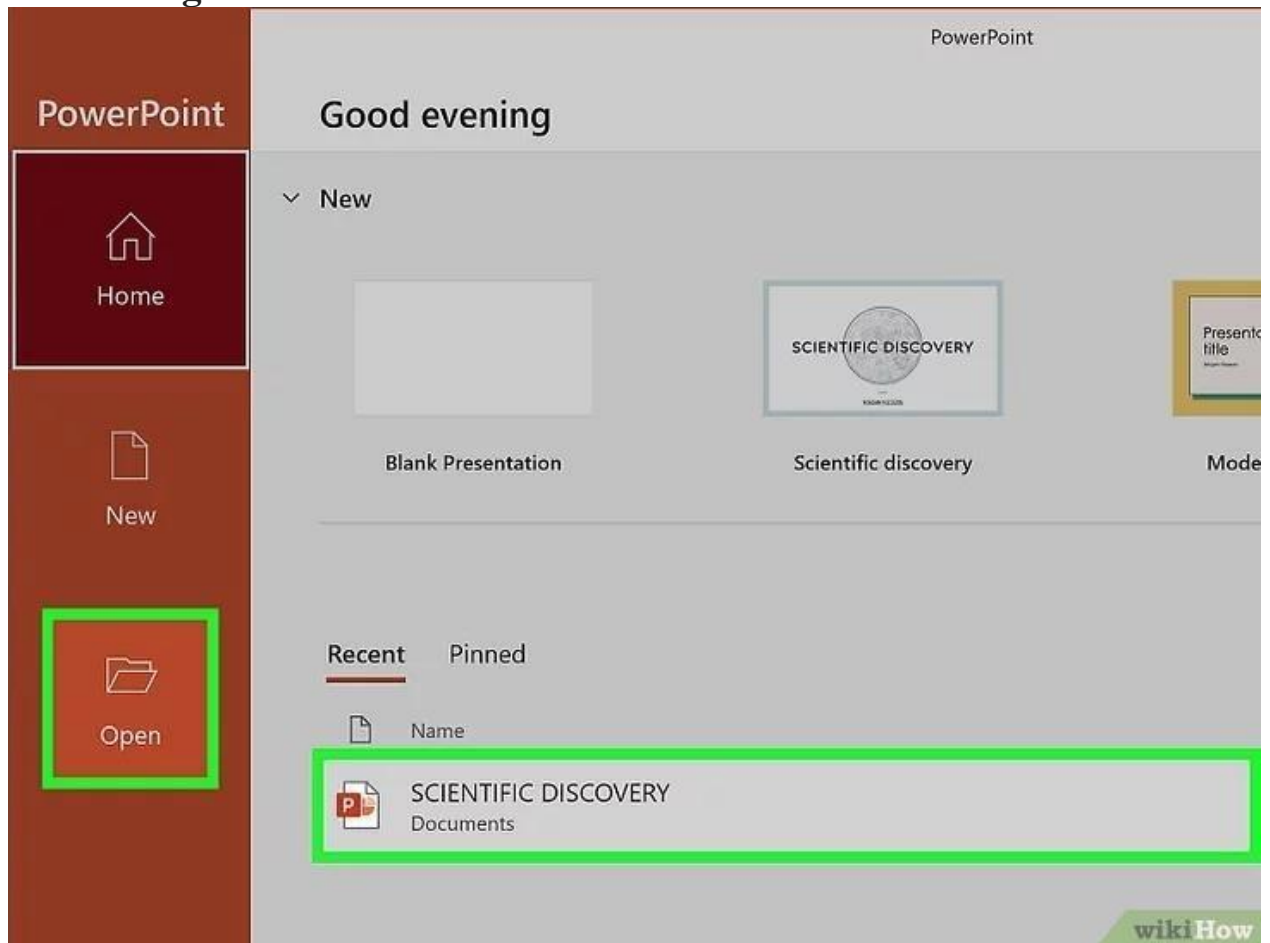


HOW TO INSERT A VIDEO **IN POWERPOINT** **PRESENTATION**

CONDUCTED BY :

