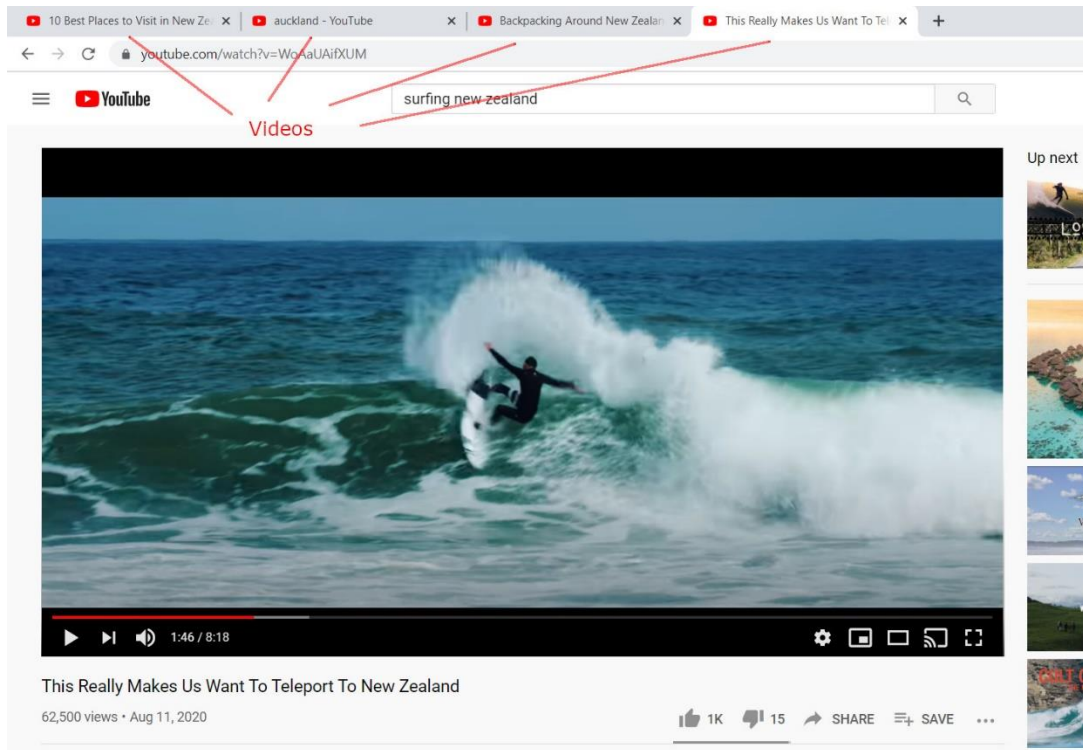


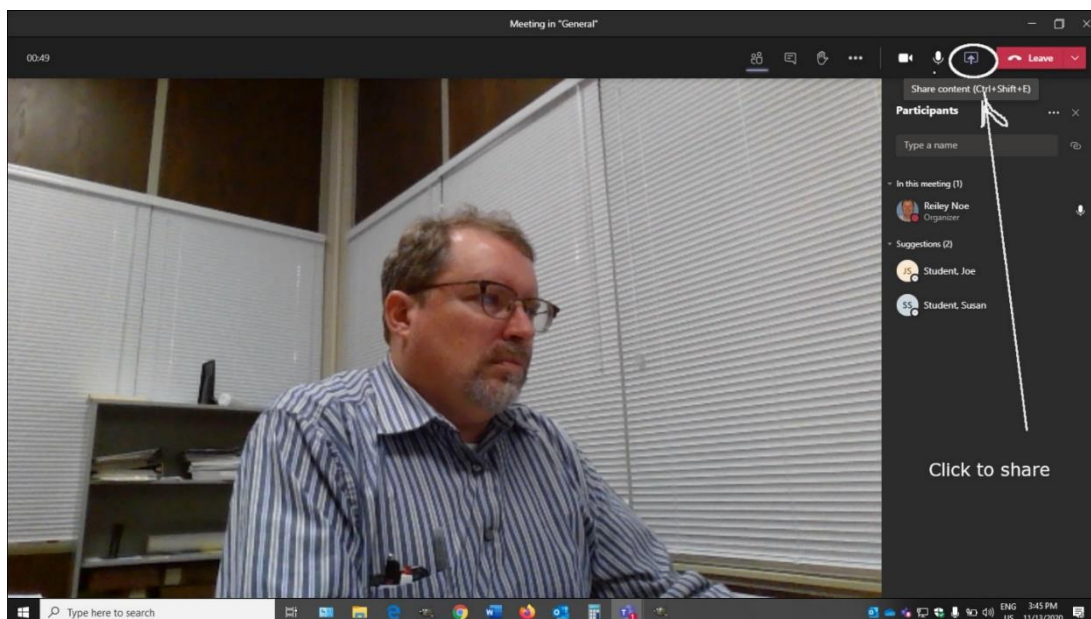
# Sharing a website and a video from a PowerPoint presentation in Teams

There is a trick to sharing video from a PowerPoint within a Teams session; unfortunately you cannot click on a URL from a PowerPoint presentation to directly show the screen in a YouTube video.

1. Before the meeting, you'll want to stage your YouTube Videos in a browser before beginning the presentation. You will jump between sharing the slides and sharing the browser with your video when the time comes. You can have them ready so that you don't show ads before the show or popups.

