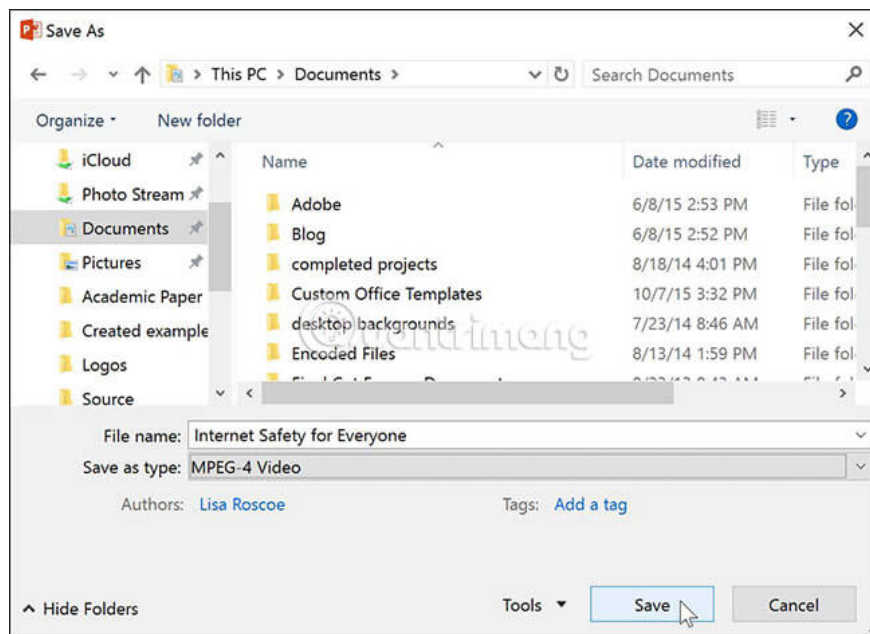


4. Select the drop-down arrow next to **Use Recorded Timings and Narrations** . **Don't Use Recorded Timings and Narrations** if you don't have or don't want to use the recorded time periods. You can also select **Use Recorded Timings and Narrations** if you have recorded the time periods, as well as the narration and want to use them in your video.



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

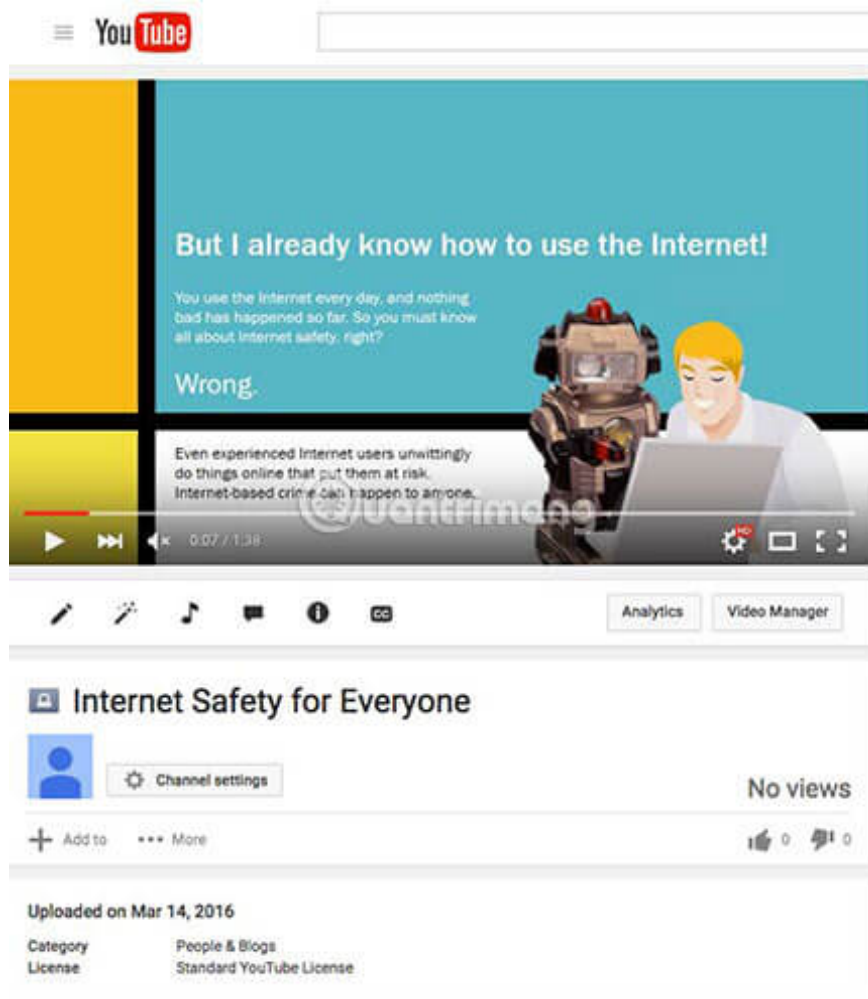
6. Select the location to save the presentation, then enter a name for it.



