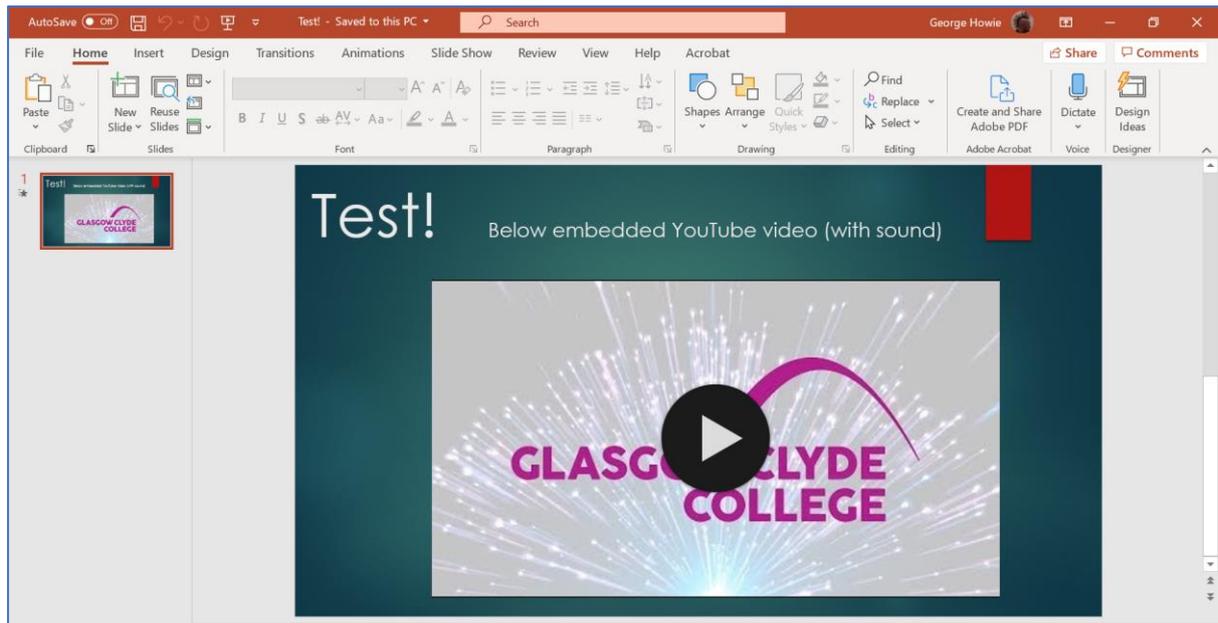# Sharing PowerPoints (with Audio) in Microsoft Teams

In this quick example below, this will show you how to ensure your audio will work on PowerPoint presentations being shared over Microsoft Teams.
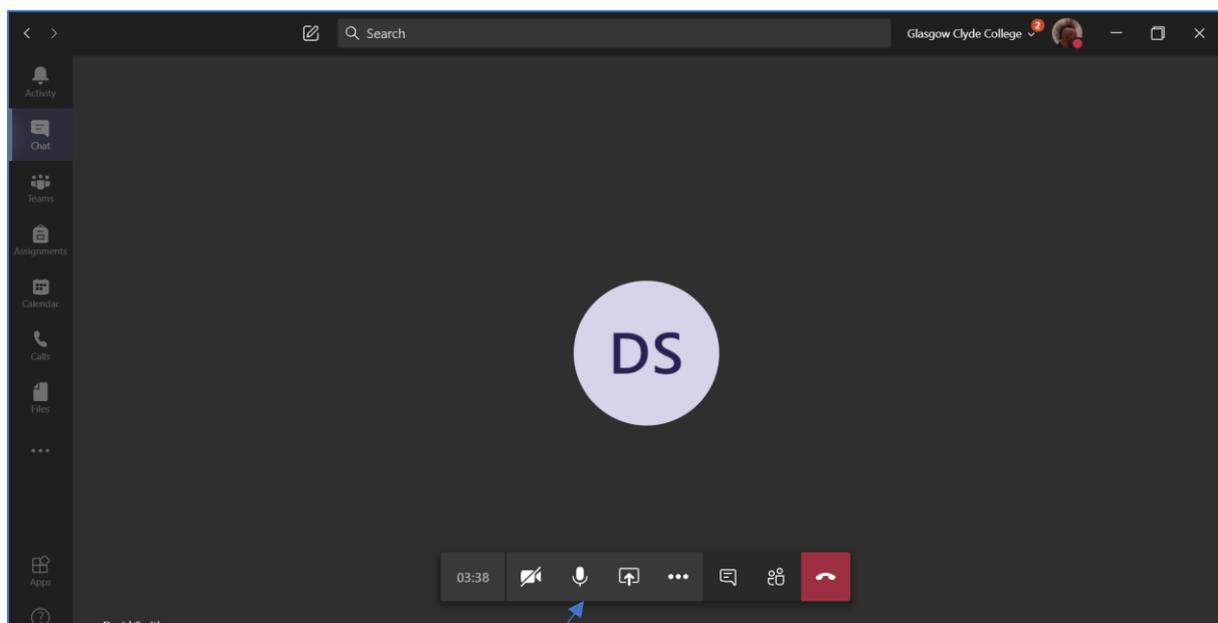
Below is a PowerPoint with one page, and an embedded YouTube video promoting the Glasgow Clyde College.

