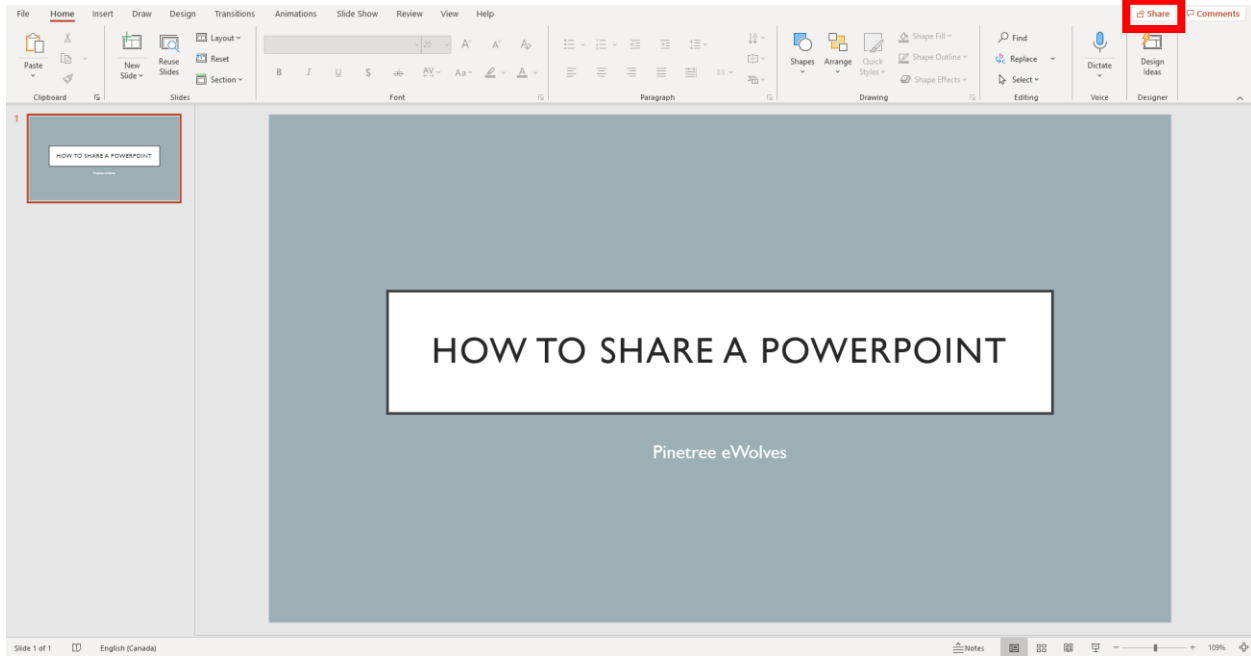


How to share PowerPoint files (Windows)

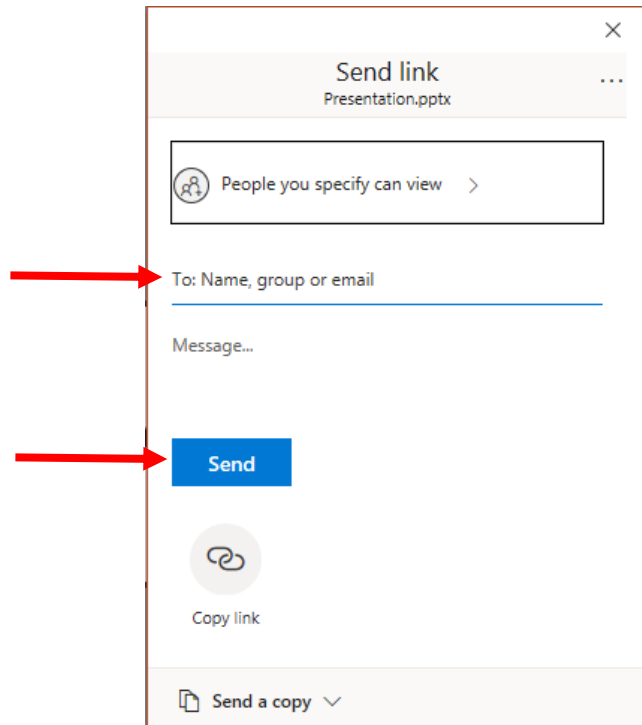
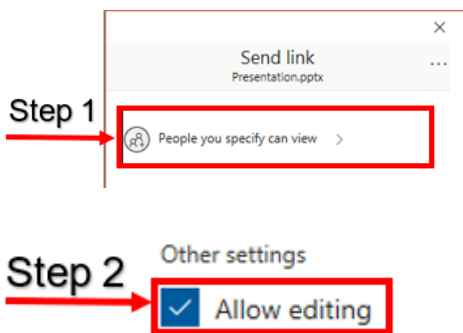
Click **“Share”** on the top right corner.



If you want to share with **specific people**, type in their **email or name**, then select the correct person. You can add multiple people. Then click **“Send”** and you are all set.

If you want others to **EDIT** the shared file:

- click the box near top
- select **“Allow editing”**
- then click **“Apply”**



To share **publicly** (anyone with link can view), click the box near top. Then select **“Anyone with the link”**. Choose **“Apply”**, then click **“Copy link”** and you can share the link.

