Creating a Narrated PowerPoint Presentation and Uploading it to MyLO

The video below (15 minutes), is a quick guide on creating narrated PowerPoint presentations, using the latest version of PowerPoint.


*If you don’t have the latest version of PowerPoint, which was released mid-2018, you may need to update your Office suite. Instructions on how to do that are below.*

Updating to the latest version of PowerPoint.

1) Log in to your office 365 account at https://office.com
2) Use your utas email address to sign in

3) Choose “work or school account”, then log in with your utas password
4) Click the “Install Office apps” button and choose the Office2016 option.

5) Follow the installation wizard.