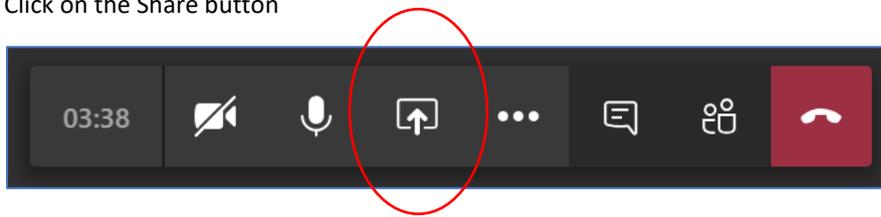First, open your PowerPoint file then open up Microsoft Teams.

Once in an active Video Call with one or more individuals you can now share your display with a recipient.

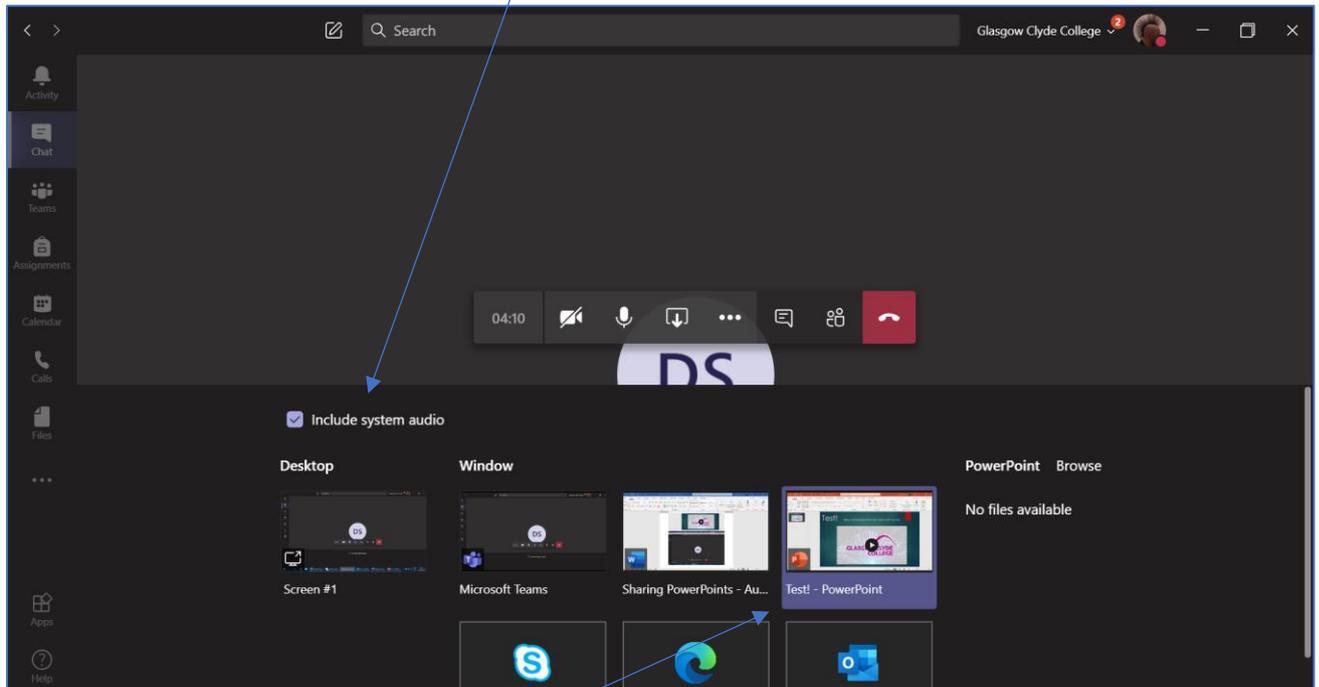Below is a screenshot of an active video call with a fellow colleague.

