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Preparing to deliver
your presentationCollaborate on a
presentation

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Reading: Exercise:
Sharing a presentation
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Exercise: Sharing a presentation on the Web

Note: You can pass this course and all graded assessments without access to the downloadable version of PowerPoint.

How to complete this exercise

To complete this exercise, you will need access to Microsoft PowerPoint.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft PowerPoint application, some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft PowerPoint, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

[Log in to your Microsoft account.](#)

Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

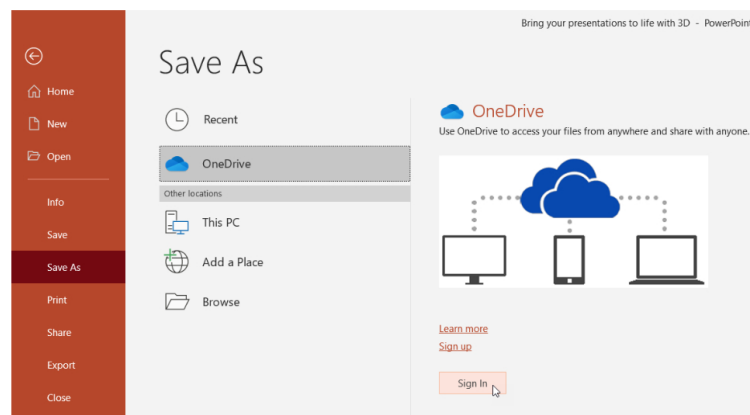
Let's get started!

You would like to save a presentation to your Microsoft OneDrive account and then later access it using a web browser. Once you have confirmed that the web link works, you will share it with a co-worker.

Instructor Tip: Students will need a Microsoft account in order to complete this exercise.

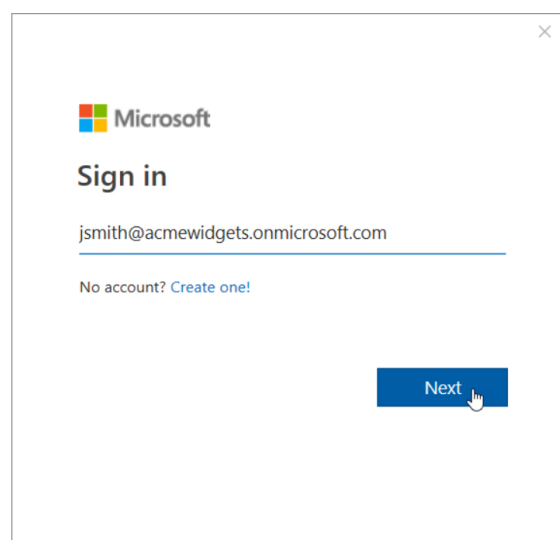
[Exercise: Sharing a Presentation on the Web](#)

2. First, you need to save this presentation to your OneDrive account. Click **File** → **Save As** → **OneDrive** → **Sign In**:

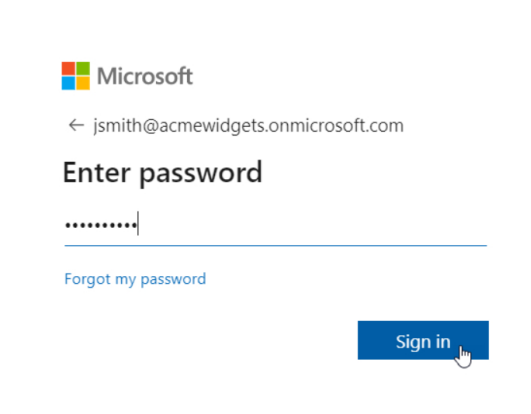


(If you are already signed in, skip to step five.)

3. Enter your Microsoft account's email address in the dialog box and click **Next**:

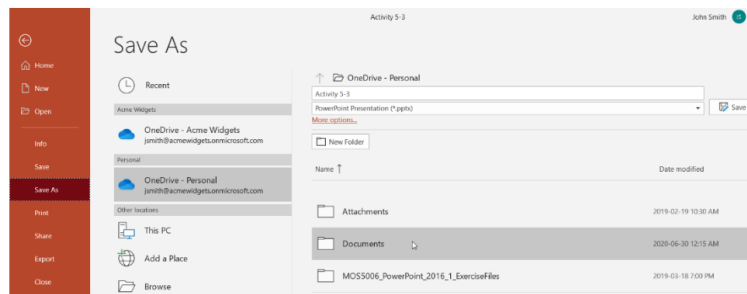


4. The Sign In dialog box will now be displayed. Type your Microsoft account's password into the appropriate text box and click the **Sign in** button:



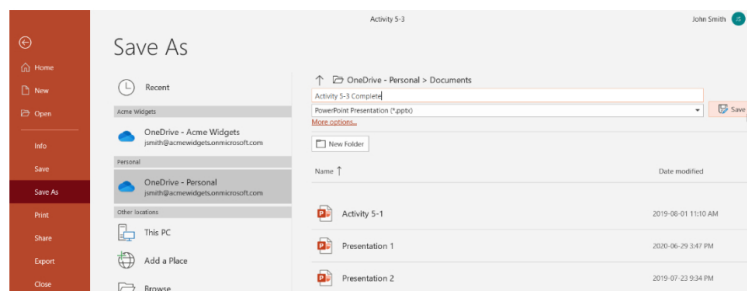
The image shows the Microsoft Sign In dialog box. At the top is the Microsoft logo. Below it is the email address 'jsmith@acmewidgets.onmicrosoft.com' with a back arrow. The main heading is 'Enter password'. Below this is a password input field with a masked password '.....'. A link 'Forgot my password' is below the input field. At the bottom right is a blue 'Sign in' button with a hand cursor icon over it.

5. Ensure that you OneDrive folder is selected and its contents are displayed. If it is not selected already, click the **Documents** folder:

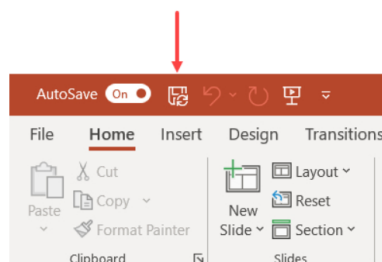


If another dialog box appears, enter your credentials once again and then click OK.

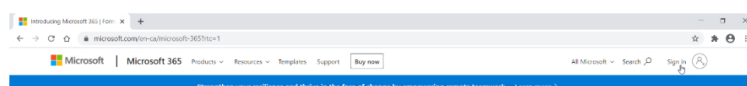
6. Type "**Activity 5-3 Complete**" into the File name text box and then click **Save**:

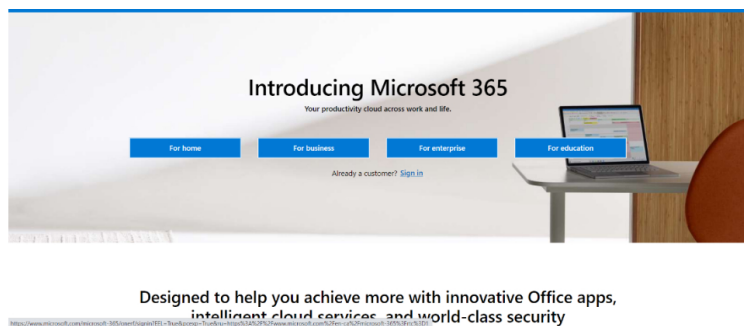


7. Depending on the speed of your internet connection, the presentation will be saved to your OneDrive account after a few moments. If you examine the Save command on the Quick Access toolbar, you will see that it has changed to reflect that this presentation has now been saved to the web and the AutoSave is activated:

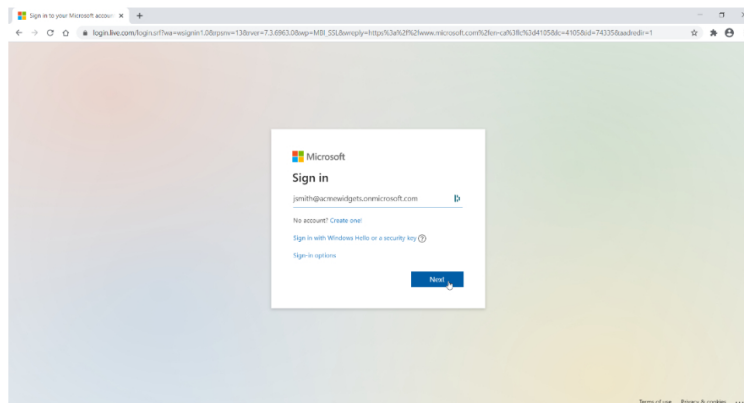


8. Close Microsoft 365 PowerPoint and then open your web browser. Type "**microsoft.com/microsoft-365**" into the address bar and press **Enter**. On this web page, click the **Sign in** button on the top-right corner:

