

7 Ways to work together in PowerPoint



Edit with other people

Share a presentation with others so you can work on it together.



How-to steps and video:
aka.ms/powerpointsharehelp



See who's working

Presence indicators show who's working in the file.

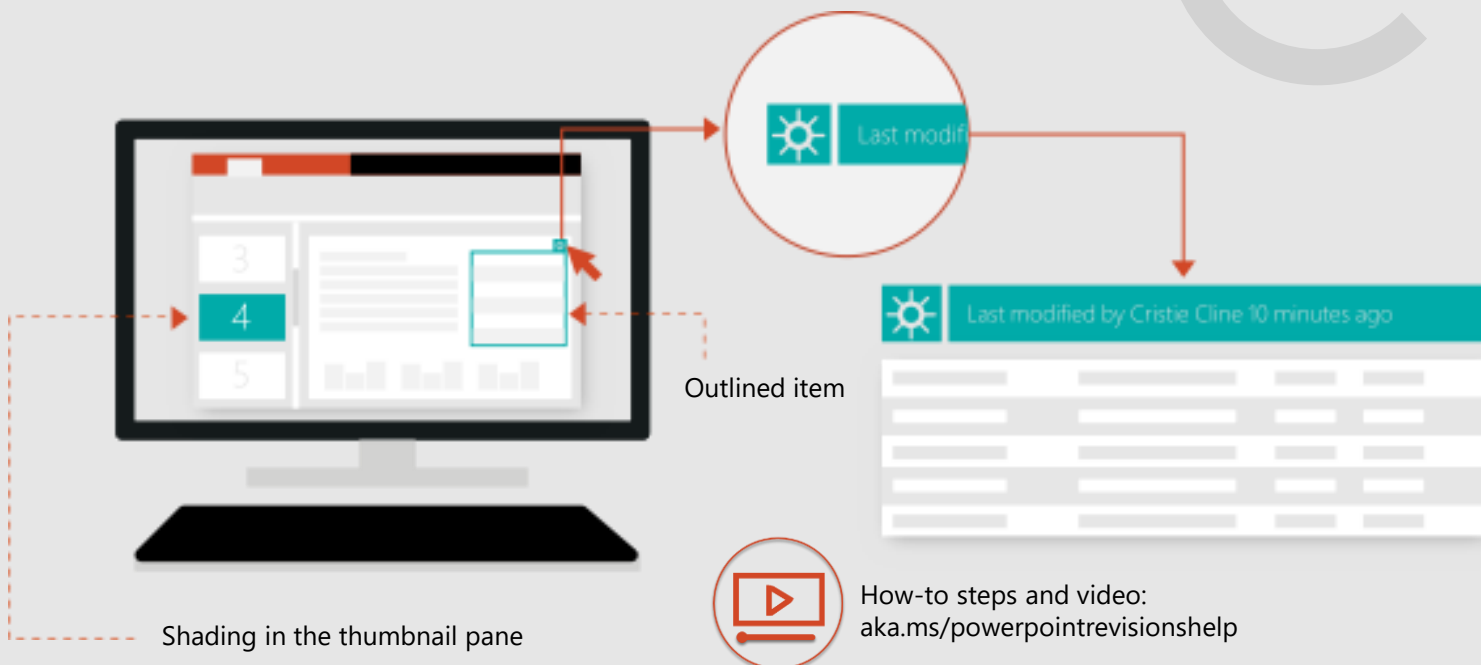


How-to steps and video:
aka.ms/powerpointpresencehelp



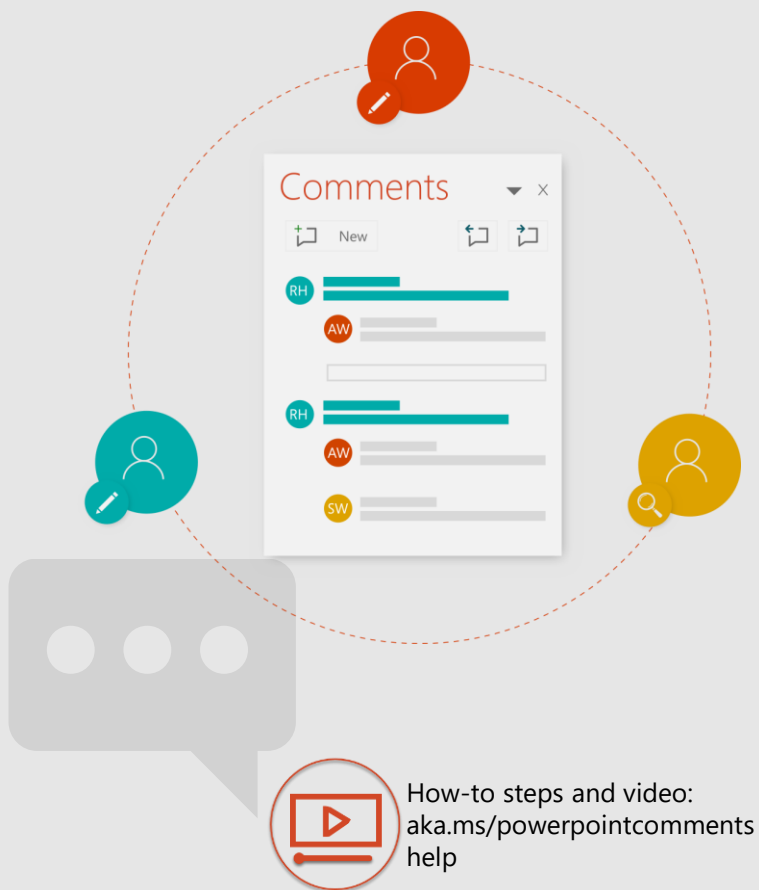
See what's changed

Coloring in the thumbnail pane and on slides indicates what's been updated since you last looked.



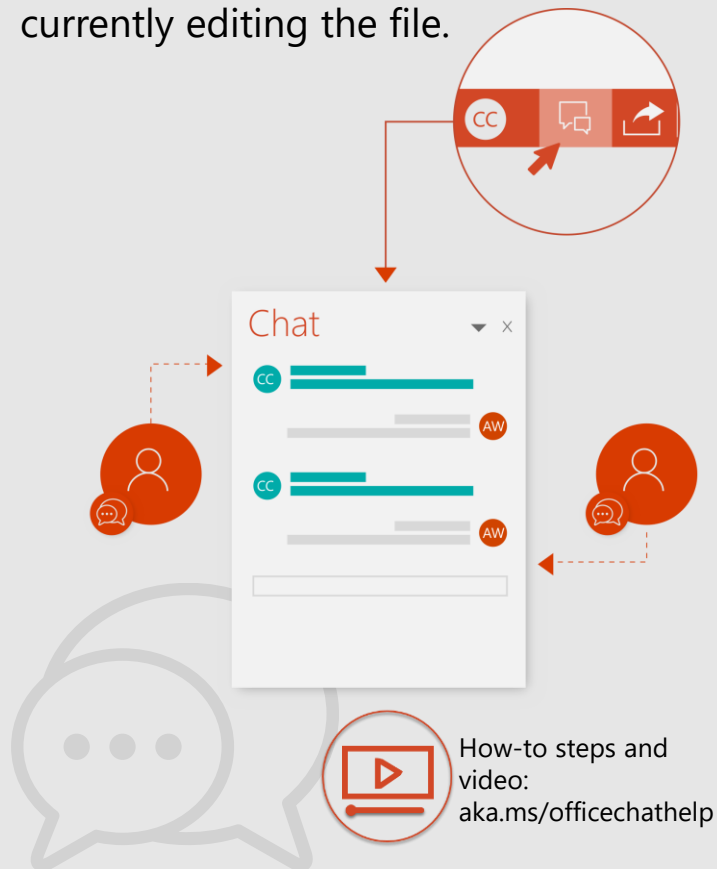
Give and receive ideas

Add notes for others, or see what they've written.