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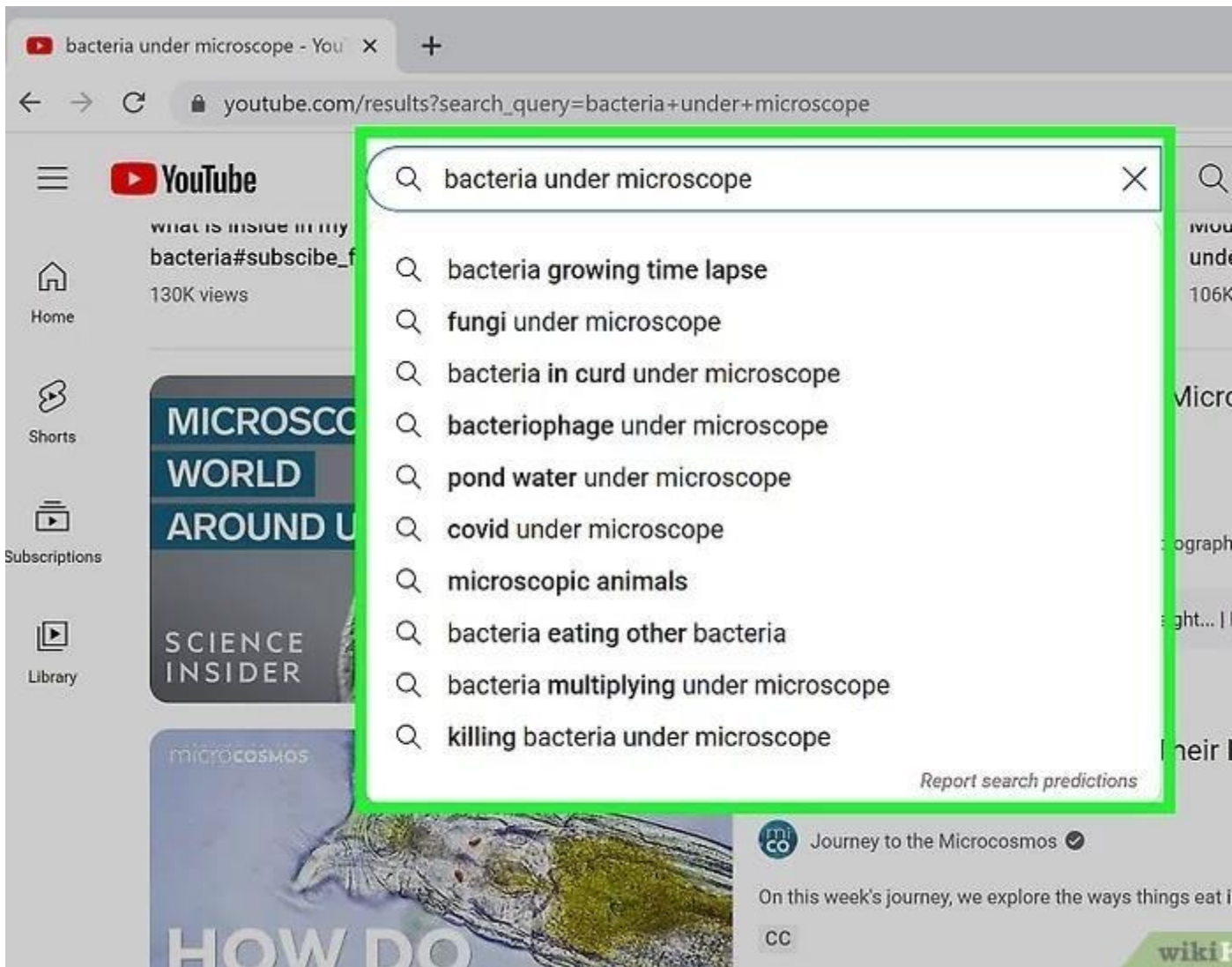
Embedding a Web Video



1.

Open a project in Microsoft PowerPoint. This looks like a **P** on top of an orange circle. Microsoft PowerPoint is available to [install for Windows and Mac](#).

