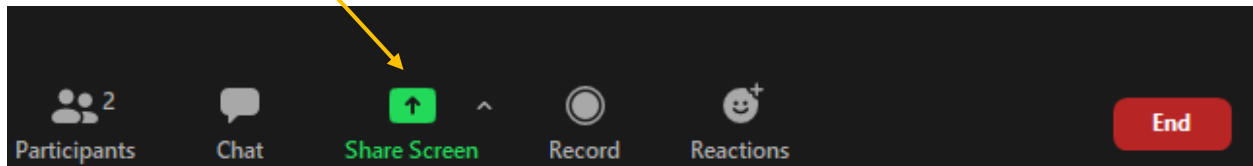
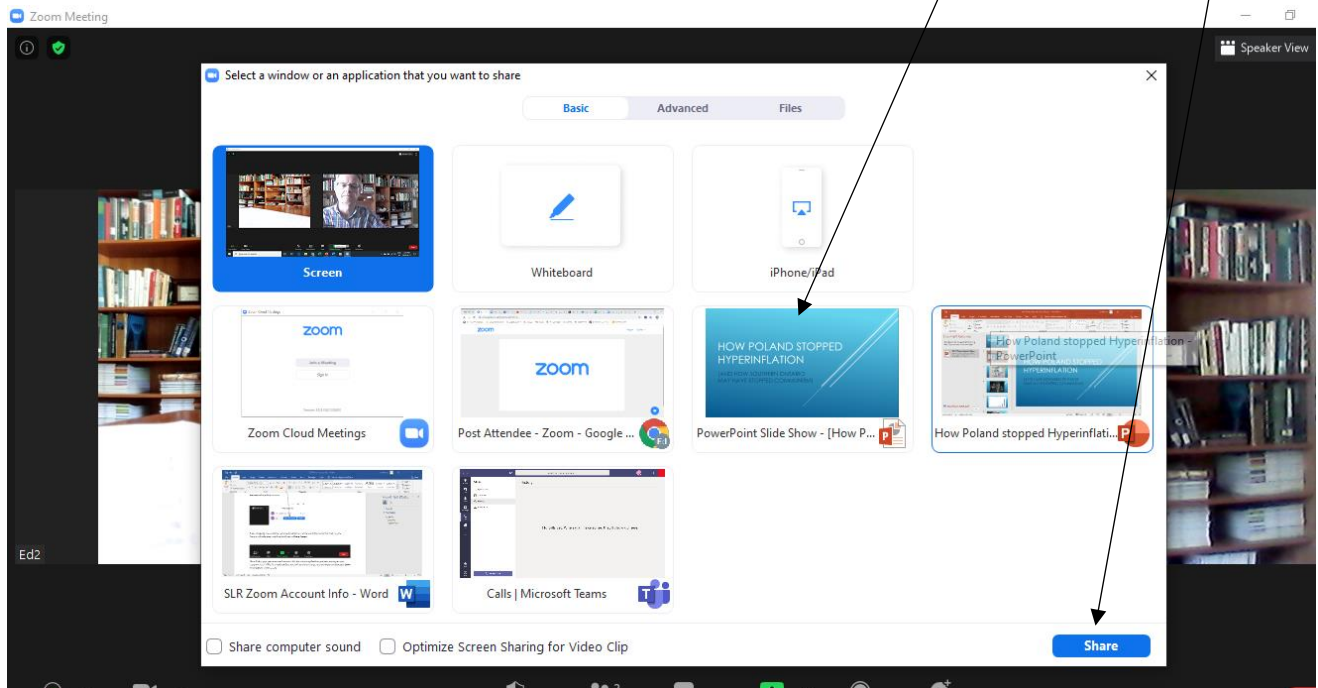


