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