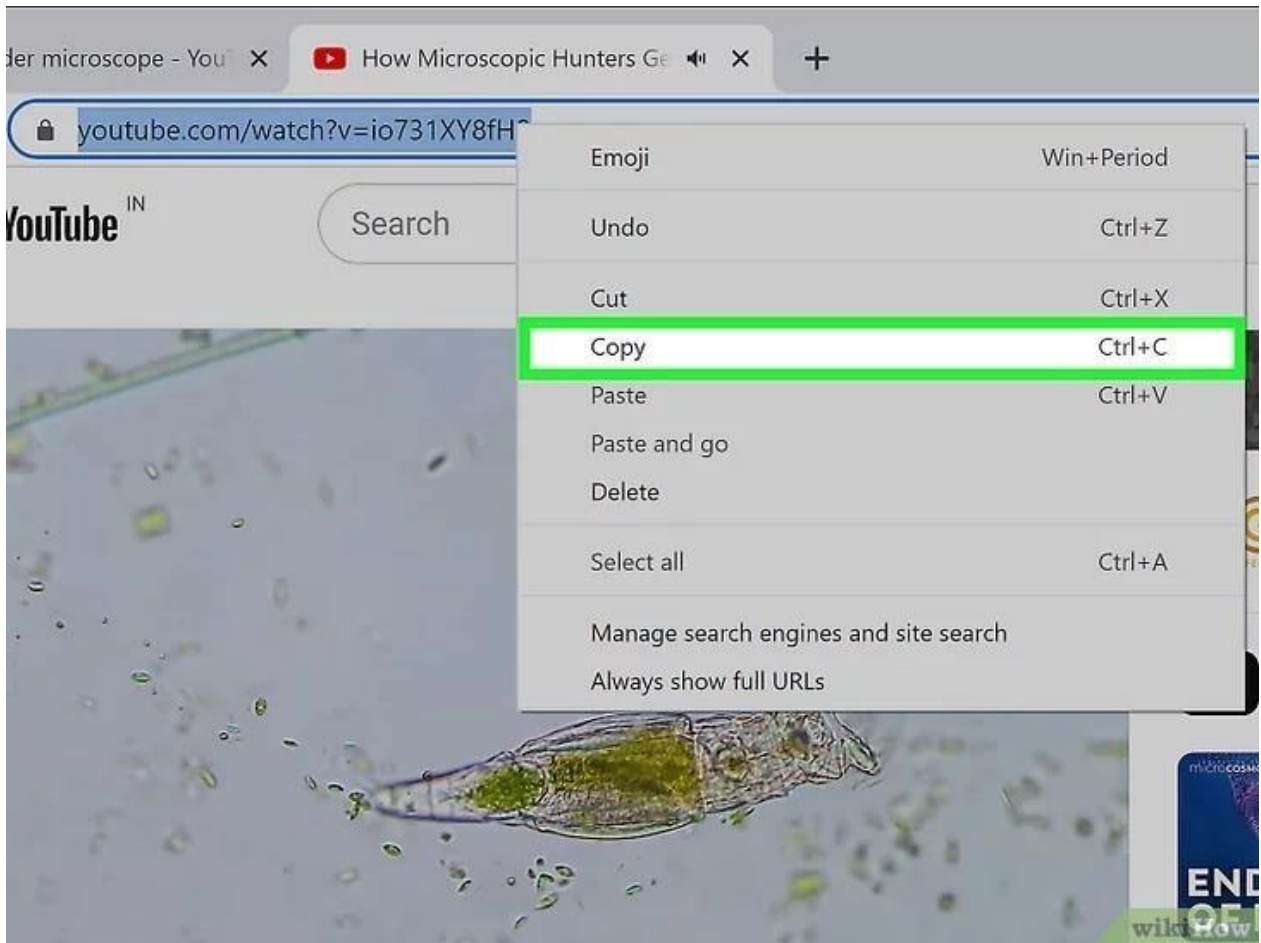
- You must have a subscription to [use Office 365.\[1\]](#)
- Adding a video to your PowerPoint can help you [make a great presentation](#).