7. Click **Save**. When PowerPoint creates a video, a status bar appears at the bottom of the PowerPoint window. When the process is complete, the video will be ready for viewing, sending or uploading.



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 see. To learn more about how to use YouTube to share videos online, refer to the article: Simple ways to share a specific YouTube video.



Presentation of online slideshow

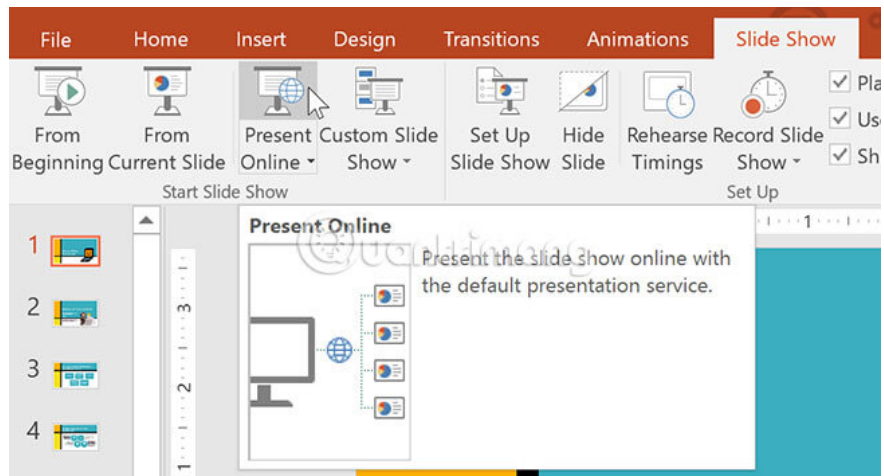
Presenting an extremely easy online slideshow. All you and your audience need is an Internet connection (without PowerPoint). When the viewer is connected, you can start the presentation as usual.

Please note that you cannot edit the presentation or mark it with a highlighter or pen while playing an online slideshow. You can't use PowerPoint to talk to your audience. Plan to communicate with viewers through the teleconferencing feature, or record the report.