How to Share your PowerPoint Presentation on Zoom

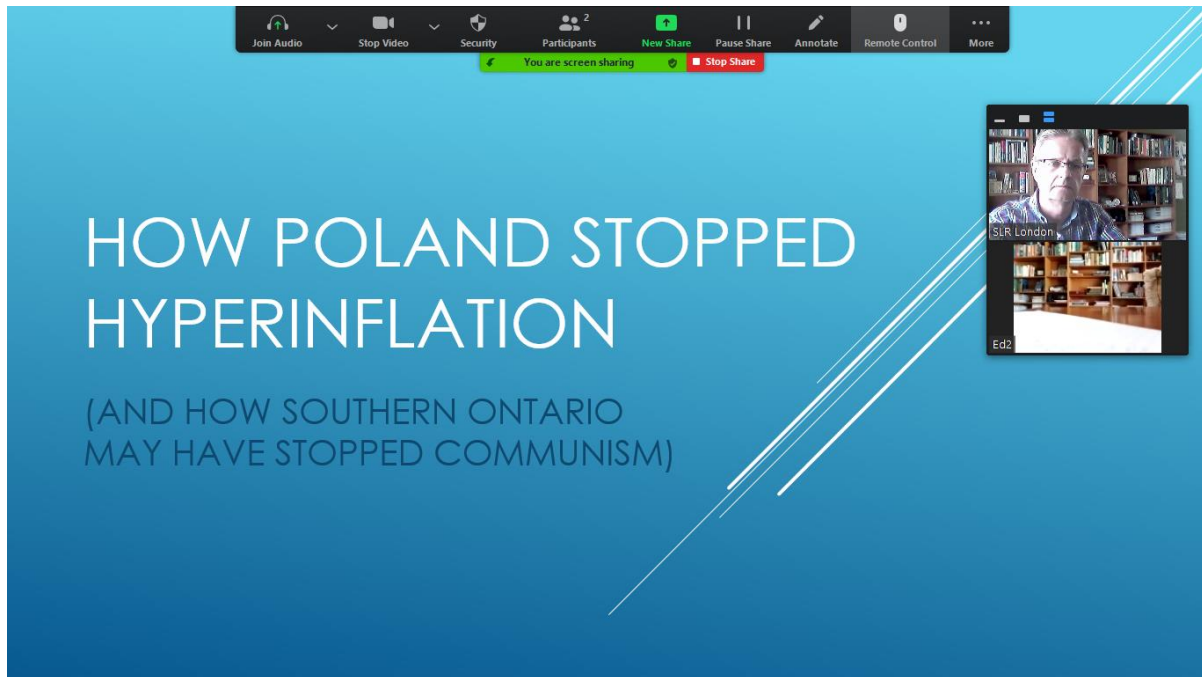
If you are giving a presentation, you should open up your presentation document, such as your PowerPoint slide show, *beforehand* and let it run in the background. Then later, in your Zoom meeting you click here on **Share Screen**.



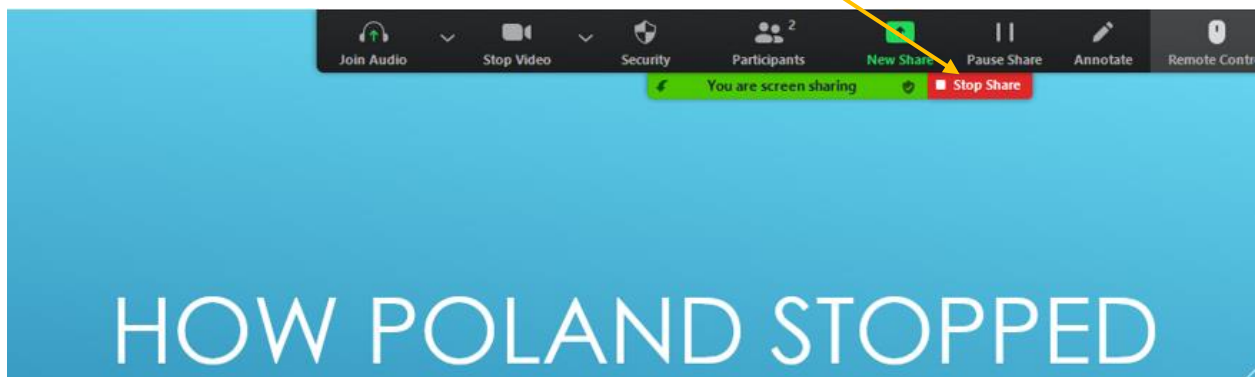
This will then pop open a screen that shows ALL the current applications you have running on your computer. Each will be in a small window. You click on the screen you want to share and then click **Share** at the bottom of the screen.



This will give you a new screen showing you the screen you are sharing along with some Zoom controls. Now you can use your mouse to control and advance slides in your PowerPoint.