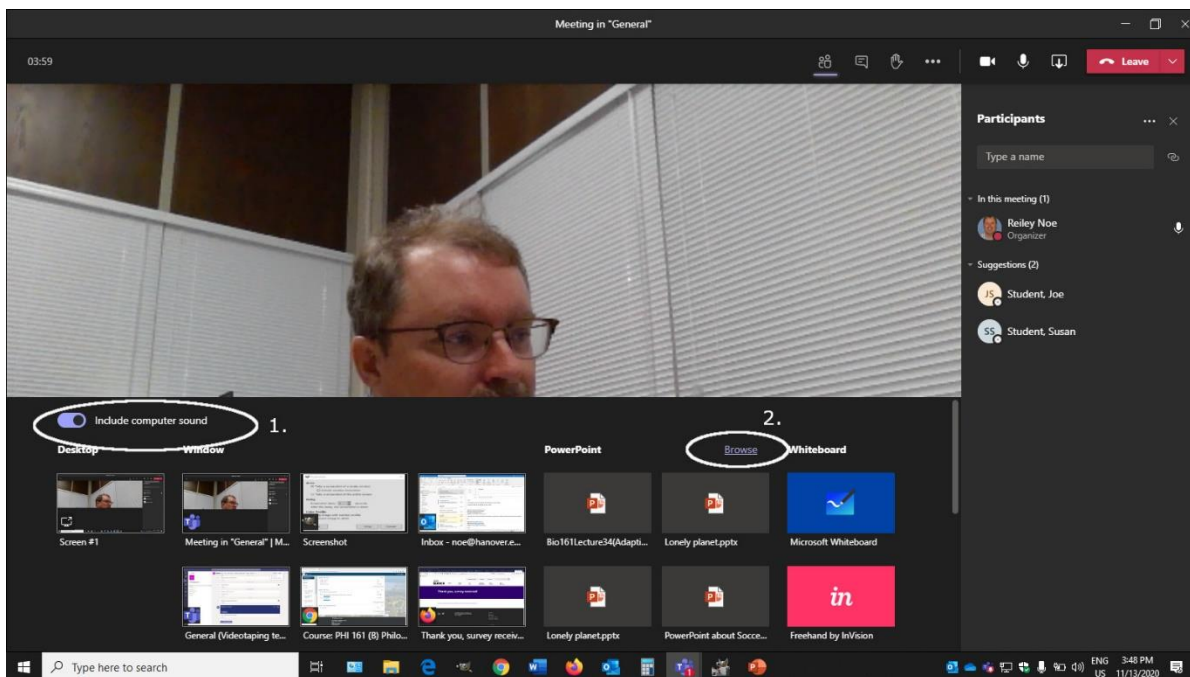


2. When the meeting begins and it is time to share the presentation, click on the **share screen icon**.

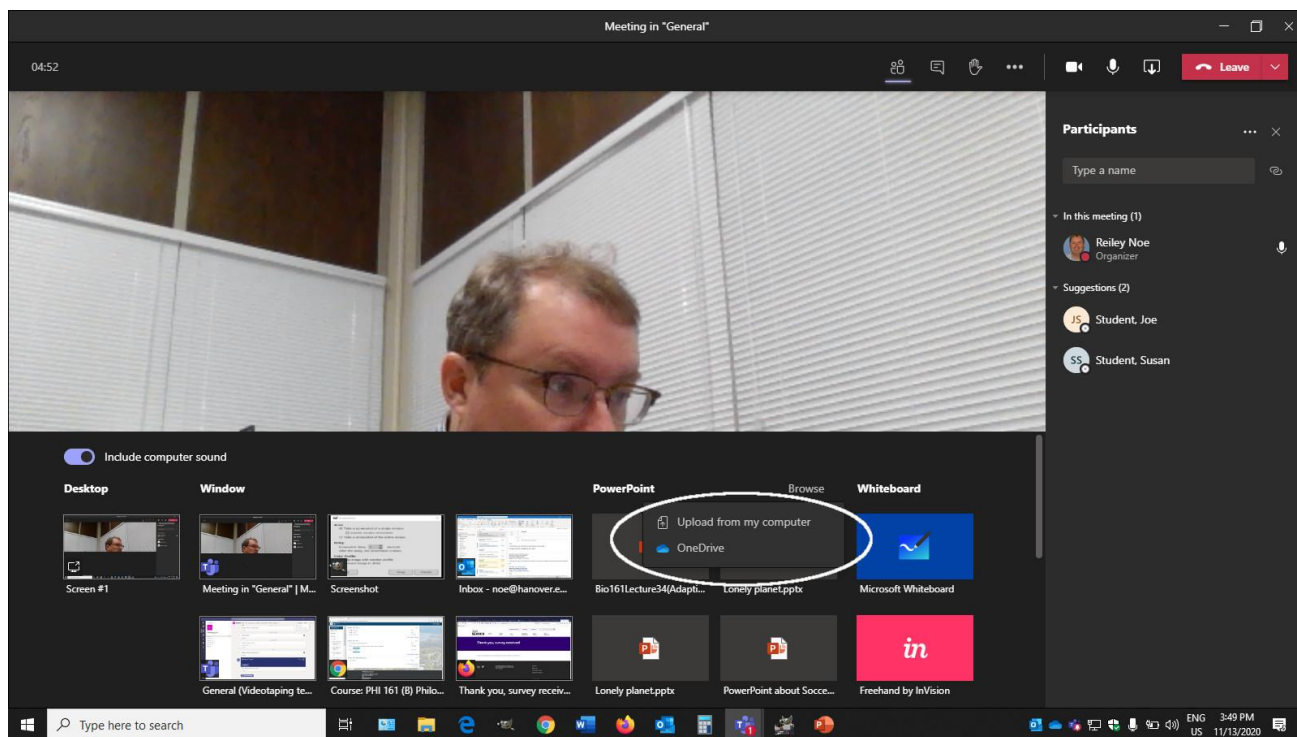


3. If you have video or any audio, **click on the slider to the left to share computer audio**. If you forget this step, your audience will not clearly hear the video.