Chat instantly with others

Want to discuss it right now?
Start a chat that's seen by everyone currently editing the file.



Give vivid feedback



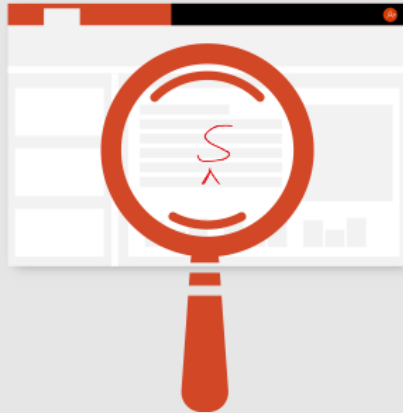
How-to steps and video:
aka.ms/officeinkhelp

Ink for emphasis! Some things are just easier to draw or scribble.

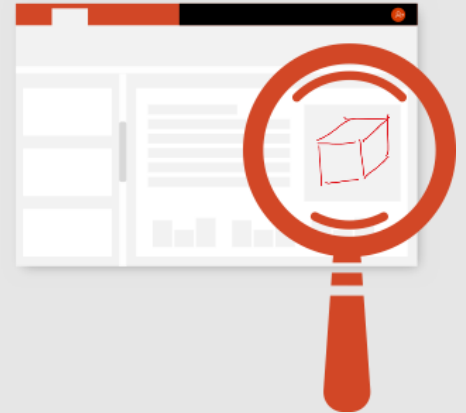
EDIT



SCRIBBLE



DRAW



See previous versions



How-to steps and video:
aka.ms/powerpointhistoryhelp

When you're collaborating with others, sometimes you want to see what the file looked like before someone changed it.

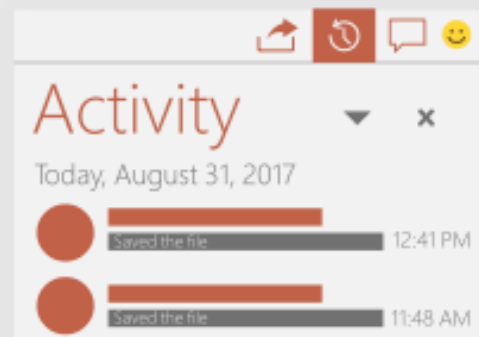
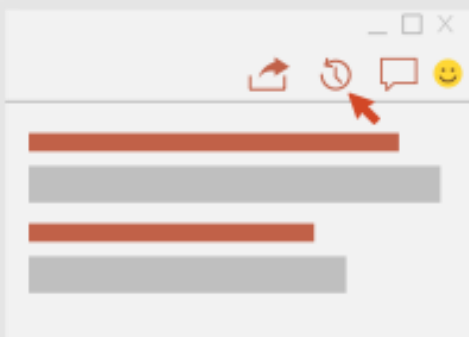
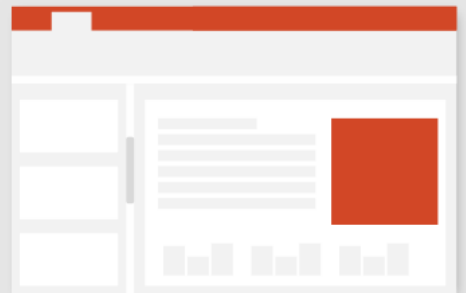
YESTERDAY



2 HOURS AGO



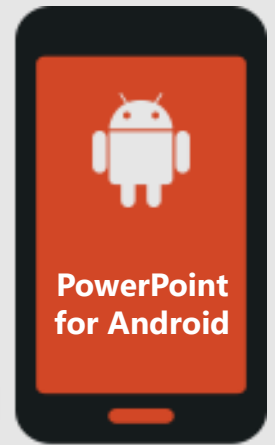
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These experiences are available in PowerPoint in Office 365.

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