**Sharing a PowerPoint presentation in Zoom**

**How do I show a PowerPoint presentation during a Zoom meeting?**

1. Open your presentation in PowerPoint if you have not done so already.
2. In the meeting controls, click the **Share Screen** button.
3. In the sharing window that opens click Microsoft PowerPoint to select it.
4. If your presentation includes narration, sound, or video:
   a. Check the **Share computer sound** box.
   b. If your computer prompts you to install the Zoom audio device, do so.
5. Click the **Share** button.
6. In PowerPoint:
   a. Switch to *Slide Show* mode.
   b. Give your presentation.
7. When done, click Zoom’s **Stop Share** button.

See also: Sharing a PowerPoint presentation as a virtual background in Zoom