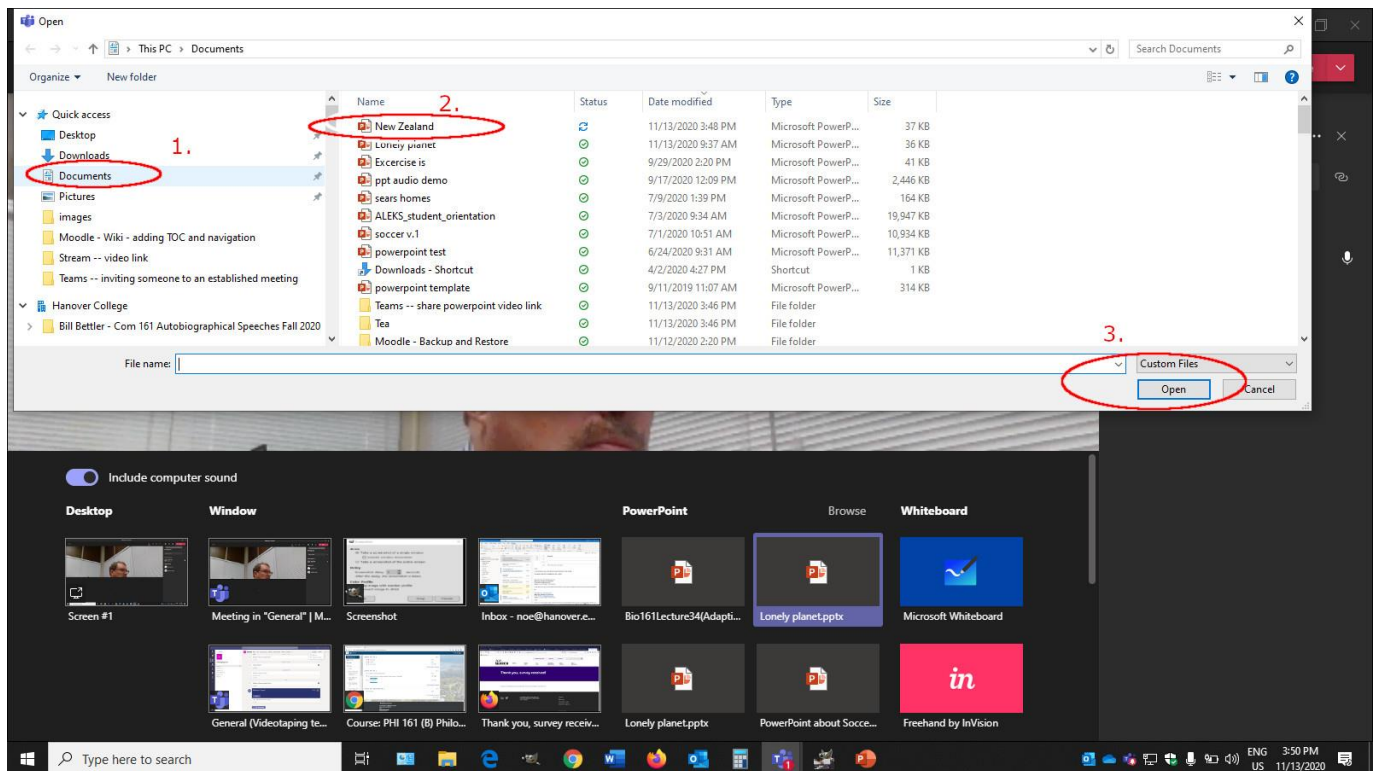
To find your PowerPoint, click on **the Browse** link.



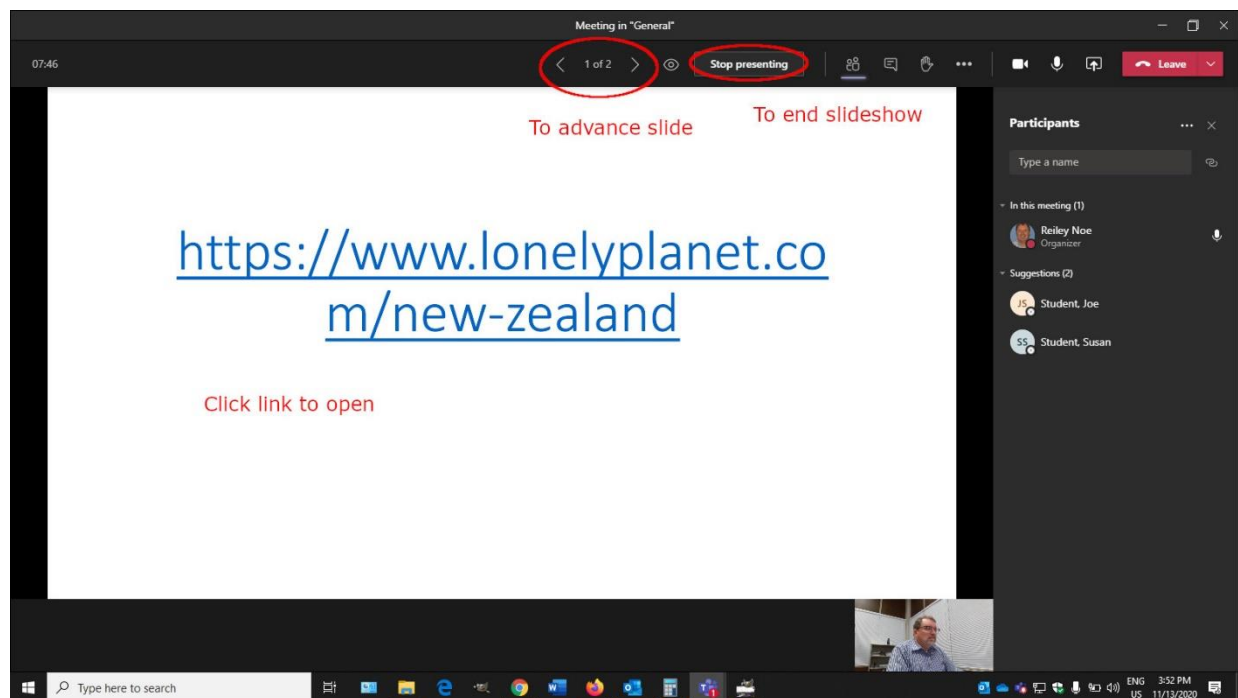
4. From the drop-down menu, you can search either your computer or your OneDrive.