When you are done sharing your presentation you click on **Stop Share** and the screen reverts back to the normal Zoom screen.

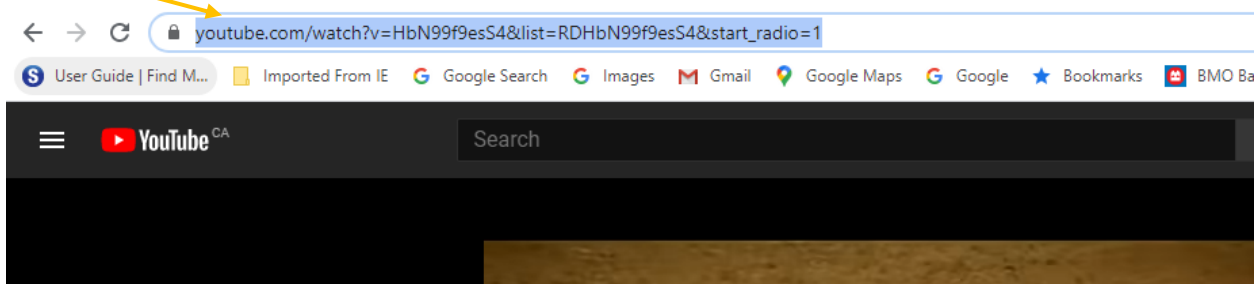


How to Share a YouTube Video on Zoom

While you can sometimes copy and paste a YouTube link into your powerpoint presentation, it's best to download the YouTube video first onto your computer. Otherwise, if you try to share your YouTube video while it plays live from the internet, you will be downloading the video at the same time as Zoom is trying to upload it to the participants. That requires a lot of internet bandwidth.

One way to download and save videos from YouTube is to go to www.4kdownload.com and download their 4K Video Downloader onto your computer. You need to follow the steps to install this software on your computer but once you have it you can use it to download Youtube and other types of videos.

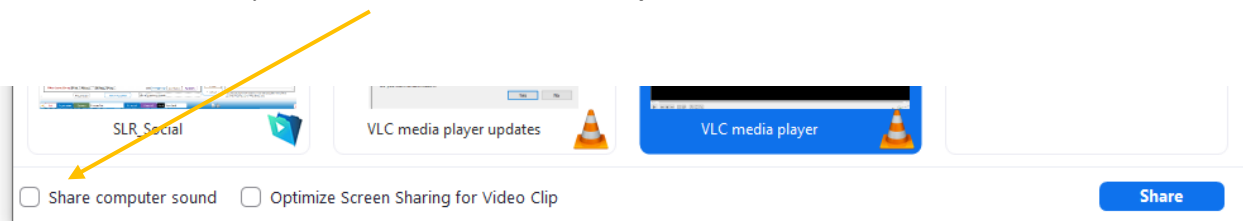
Once you have the 4k Video Downloader on your computer, go to YouTube and copy the url address of your video here,



Then go to your 4k Video Downloader software and follow the instructions to paste the url address into the software and then follow the instructions provided by the 4k Video Downloader software. The videos you download will typically end up in your Videos folder inside a new folder created by the software. It will be named something like this: C:\Users\.....\Videos\4k Video Downloader+

Once the file is downloaded, right click on the file name and select **Copy**. Then go to the PowerPoint slide where you want to show the video and right click on the slide and select **Paste**. This will paste the entire video into your PowerPoint slide so it can play directly from your computer without accessing the internet.

