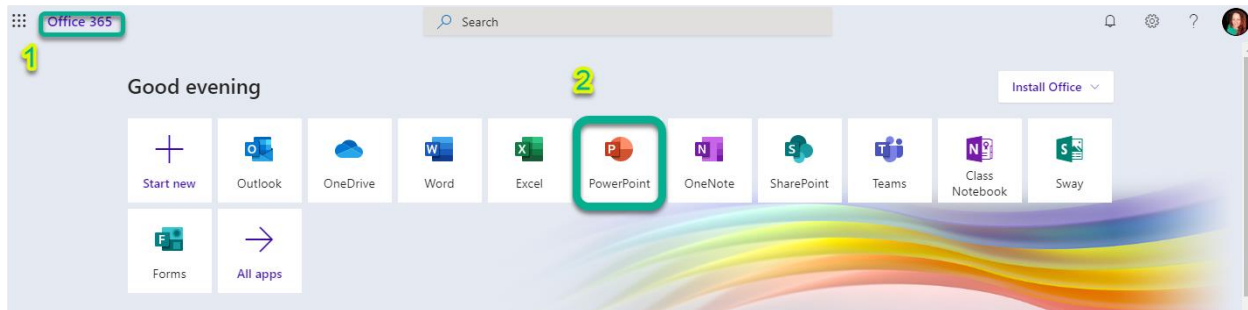
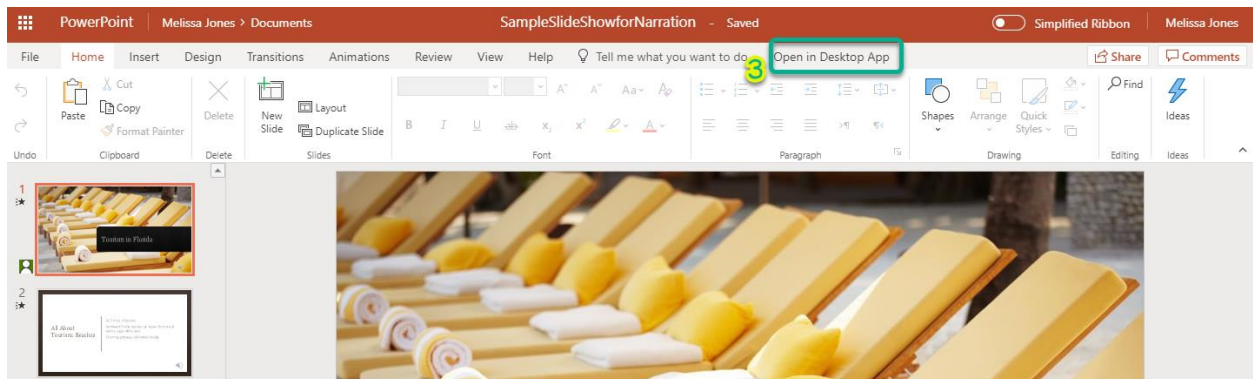


Adding Narration to PowerPoint Slides and Exporting as a Movie File in 10 Steps

1. Login to your SLU Office 365 account
2. Select PowerPoint



3. Choose the slideshow you want to narrate, and open it in the Desktop App



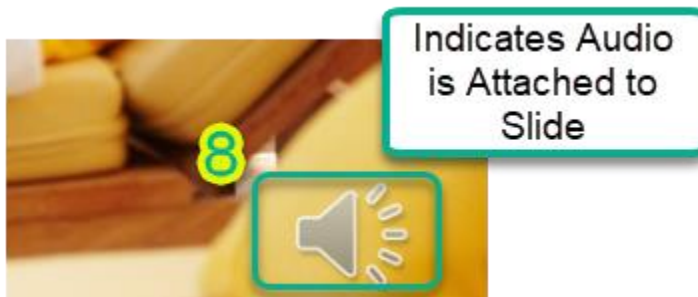
4. Select Insert from the navigation ribbon
5. Choose Audio
6. Select Record Audio



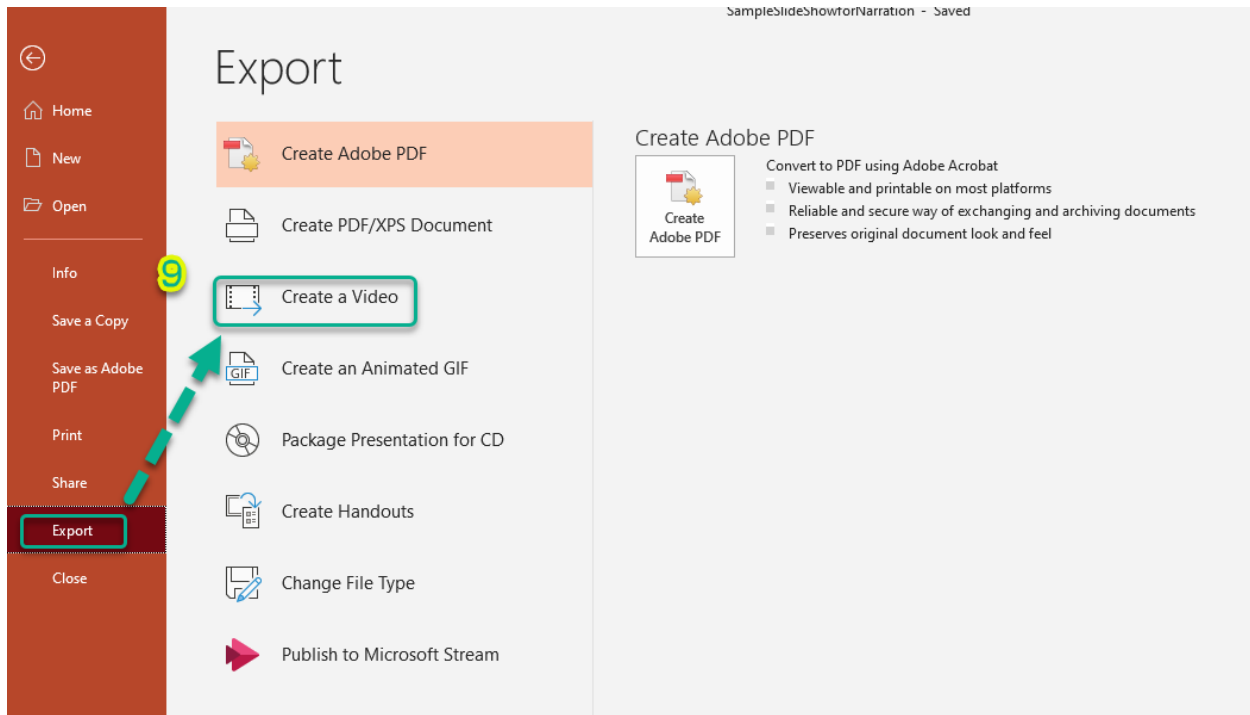
7. Name the recording to coincide with the slide, and select record



8. Position the Record Indicator on the slide



9. Save, then select Export to Create Video



10. Select the quality (standard is normally good for class use) and Create Video

