## What is PowerPoint?

PowerPoint is an application that allows users to create, edit, format and present slideshows. It is available in two modes: an online version available through www.office.com, which allows you to collaborate with others in real-time and complete basic slideshow functionalities in a web browser; and the PowerPoint 2016 and PowerPoint 365 desktop versions, which provide a wider selection of features. PowerPoint files saved on SharePoint Online or OneDrive can also be used to collaborate with others in real-time through the PowerPoint 365 desktop application.

## How to access PowerPoint Online?

Via the official Microsoft 365 website

Visit office.com, select the "App launcher" waffle in the top left-hand corner, and select the PowerPoint icon.

You may be required to sign in using your ESDC credentials if this is your first-time accessing Microsoft 365.

## How do I access PowerPoint via Microsoft Teams?

Open Teams Desktop Application

Open the Microsoft Teams application by selecting the Teams icon on your desktop.

Alternative: Select the Start / Windows icon located at the bottom left of your screen. &gt; Scroll to the "M" section and select "Microsoft Teams."

## How do I open Teams in a Web Browser?

Visit www.office.com

Select the Teams icon on the left side pane.