# Give a PowerPoint Presentation

When you are giving a prepared presentation to a group, you most likely want to control the content, pace, and what's being shown at all times. Giving a Microsoft PowerPoint presentation is a professional way to give an online presentation. No one can edit the content that you are presenting, but if you choose, other people can mark on it to emphasize a point.

## Upload a PowerPoint file before a scheduled meeting

If you've scheduled a meeting, you might want to upload your presentation to the meeting before it begins.

1. Open your meeting from Microsoft Outlook by clicking **the Join online** or the **Join online meeting** link in the invitation.
2. In the meeting window, click **Share**, and then click **PowerPoint Presentation**.
3. Double-click the PowerPoint file that you want to add, and then click **Open**. When the file has been uploaded and converted for presentation, the slides are shown in the meeting stage area which is to the right of the meeting window.

## Control who can download your presentation

To keep the focus on what you're presenting and to avoid distractions, you might want to restrict who can download your presentation or handouts.

- After you have uploaded the presentation, in the meeting stage, click the arrow next to **Meeting Content** or the file name, click the arrow next to your file, point to **Make Available to,** and then click one of the following:

- **Meeting Organizer**   Allows only the person who schedules the meeting to download the file. You might want to choose this option if you're doing a presentation and don't want people in the meeting to have the content before you present it.
- **Presenters**   Allows only presenters to download the file to their computers.
- **Everyone**   Allows the organizer, presenters, and attendees to download the file to their computers.

## Give a PowerPoint presentation

You can give a PowerPoint presentation that's already been uploaded to a meeting or browse to a PowerPoint file and start presenting.

**Present a PowerPoint file that you have already uploaded to a meeting**

1. In the meeting window, click **Share**, click **Recent Content**, and then click the file name.

**Present a PowerPoint file that's not uploaded yet**

1. In the meeting window, click **Share**, and then click **PowerPoint Presentation**.
2. In the **Share PowerPoint** dialog box, browse to and double-click the PowerPoint file that you want to present. You might need to allow extra time to upload and convert the file for presentation.

 **Note:**   Whenever you're actively presenting, your name is followed by **Presenting** in the list of attendees at the left side of the meeting window.

For a video demonstration of how to share a PowerPoint presentation, see [Video: Share a PowerPoint Presentation](#).

# Stop showing the presentation

To stop showing a presentation, do the following:

- In the upper corner of the meeting stage, click **Stop Presenting**.

# Control what others can view while you're presenting

If you don't want attendees looking ahead in the presentation, you can lock them to your view. However, other presenters can still look ahead in the presentation.

1. In the meeting window, click **Options for people in this conversation** button, and then click **Meeting Options**.

2. In the **Online Meeting Options** dialog box, under **Privileges**, in the **Separate view privileges**, click **Presenter Only**.

# Make everyone a presenter

To make everyone in the meeting a presenter, do the following:

1. In the meeting window, click the **Options for people in this conversation** button, and then click **Meeting Options**.
2. In the **Online Meeting Options** dialog box, under **Presenters**, click **Everyone including people outside my company (there are no restrictions)**.

# Change presenters during a presentation

Presenters can take turns showing PowerPoint slides in a meeting. While one person is presenting, another can skip ahead to a specific place in the presentation or even open a separate file and then start presenting.

**Prepare for multiple presenters**

1. In the meeting window, click **Options for people in this conversation** button, and then click **Meeting Options**.

2. In the **Online Meeting Options** dialog box, under **Privileges,** in the **Separate view privileges**, make sure that **Presenter Only** or **Everyone** is selected.

**Change presenters**

- In the PowerPoint file being presented, click the Show Thumbnails button, click the slide that you want to show, and then click **Present My View**.

- In the meeting window, click **Share,** click **PowerPoint Presentation**, and then in the **Share PowerPoint** dialog box, browse to and double-click the PowerPoint file that you want to present.

## Annotate a presentation

Annotating a presentation marks only on the top layer or shared version of a presentation without altering the actual file.

- To start writing or drawing on the PowerPoint presentation, use the tools at the bottom of the meeting stage.

## Enable others to annotate

To allow meeting participants to write or draw on the PowerPoint slides, do the following:

1. In the meeting window, click **Options for people in this conversation** button, and then click **Meeting Options**.

2. In the **Online Meeting Options** dialog box, under **Privileges,** in the **Annotation privileges** list, click **Everyone** or **Presenters Only**.

## Insert an image into your PowerPoint presentation

While presenting, you can insert an image into the PowerPoint file, by doing the following:

- In the meeting window, in the annotation tools at the bottom of the meeting stage, click the **Insert image** icon, and then browse to and double-click the image you want to insert.

## Save a copy of the annotated file

- In the meeting window, in the annotation tools at the bottom of the meeting stage, click the **Save** icon, and then browse to your chosen location and click **Save**.