5. Find the folder where your file is – here, I'm looking in Documents. Locate the file that you want to share – in this case, the New Zealand PowerPoint. Then click Open.

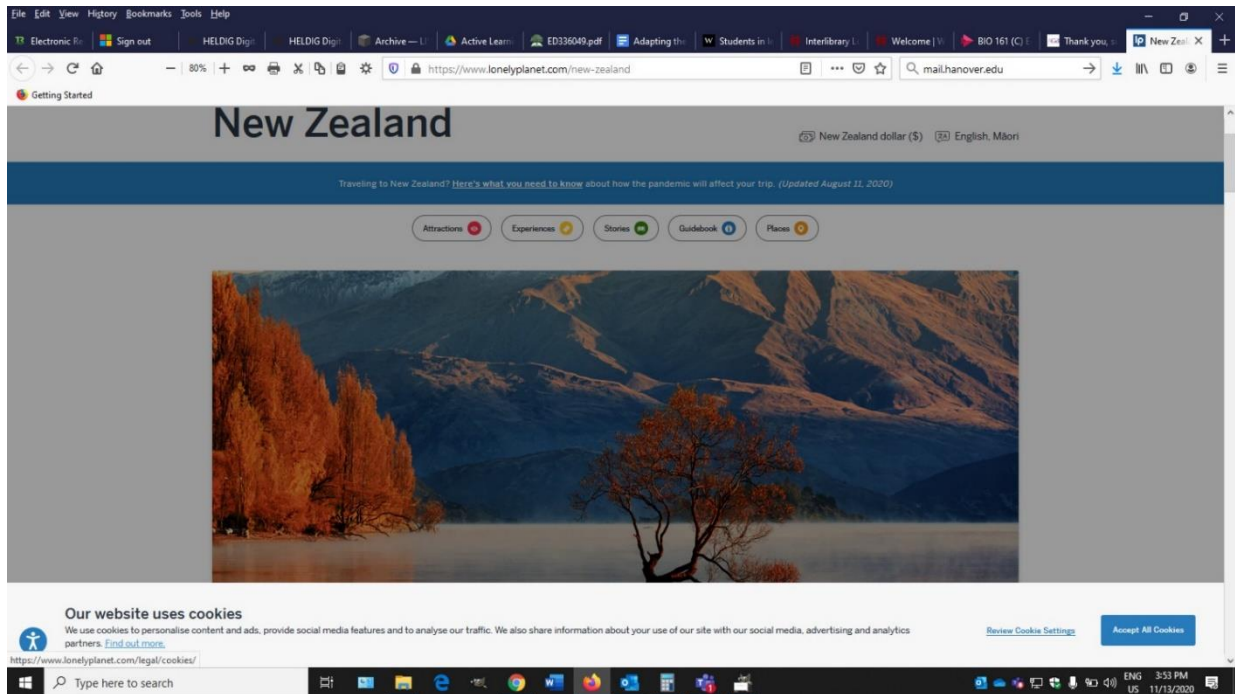


6. Click on the link to access a website. Note the keys above the slide to move the presentation forward or backward, and to stop presenting.





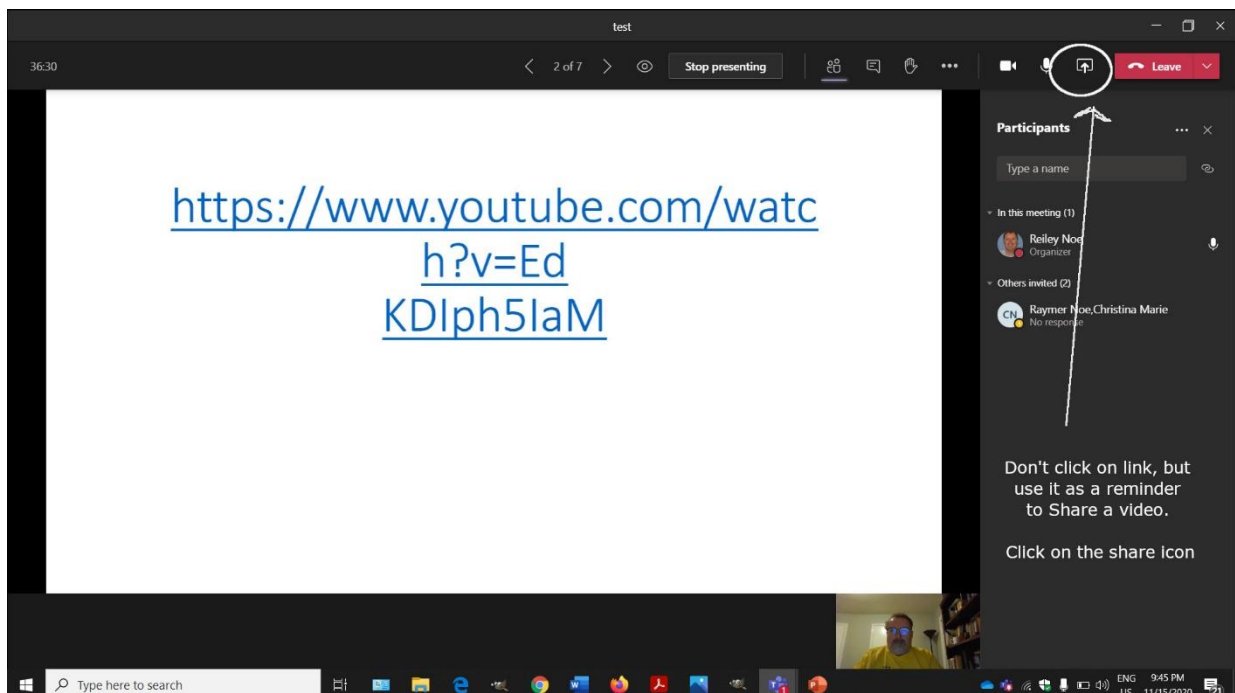
7. This is a website. We'll close this out and advance to the next slide, which will be for a YouTube video.



