

Using

PowerPoint

For content capture

Ready to record?

Follow the quick guide below to get started!

Step 1: Get your PowerPoint presentation ready!

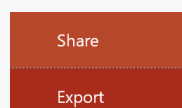
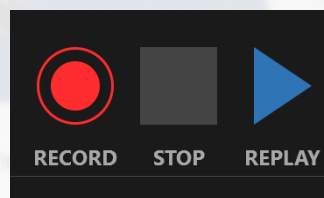
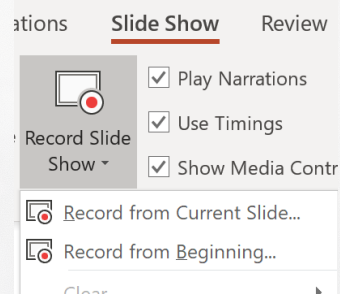
Step 2: Navigate to the “**Slideshow**” tab at the top of the window, and click “**Record Slideshow**” - you can choose to start at beginning or from the current slide!


Step 3: Start recording by clicking the **record button** and navigate through your slides - the pen and highlighter tool will be recorded along with any narration and webcam feed!

Step 4: If you make a mistake, just clear the recording from the one slide and record again from that slide!

Step 5: When you're done, click the **stop button**, and press the **[ESC]** key on your keyboard!

Step 6: When you're ready to upload your recording to Stream, click “**File**”, then “**Export**” and then the “**Publish to Microsoft Stream**” button that appears!



 Publish to Microsoft Stream

Once uploaded, viewing permissions, share links, and the embed code for your Canvas pages can all be found at <https://web.microsoftstream.com> - for even more information, click [HERE](#)!

Need to update PowerPoint?

Can't see the options above to record your presentation? You might need to update!

Product Information



[Show additional licensing information](#)

Subscription Product

Microsoft Office 365 ProPlus

Get started by clicking “**File**” in PowerPoint, followed by “**Account**” - don't see a “**365**” in the name of your product? You need to update to get all the features!

To do this, uninstall your old version of Microsoft Office via your settings menu - click [HERE](#) to find out how!

Once you've done this, head to the Queen's Office 365 page [HERE](#), click “**Install Office**” at the top left, followed by “**Office 365 apps**”, and then just follow the instructions!

Once installed, make sure to sign in to PowerPoint with your QUB account - you can do this from the “**Sign in**” button in the top right hand corner of PowerPoint!