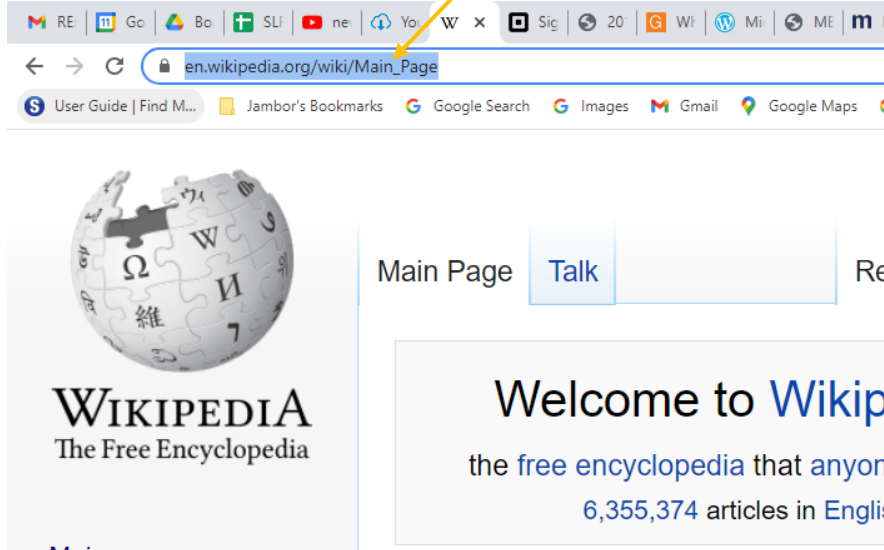
Finally, make sure when you are ready to **Share** your video or your PowerPoint that has embedded videos within it, that you click here to also **Share Computer Sound**.



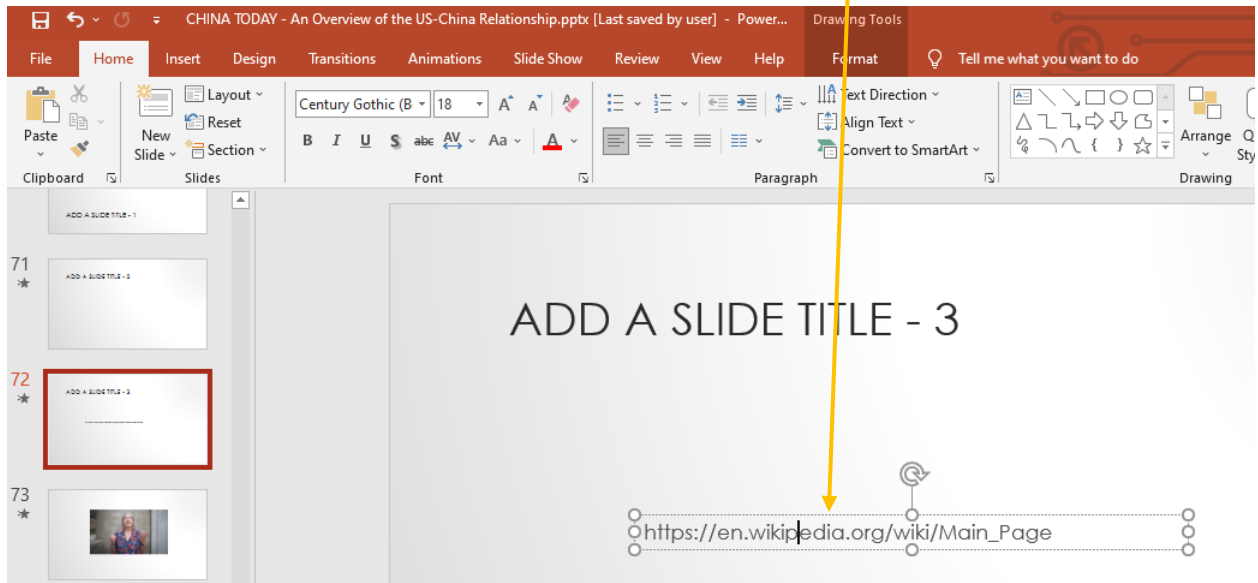
Intentionally blank... scroll down to next page.