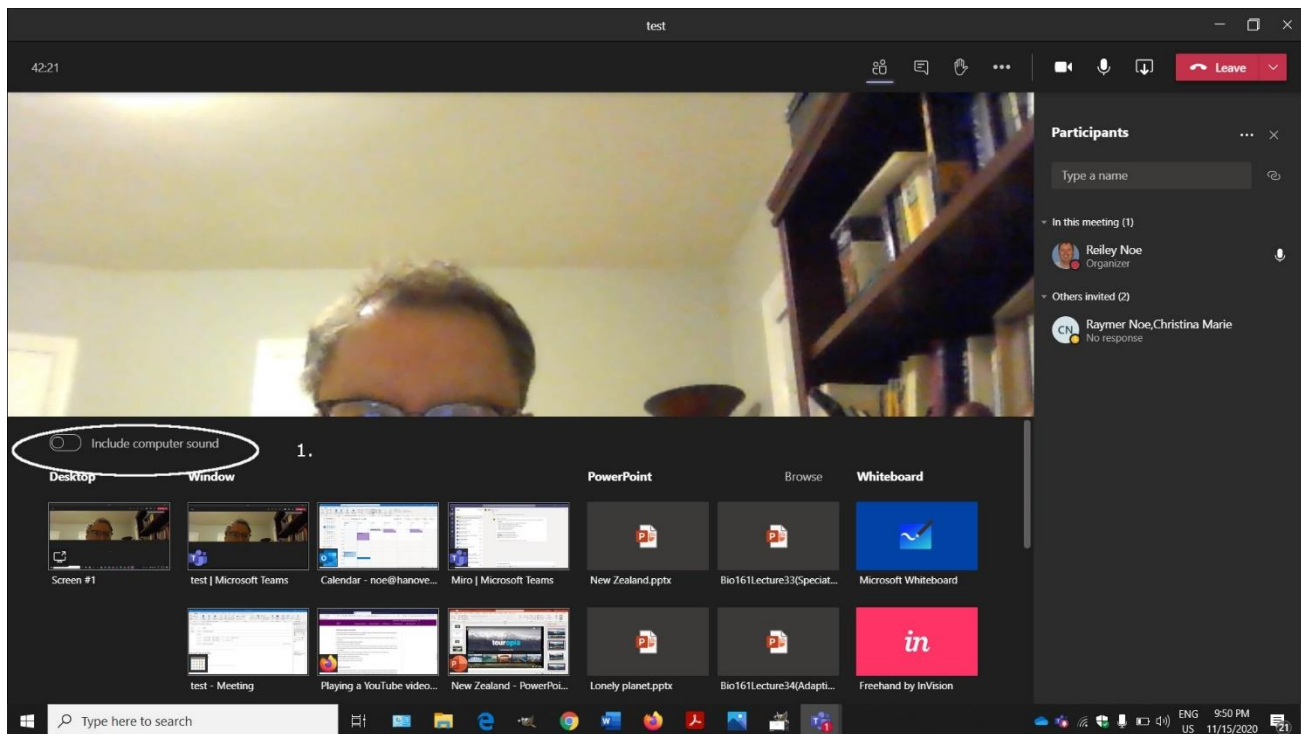
## Sharing Video

8. This is the link to one of the Youtube videos for New Zealand that we will show in the presentation. If you click on it, Teams will not follow your click to the YouTube.

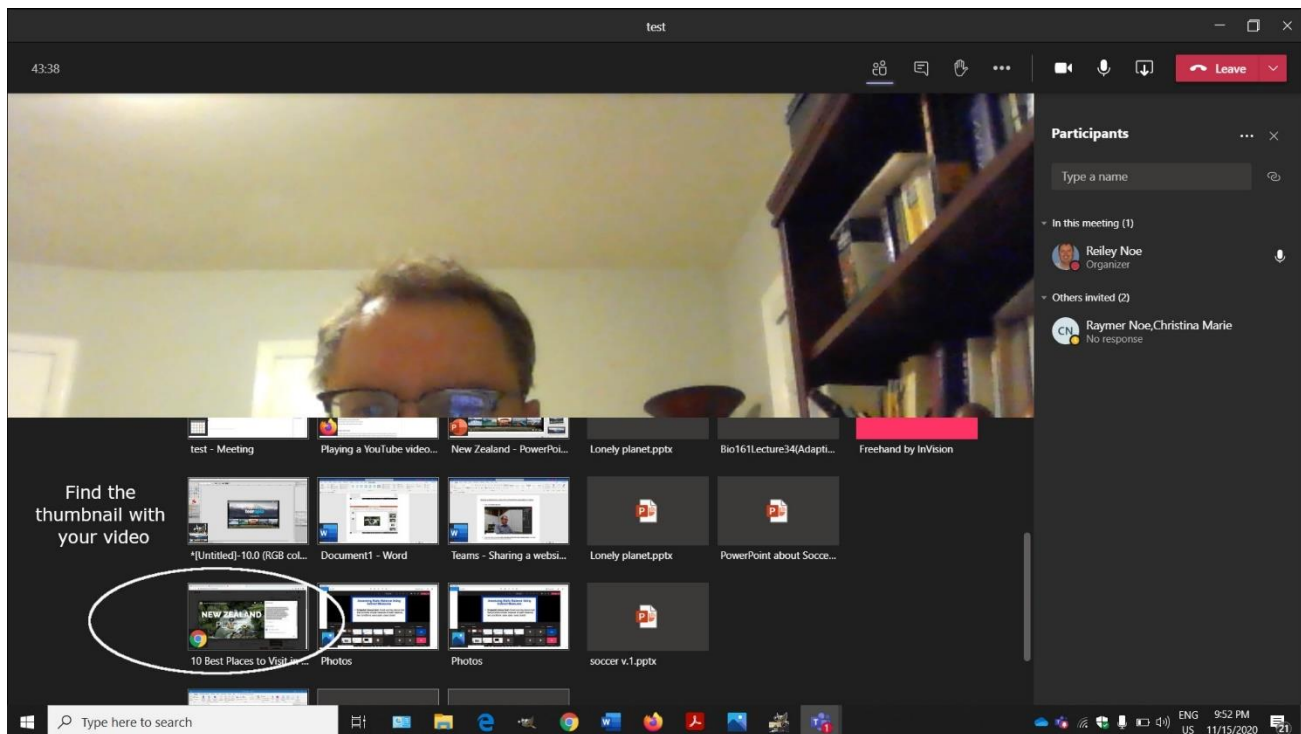
Think of it as a placeholder to remind you to 1) stop presenting the video, and 2) go to a browser where you have set up that YouTube video and share it. To do this **click on Share icon** next to Leave.



