

SHARING A POWERPOINT PRESENTATION

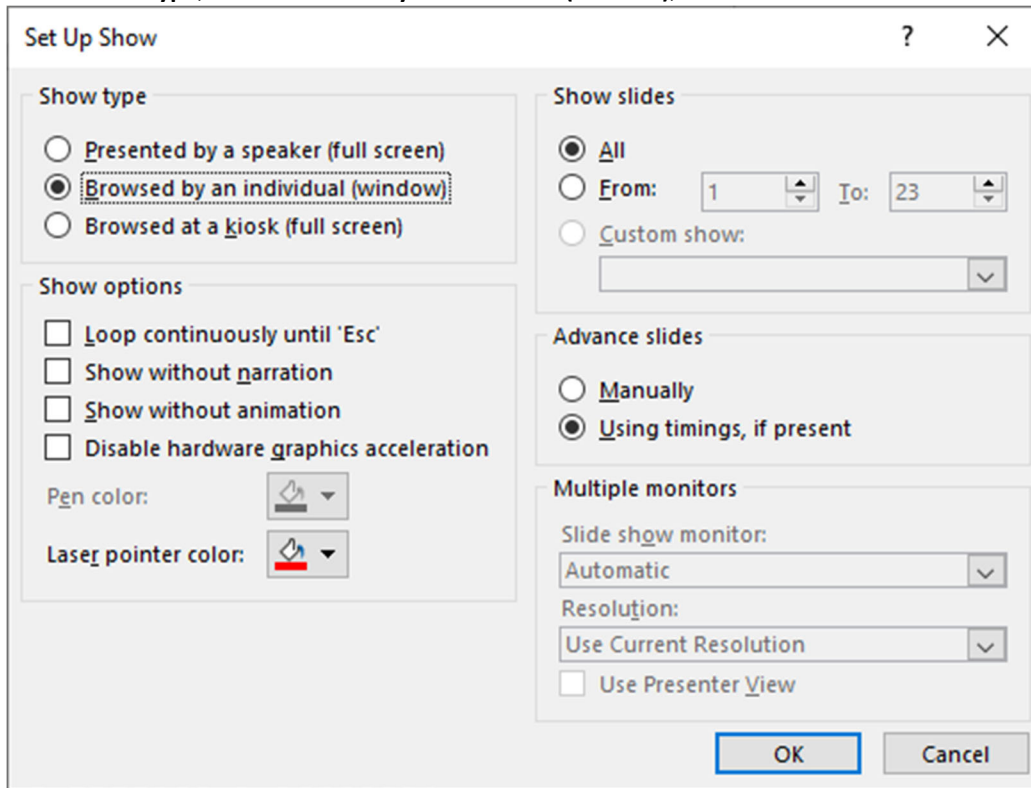
Single Monitor Setup with Slide Show View in a Window

Before your zoom meeting begins, follow these steps if you have a single monitor and want to share your PowerPoint presentation in slide show view, but have it contained in a window rather than in full screen. This is useful if you need to access meeting features like in-meeting chat or managing participants while sharing your PowerPoint presentation. **Note that this is the better option than having the PowerPoint presented in full-screen view, as that will cover up your zoom controls and desktop.**

1. Open the PowerPoint file you want to present.
2. Click the **Slide Show** tab > **Set Up Slide Show**.



3. Under **Show type**, select **Browsed by an individual (window)**, then click **OK**.



4. Switch PowerPoint to slide show mode by clicking the **Slide Show** tab > **From Beginning** or **From Current Slide**.