How to embed an Internet link into your PowerPoint

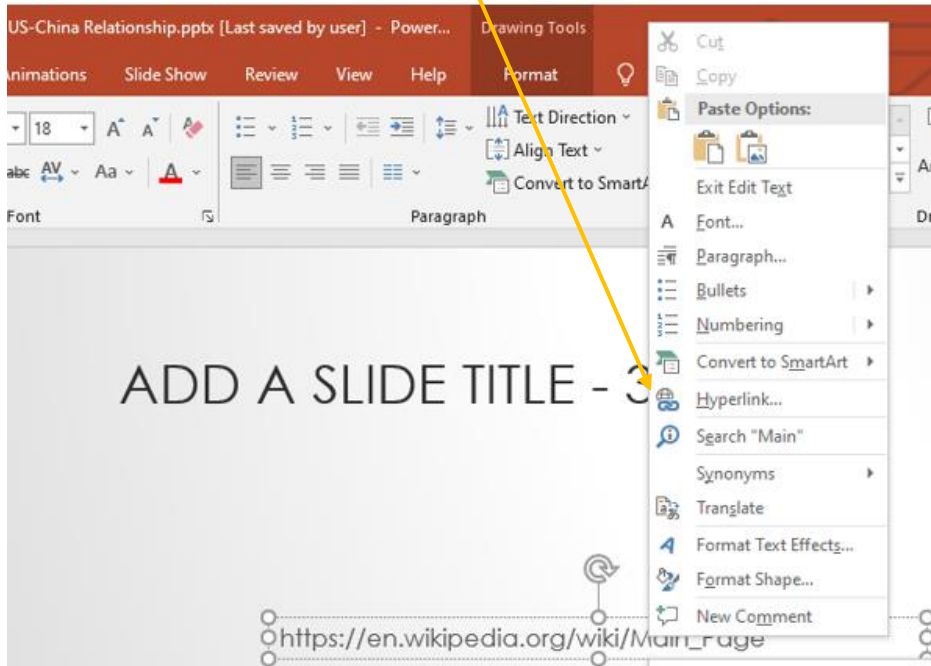
If you want to be able to click on a link in a PowerPoint slide to go to a webpage, go to the web page first, right click on the URL address at the top. When you do this, it should turn blue as shown below. Then when the dialogue box appears, select **Copy**.



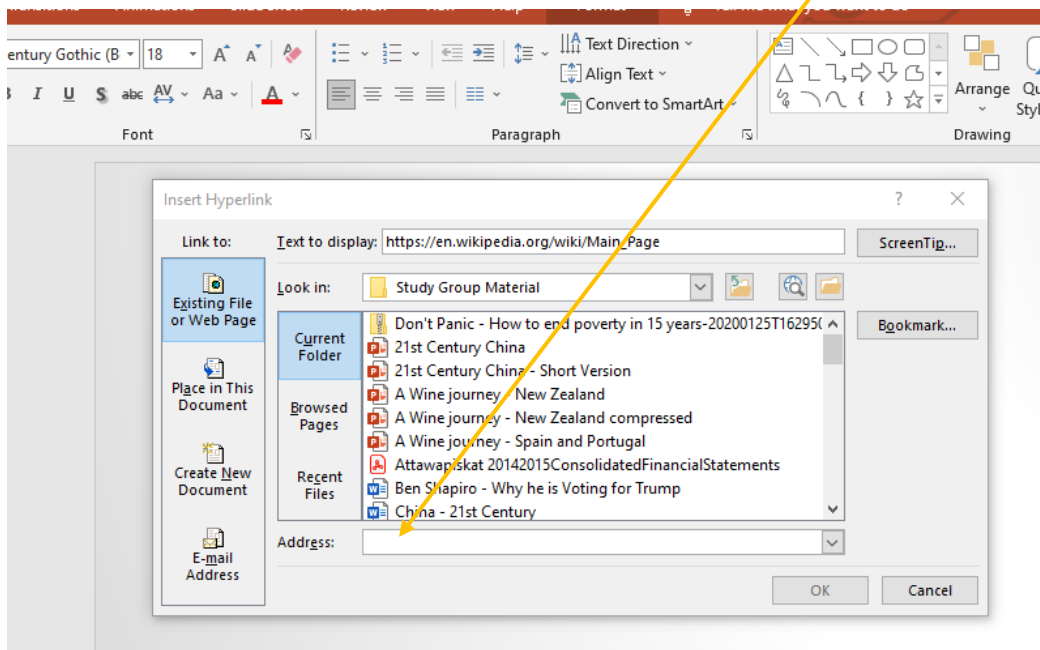
Now, go to the slide where you want to put the link. Right click anywhere on the slide and select **Paste** and the text for your link should appear on the slide.



Now you need to convert this text into a hyperlink. Do that by right clicking on the new text that you just pasted into your slide and select **Hyperlink**.



That will open a new dialogue box. Right click on the blank space beside Address and select **Paste** and that will paste the same text you just put into your slide. Select **OK** and now you will be able to click on the link in your slide and it will take you directly to your internet page.



Once you are done sharing that internet page, click on the 'minus' sign at the top right to minimize your internet browser. This should take you back to your PowerPoint presentation.