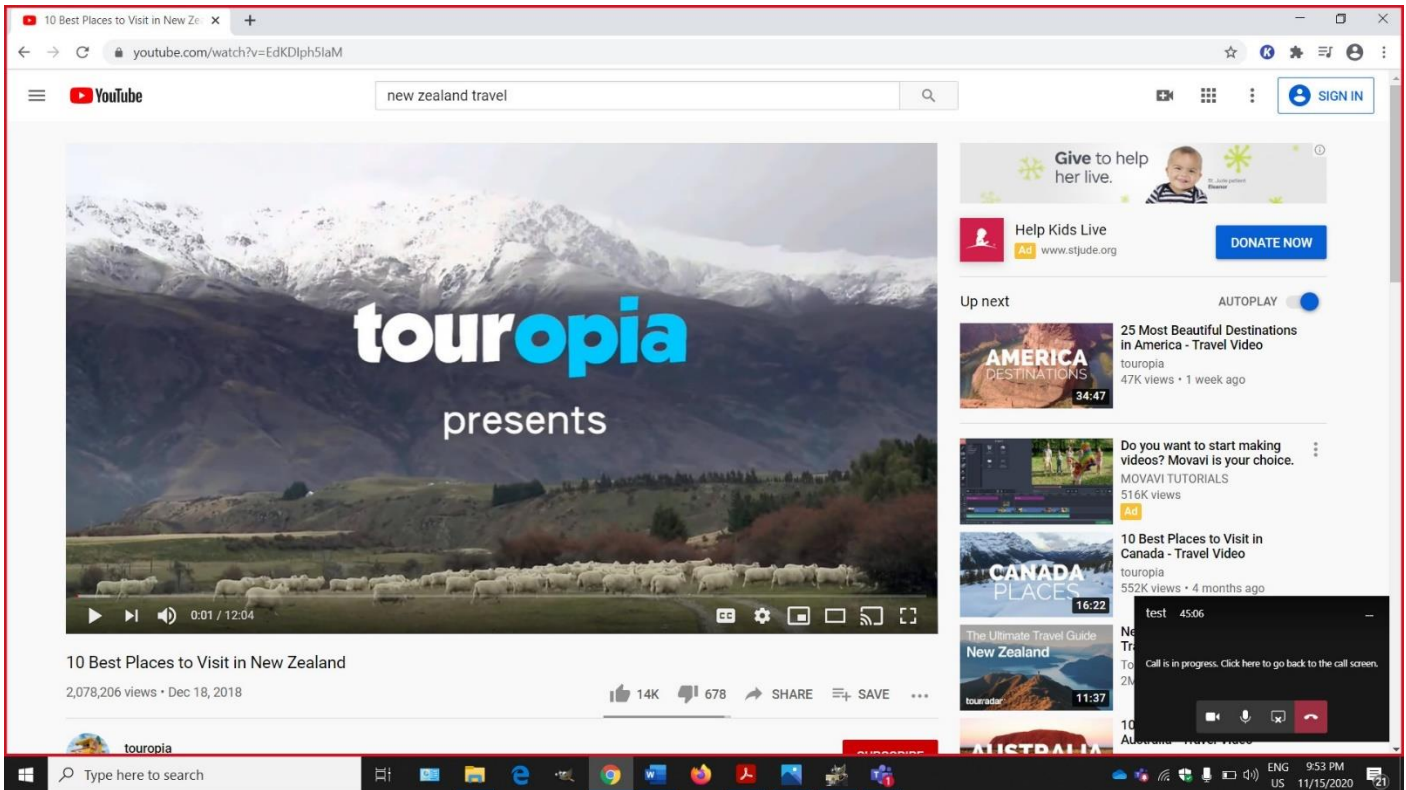
9. Move the slider for **Share Computer Sound** – this is very important. Without doing this, your audience will not get the same sound as the YouTube.



