
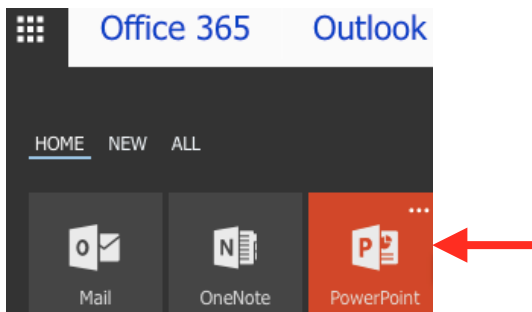



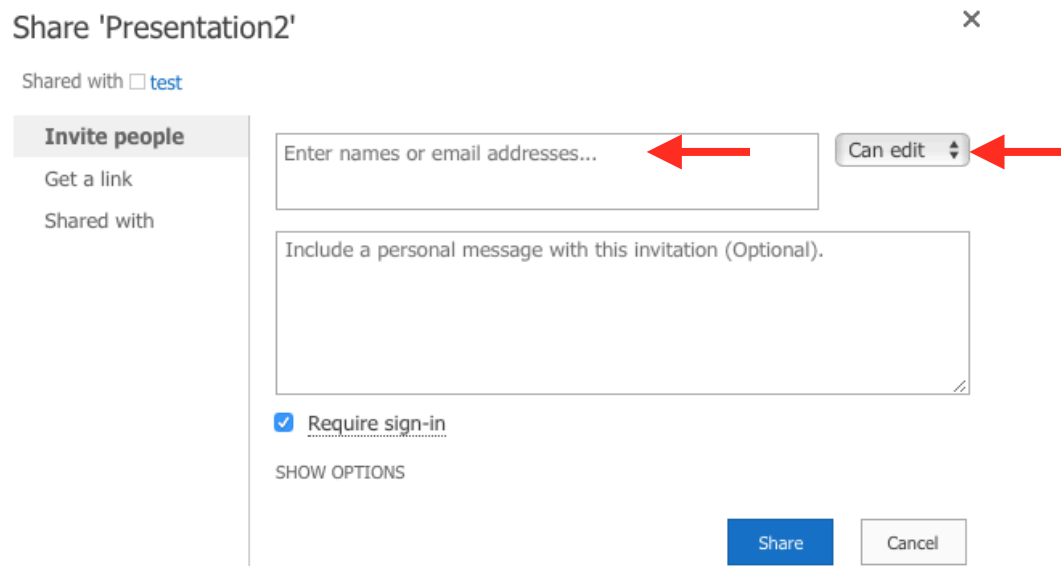
Collaborating in the Office 365 PowerPoint App

Have you ever needed to collaborating on a presentation with another teacher? Office 365 makes it easy to share your Powerpoint with another person so that they are open to edit and add content to it.

1. Visit <http://email.acsk-12.org> and log into your ACS email account.
2. Click on the **blue waffle** at the top left of Office 365. 
3. Find and click on the **PowerPoint** app to open it.



4. Choose a template and begin creating your PowerPoint.
5. Click the **Share** button in the upper right of your screen. 
6. Type the **email address** of the person(s) that will be collaborating on the PowerPoint. Leave the permissions set to **"can edit."** You can type a message if you like. The message will be included in the email that is sent to the person(s). Leave **"Require sign-in"** checked and click **Share**. (The recipient will receive an email with a link to the shared PowerPoint. They may access it by clicking on the link in the email, or by clicking on their **Shared with Me** folder in **OneDrive**.)



7. Continue editing and collaborating on the PowerPoint.