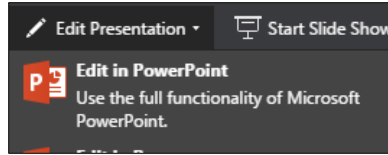


# PowerPoint Office Mix Slide Recording Instructions

1. Open PowerPoint in **DESKTOP** Version. Office Mix is only available in the Desktop version.

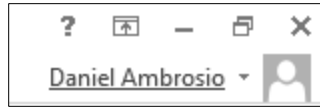


FROM ONEDRIVE



FROM **POWERPOINT ONLINE**,  
CLICK THIS BUTTON IN THE  
GRAY BAR

2. **SIGN IN** with school email account so that your file saves to OneDrive.

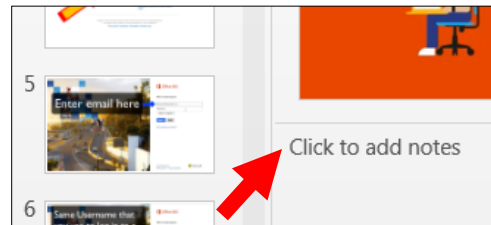


MAKE SURE YOU ARE **LOGGED**  
IN UPPER RIGHTHAND CORNER



CHECK FOR **DOUBLE GREEN**  
**ARROWS** BY THE SAVE ICON

3. **COPY AND PASTE** your script into the **NOTES SECTION** below each slide. You will read your script as you record.



4. Under the **MIX TAB**, select **SCREEN RECORDING**. This will launch "Record Mode."

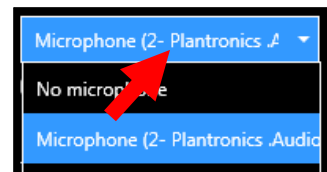


MIX TAB



SLIDE  
RECORDING  
BUTTON

5. In Record Mode, select your **MICROPHONE** from the right side.



SELECT YOUR  
MIC FROM THE  
RIGHT SIDEBAR

6. To do a test recording to check your Microphone and volume levels, click the **RECORD** button. Click the **STOP** button to end a recording or **PAUSE** to take a short break.



7. To listen to your slide recording, click **PREVIEW SLIDE RECORDING**.



8. Record each slide. If you make a mistake, re-record the slide. Your script will appear in the **SLIDE NOTES** section as you record.



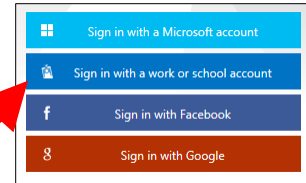
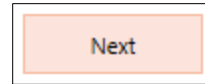
9. When you have finished recording, **PREVIEW** all of your slides starting from Slide 1. Re-record slides if needed.



10. When you have finished recording, in the **MIX TAB** at the top, click **Upload to Office Mix**.

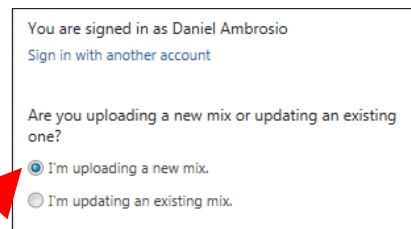


11. Click **NEXT**, then click sign in with a **WORK OR SCHOOL ACCOUNT**.

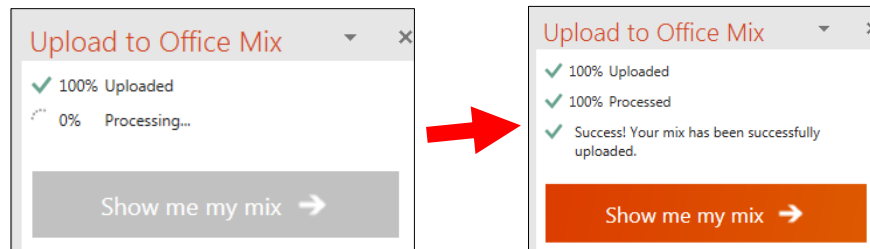


12. Type your school email and password, click **SIGN IN**.

13. Choose **I'm uploading a new mix** (unless you are resaving).



14. Your project will take some time to Upload and Process. When finished, click **Show Me My Mix**.



15. LAST STEP!

- Check your **Title**
- Choose **Unlisted** under Permission & Sharing
- Uncheck **Allow Comments**
- Click **Save**
- Copy** this link. **Paste** it into an email to your teacher with the name of your project as the **Subject**