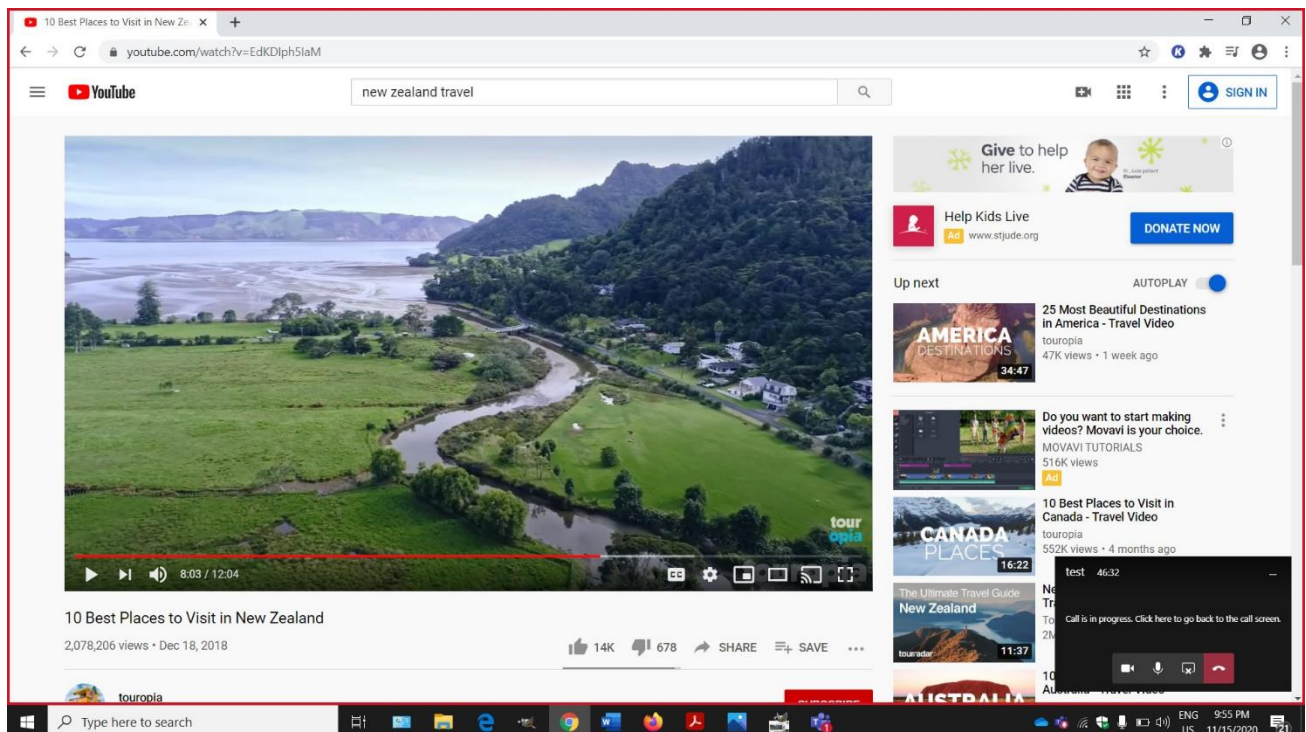
10. Find the Thumbnail for the browser where you will show your YouTube videos, and where you have staged them so that you can quickly share the screen to play the video in the meeting. This Youtube will be in my Chrome browser.



11. And here it is. Click Play. You can click on CC to get captions or an icon to expand the screen. Note that in Teams any screen that you share in a browser will be outlined in red.

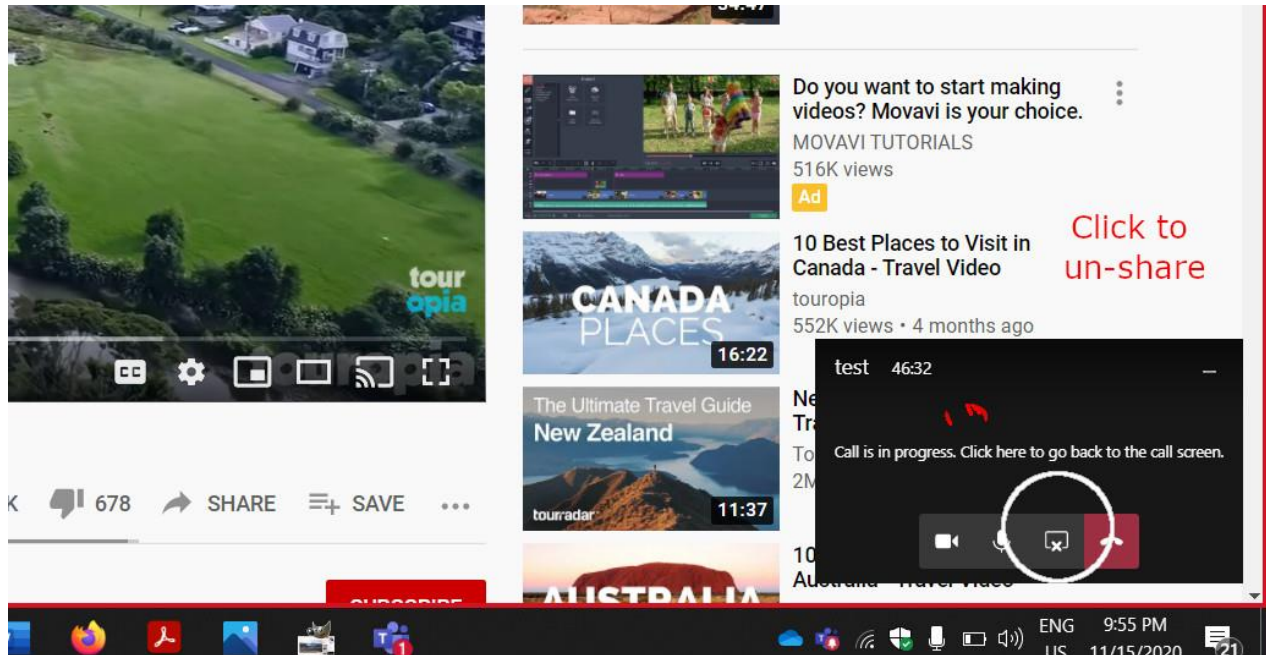


12. In the small black box in the lower corner, you can share and stop sharing a screen. When the video is over. Click on this icon to stop sharing the video and begin to process of Sharing your PowerPoint screen.

