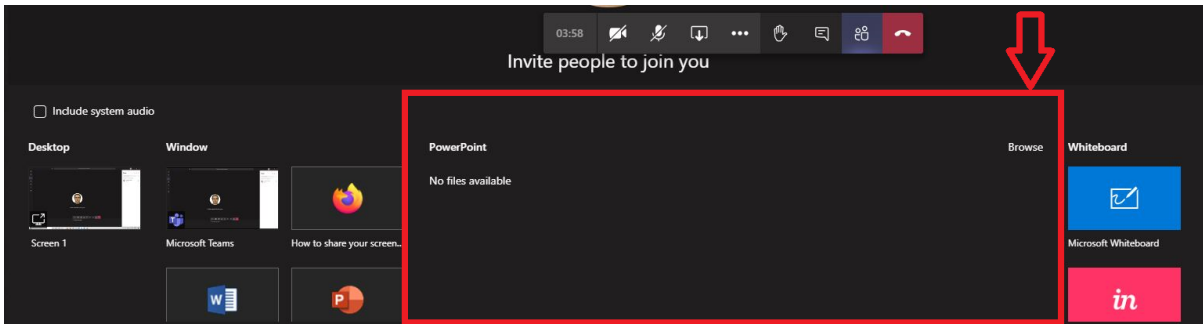



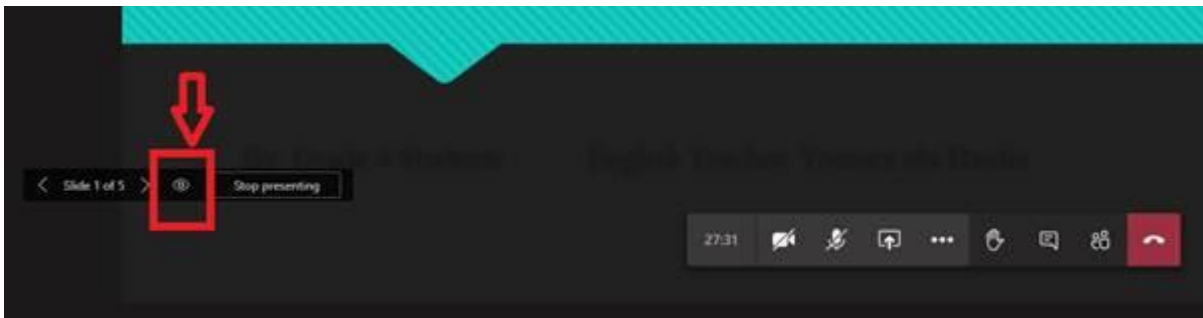
MS Teams PowerPoint Sharing


Microsoft Teams has built in the capability of sharing your PowerPoint presentations. If you choose to share a PowerPoint file in a meeting, students will get some special capabilities:

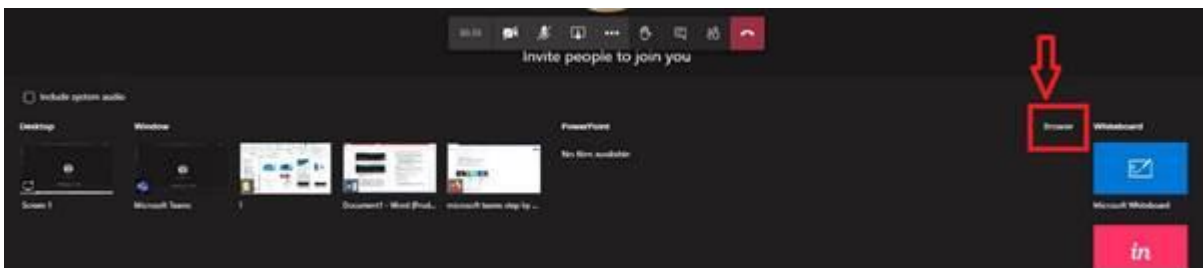
- Students will be able to move around to different slides without interrupting the main PowerPoint presentation.
- They can sync their view back to the teachers view with one click.
- Saving bandwidth is really important if you have some attendees who are on low bandwidth connections.



Note: If you don't want students to be able to independently navigate through a PowerPoint file you're sharing, select  (it's next to **Stop presenting**) to prevent it.



1. Select **Share**  in your meeting controls.
2. In the **PowerPoint** section, select the file you want. Select **Browse** to find a different file.



Notes:

- The **PowerPoint** section lists the most recent files you've opened or edited in your team SharePoint site or your OneDrive. If you select one of these files to present, all meeting participants will be able to view the slides during the meeting. Their access permissions to the file outside of the meeting won't change.

- If you select **Browse** and choose to present a PowerPoint file that hasn't been uploaded to Teams before, it will get uploaded as part of the meeting.
- If you're presenting in a channel meeting, the file is uploaded to the **Files** tab in the channel, where all team members will have access to it.
- If you're presenting in a private meeting, the file is uploaded to your OneDrive, where only the meeting participants will be able to access it.

Give control: If you want a student to help you present, you can give control to a specific student. You will both be in control of the sharing, and you can take back control anytime.