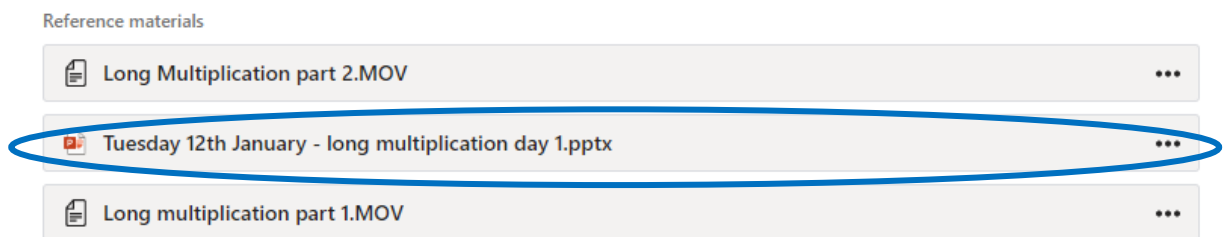


Opening PowerPoints in Desktop

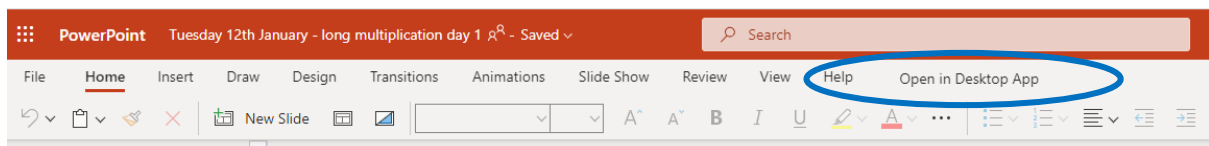
To access all features of PowerPoint like audio, you need to open the presentation in desktop (see the 2 different methods below).

Method 1:

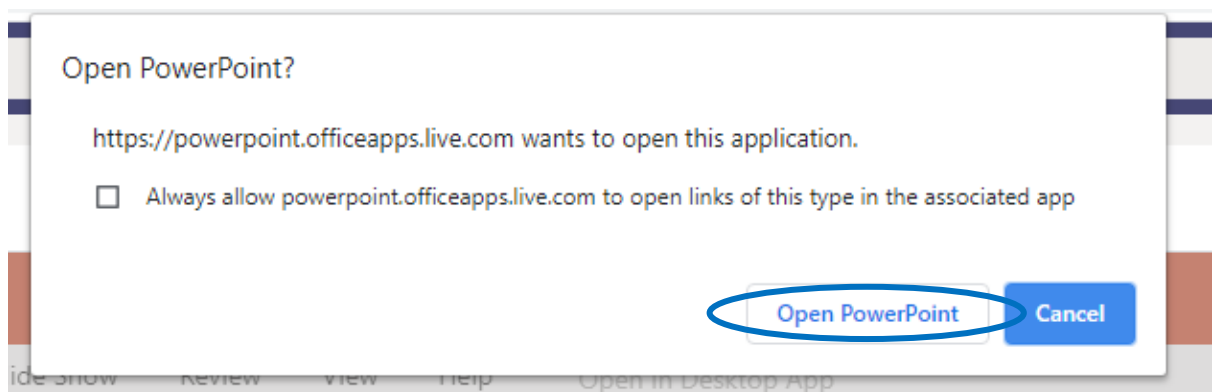
1. Open the file attached to the assignment in Teams by clicking on it. This will open it in Office 365 (online version)



2. On the top toolbar click 'Open in Desktop App':



3. The message below will appear, click 'Open in PowerPoint'



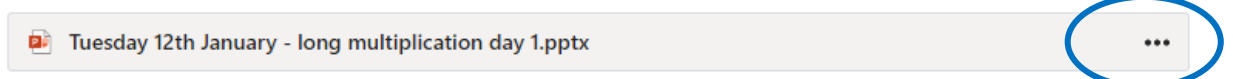
- The files will now open in the PowerPoint app. Put the PowerPoint on slideshow before starting work.



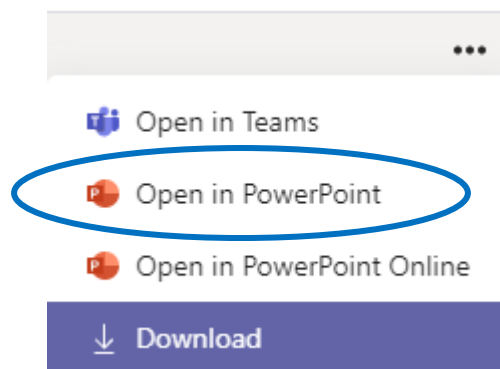
- All audio recordings will now be active. Just check your volume. If your computer does not have speaker, use headphones.

Method 2:

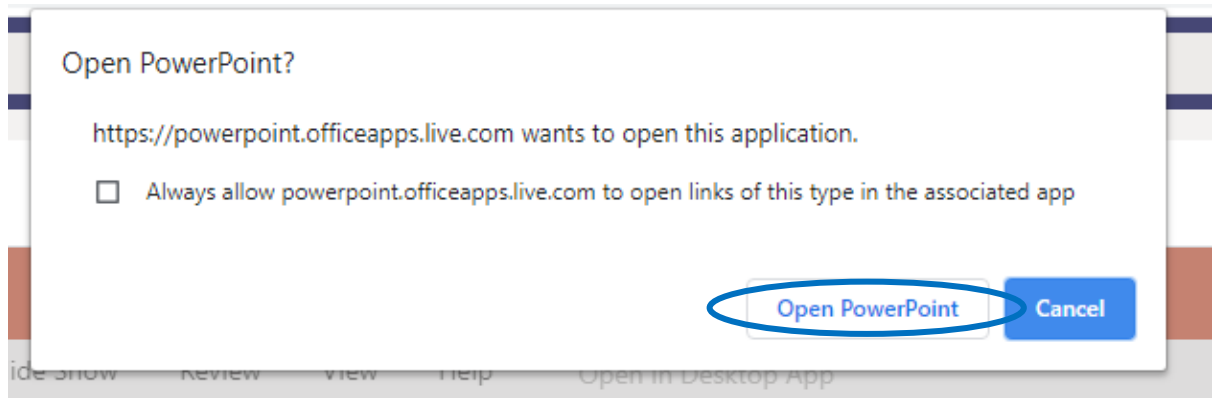
- Click on the 2 dots on the PowerPoint attached to the assignment.



- On this menu click on 'Open in PowerPoint':



- The message below will appear, click 'Open in PowerPoint'



4. The files will now open in the PowerPoint app. Put the PowerPoint on slideshow before starting work.



5. All audio recordings will now be active. Just check your volume. If your computer does not have speakers, use headphones.