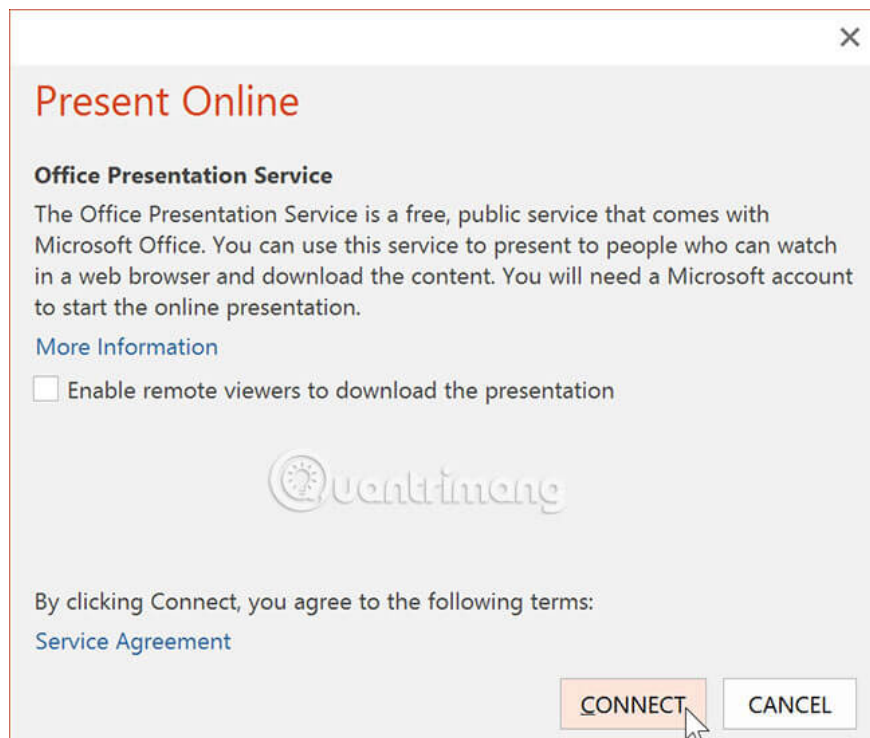
Presentation of online presentations

1. Select the **Slide Show** tab , then specify the **Start Slide Show** group.

2. Click on the **Present Online** command .

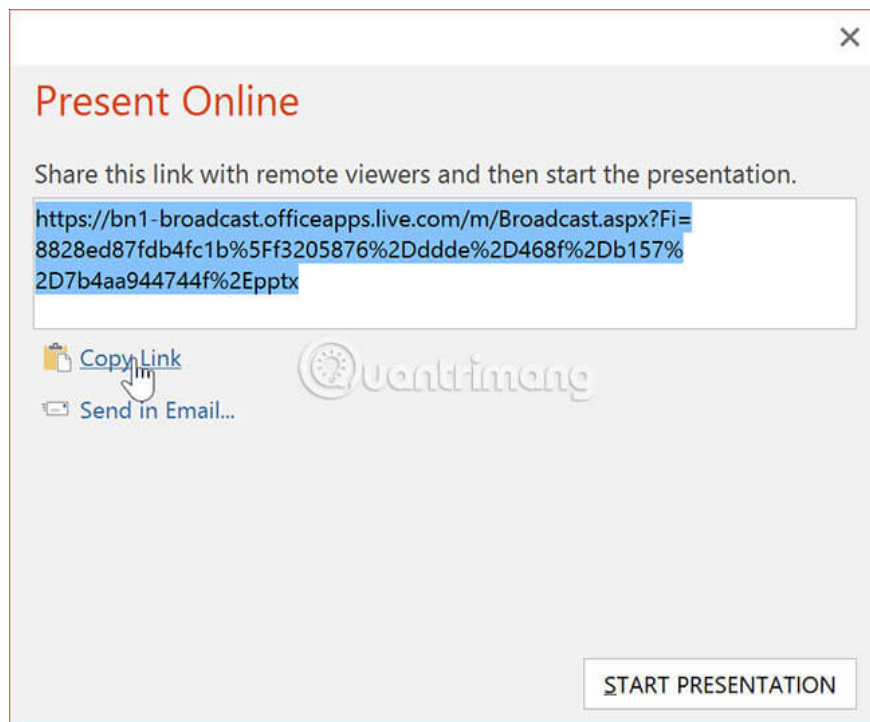


3. A dialog box will appear. Click **Connect**. A status message will appear when PowerPoint 'prepares' the presentation online.



4. A link will appear. If it is not already selected, select the link.

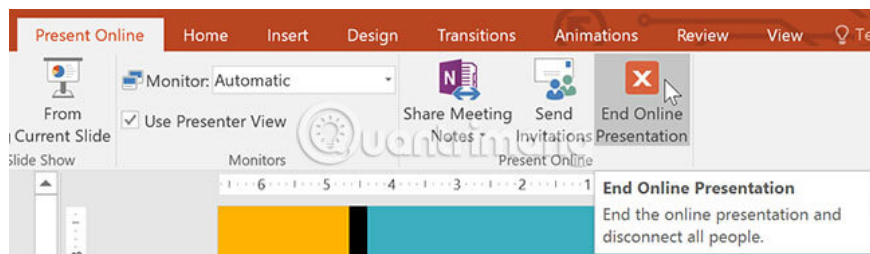
5. Click **Copy Link** to create a copy for the link that you can paste anywhere, including Facebook, blog or email. Make sure that each viewer receives a link copy before you start the presentation.



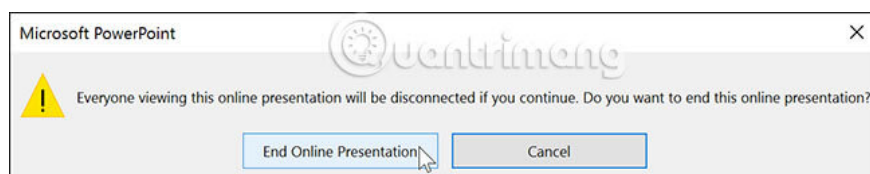
6. Click **Start Presentation**.

7. Present slideshow as often done, using mouse or keyboard to forward 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** .



Hope you are successful.

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