Videoconferencing with PowerPoint: Windows

This module describes how to display your PowerPoint slides in Presenter mode with a video conferencing unit.

1. Launch the PowerPoint presentation and select the Slide Show tab. Begin the presentation (i.e., select From Beginning or From Current Slide).

2. The presentation will begin in Mirror View. In Mirror View, the presentation will appear in full screen on your laptop and on the external display.

3. To play the presentation in Presenter View, select Use Presenter view.

4. A message similar to the following may appear. Press Check.

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5. A screen similar to the following appears. In the Multiple displays pull down menu, select **Extend these displays**. Click **Apply**. Click **OK**.

![Change the appearance of your displays](image)

6. With the Presenter View option selected, begin your slide show. Images on your laptop (Presenter View) and the one that is projected externally will appear similar to the following:

![Presenter View](image)