
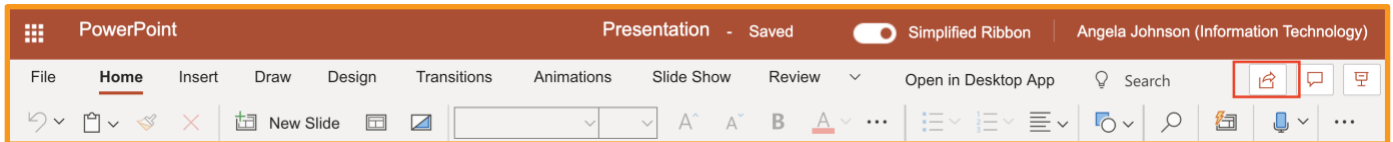


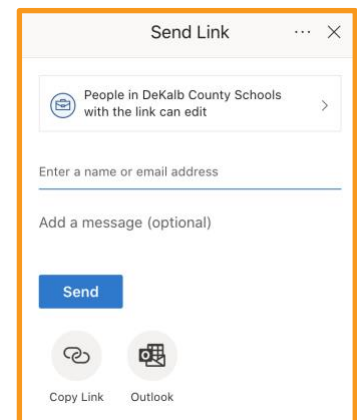
## Collaborating with PowerPoint Online

### Share your presentation with others and collaborate on it at the same time

1. Open the online PowerPoint presentation.
2. In the upper right corner of the ribbon, locate and click on the arrow (**Share** button). A box will open. The Share button may appear as  .

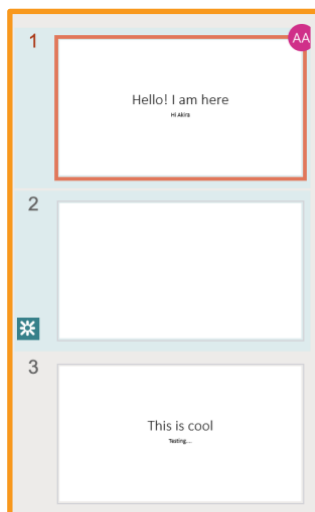


3. Type the name of the teacher or the student on the **Enter a name or email address line**. you can enter the name. *Multiple names may be added the same way. **Do one at a time.***
4. Click **Send**. *An email will be sent to those individuals.*



### Working together on a PowerPoint Online

1. Open the presentation to begin working together with classmates.
2. In the left slide pane, will appear some thumbnails of the slides in the presentation.
3. If another person is working on the PowerPoint, their initials will appear in a circle beside the slide they are working on.



4. Hover over the circle (the **Indicator**) to reveal the name of the person.

**NOTE:** *If multiple changes have been made to the same slide, they'll be merged automatically.*