If you move your mouse your options bar appears
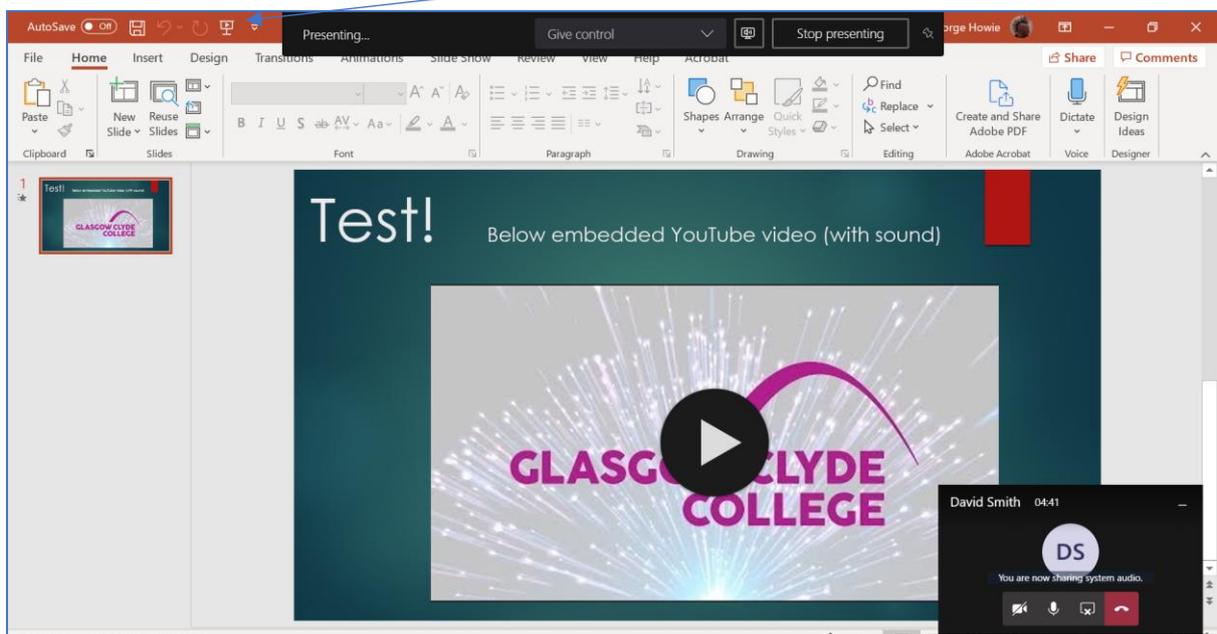
Click on the Share button

Once you click the Share button during an active video call, your window should look something like the below.

Ensure to tick the box that says "**Include system audio**"

You select the PowerPoint file under the "**Window**" section

Once you take the above steps you can now present your PowerPoint presentation and the audio in your video will play on all participant screens. You have the option to go into full screen Present mode by pressing the button in your Quick Access Toolbar

These steps will apply when sharing other Microsoft Office files (Word etc) which have embedded video and audio