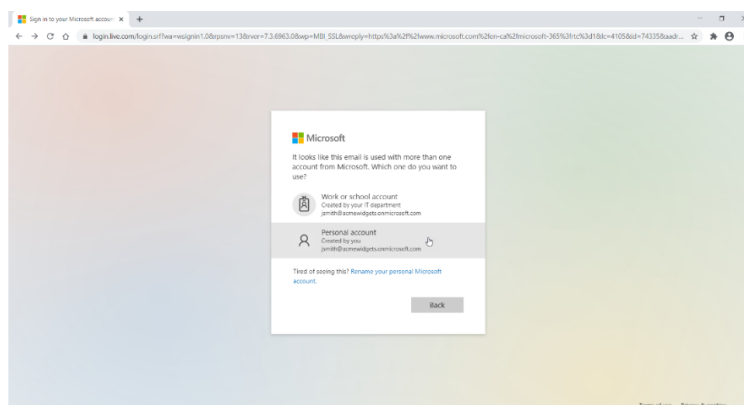




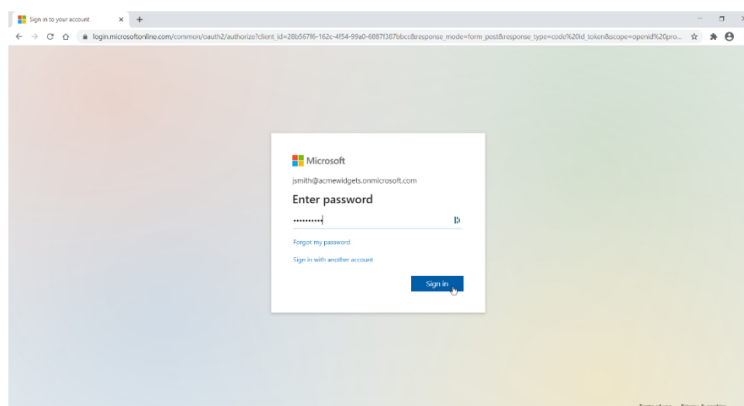
9. If you are asked to enter the email address that is associated with your Microsoft account, do so and click Next:



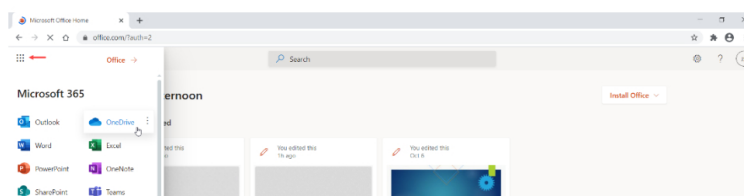
10. If your account is used for both business and personal purposes, you may be required to choose between them. To continue, choose the account that you used in the previous steps or skip to next step if you do not see this option:

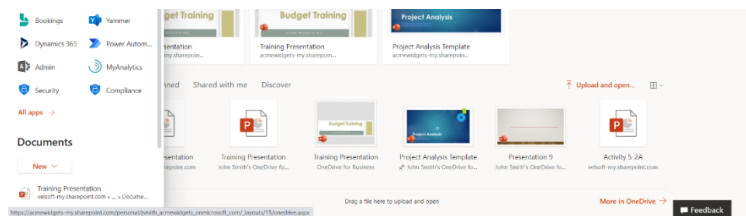


11. The login page will now be displayed. Type **your password** into the provided field and click **Sign in**:

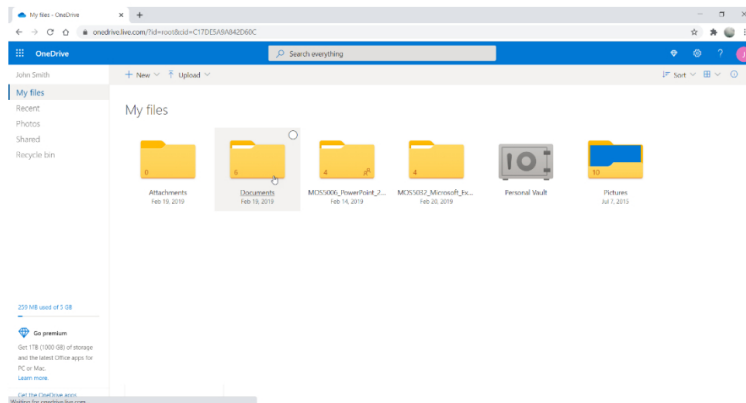


12. Open the **App Launcher** and select **OneDrive**:

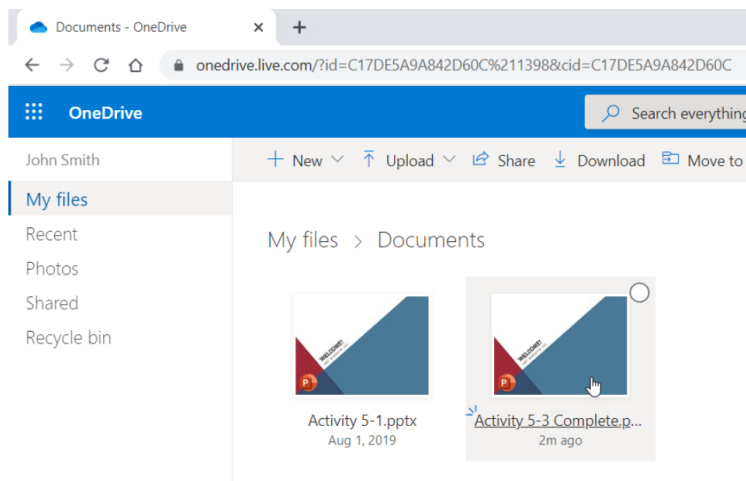




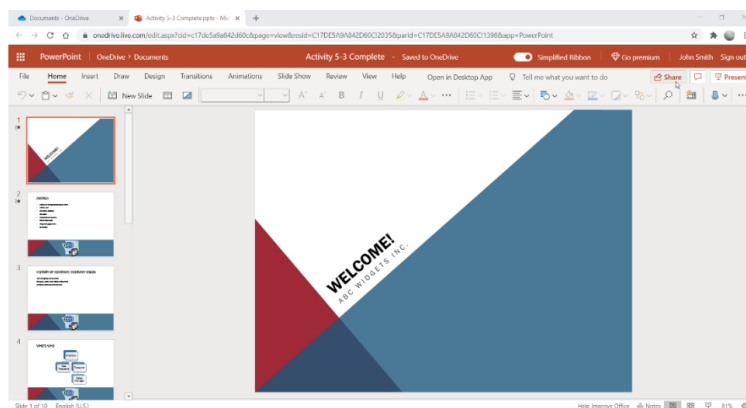
13. The contents of your OneDrive account will now be displayed. Because you saved the presentation to your Documents folder, click on the **icon** for that folder:



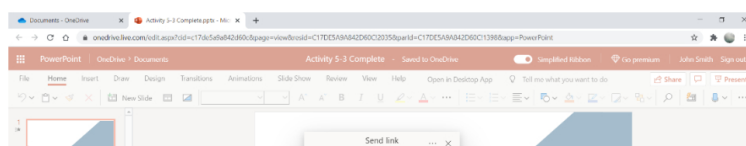
14. Although you have the option to share this file directly from this page, you would like to preview it first. To preview this presentation, click on its listing:

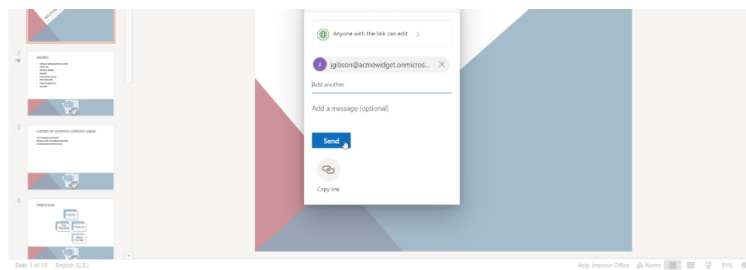


15. The presentation will now be open in the PowerPoint Online web application. It looks correct, so click the **Share** link:



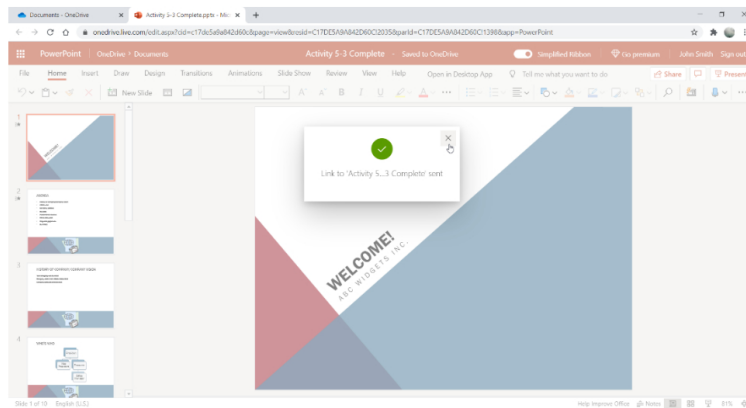
16. You can now send a link to your co-worker. Type a friend's email address into the To field and click **Send**:





Note that by clicking the blue text just below the note text area, you can change the level of access (edit or view) that the person you invite will be given.

17. The recipient of your invitation will receive an email from you with a link to the presentation. On your screen, you will see a pop-up window notifies that the link is already sent. Click **X** to close:



18. Close your browser to complete this activity.

19. Now, you can check out an example of a completed document in the link below:

[Completed Exercise: Sharing a presentation on the web](#) [↗](#)

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