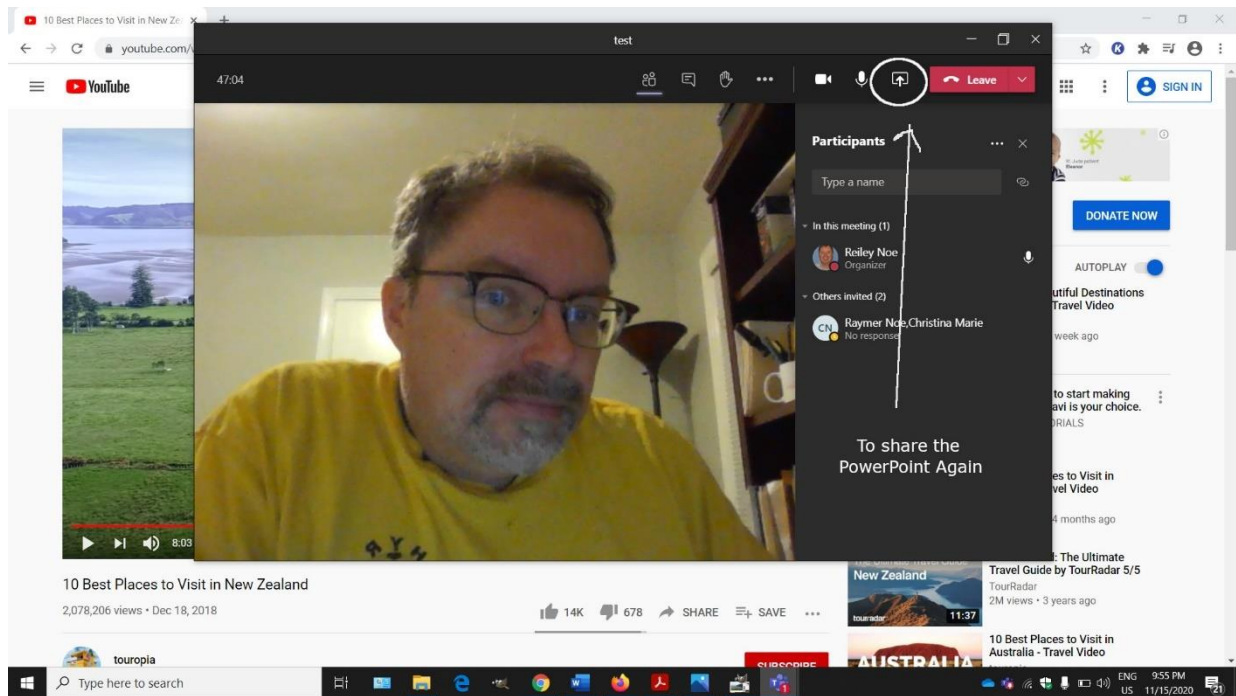




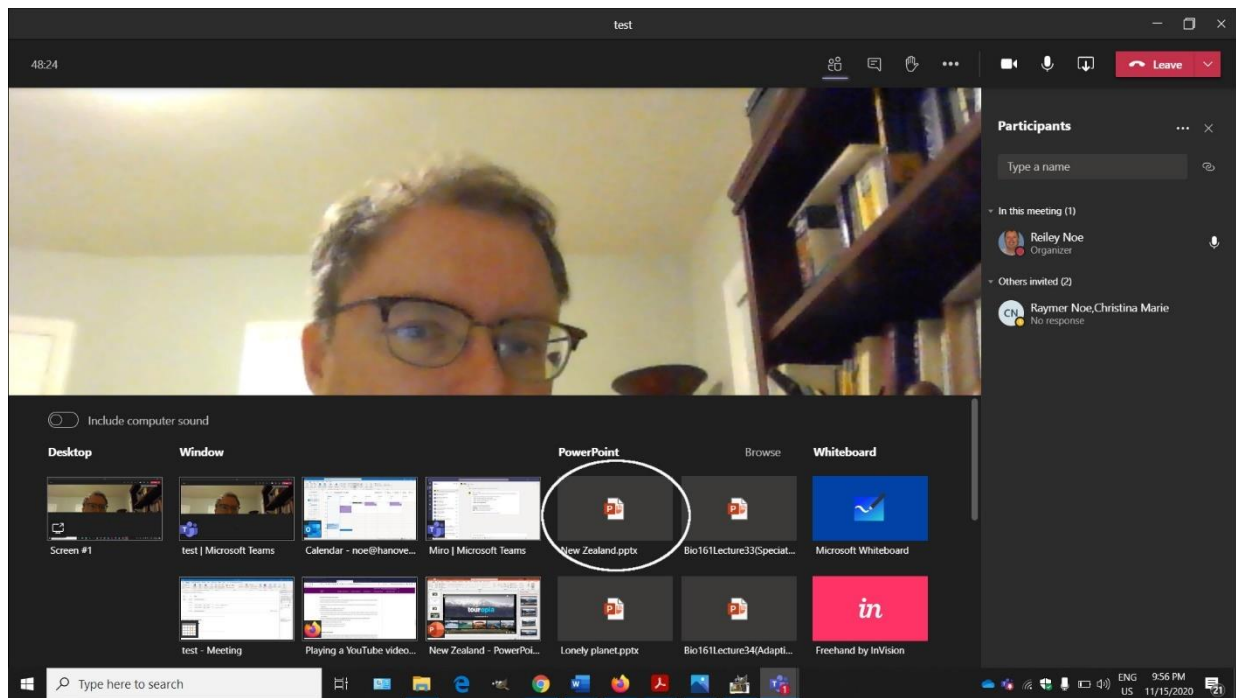
13. This is a close up of the icon that you want to click on to stop sharing the YouTube.



14. You'll return to the meeting. Click on the **Share Screen** icon to share your PowerPoint slides again.



15. Click on the PowerPoint icon for your presentation.



16. It will share your PowerPoint presentation to your audience.

It may begin the presentation at the beginning. You may have to advance the slides to the next slide following the video.

If you have multiple slides that have video repeat this process –

- Click on the icon with the arrow and the box to share screen,
- Navigate to the browser with your YouTube Videos,
- Make sure that the **include computer audio** slider is moved to the right,
- Share the video thumbnails, click play and watch the video
- When the video is done, stop sharing the browser and share the PowerPoint Sides
- You may have to advance them to return to your place in the presentation.

