

Broadcast a presentation

Quick Reference Card

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1. On the **Slide Show** tab, in the **Start Slide Show** group, click **Broadcast Slide Show**.
2. Do one of the following:
 - If you want to host your slide show on the service listed under **Broadcast Service**, skip to the next step.
 - If you want to use some other service to host your slide show, click **Change Broadcast Service**. Under **Choose a broadcast service**, select the service that you want to use.

Note If you do not see the service that you want to use, select **Add a new service**, and then in the **Add Broadcast Service** dialog box, enter the network address of the service you want to use and then click **Add**.

3. After you select your broadcast service, click **Start Broadcast**. PowerPoint then creates a URL for your presentation.
4. To send the URL for your presentation to your audience, do one of the following:
 - To send the URL for your presentation by email, click **Send in Email**.
 - To copy the link, click **Copy Link**.
5. When your audience receives the URL for the slide show, click **Start Slide Show** to begin your broadcast.
6. After you finish presenting and are ready to end the broadcast, press ESC to exit Slide Show view and then click **End Broadcast**.

