

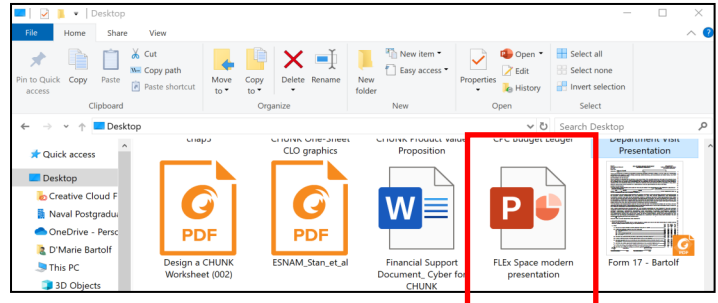


# Microsoft Teams— Presenting a PowerPoint

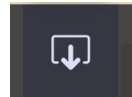


Follow the steps below to have full PowerPoint application capabilities, including annotating the slides, when presenting a PowerPoint presentation during a Teams meeting or call.

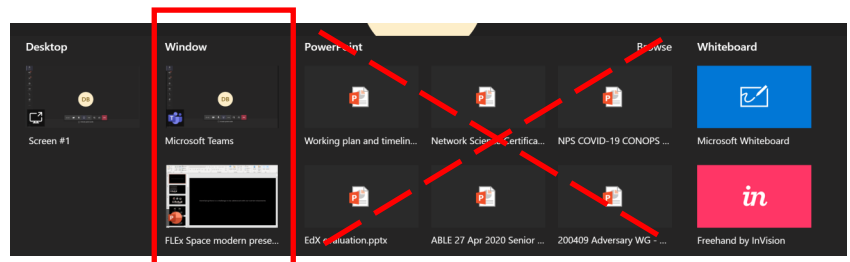
1. Open the PowerPoint file you wish to present.



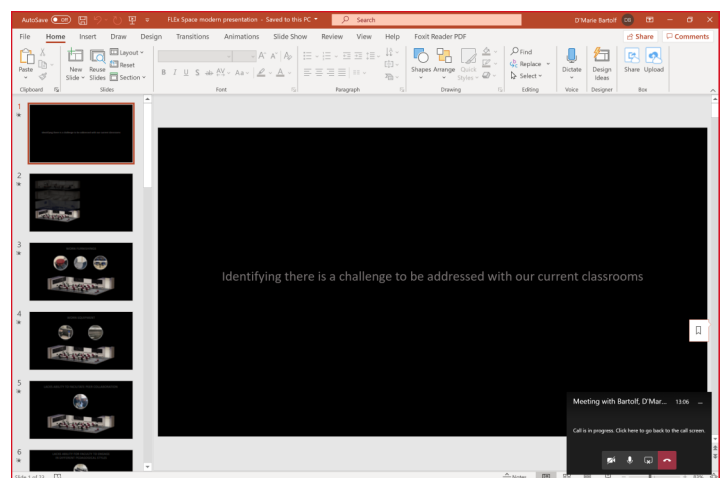
2. From your Teams meeting select “Screen Share.”



3. Select the PowerPoint presentation under the “Window” category. It is NOT recommended to screen share the PowerPoint presentation from under the PowerPoint category as you will not have full presentation capabilities, including annotation.



4. The PowerPoint Presentation will display with a red box around the screen indicating it is being shared with participants.
5. Start the slideshow by selecting the slideshow icon on the bottom right of the screen or the Slide Show menu on the top toolbar.
6. When complete, select stop share to stop sharing the presentation.



## More information?

For more information regarding Teams and other communication and collaboration resources, please visit: <https://nps.edu/web/tlc/tlc-distance-learning-resources>