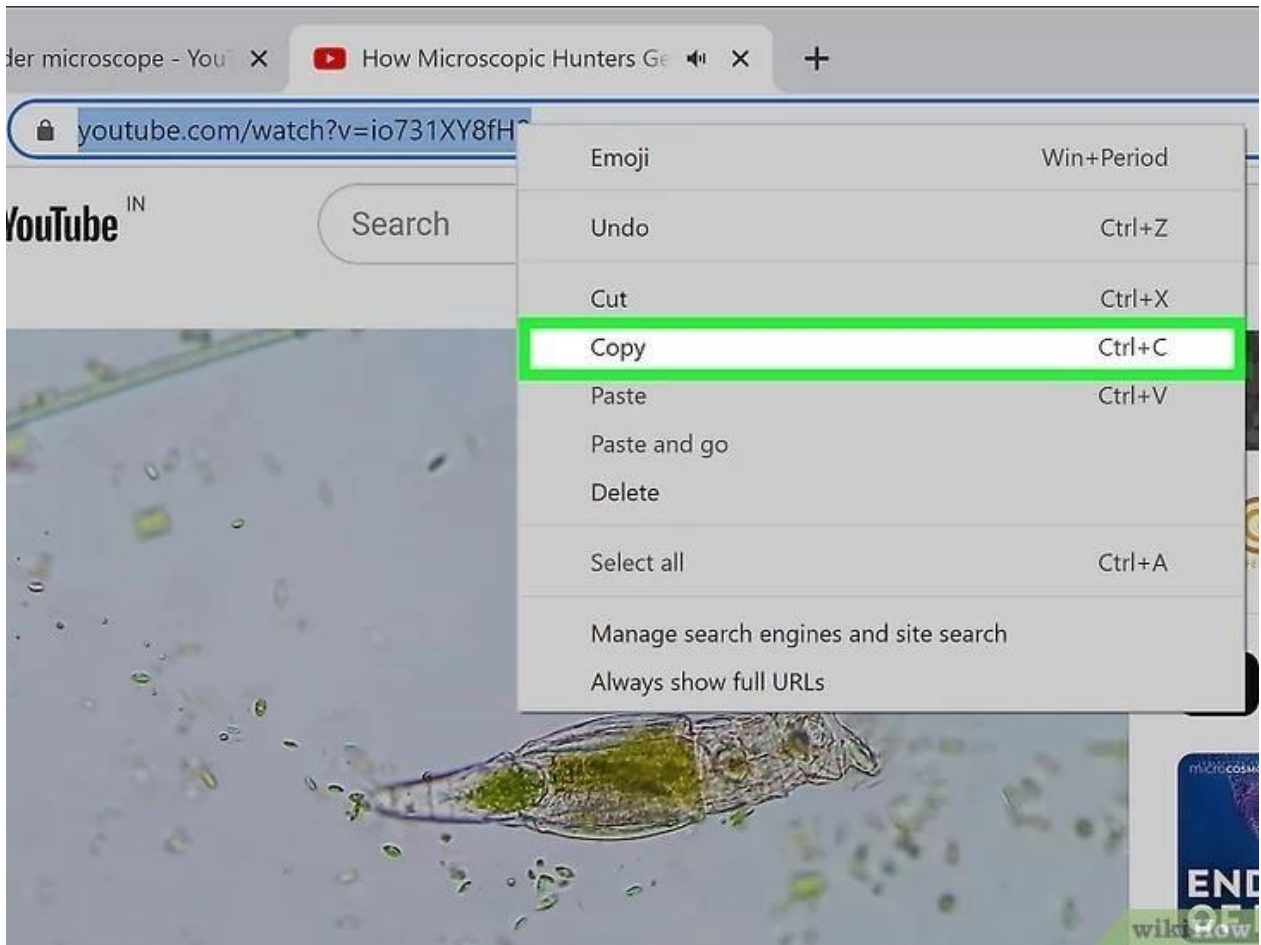
2.

Find a web video you want to insert. You'll need the URL for the video.

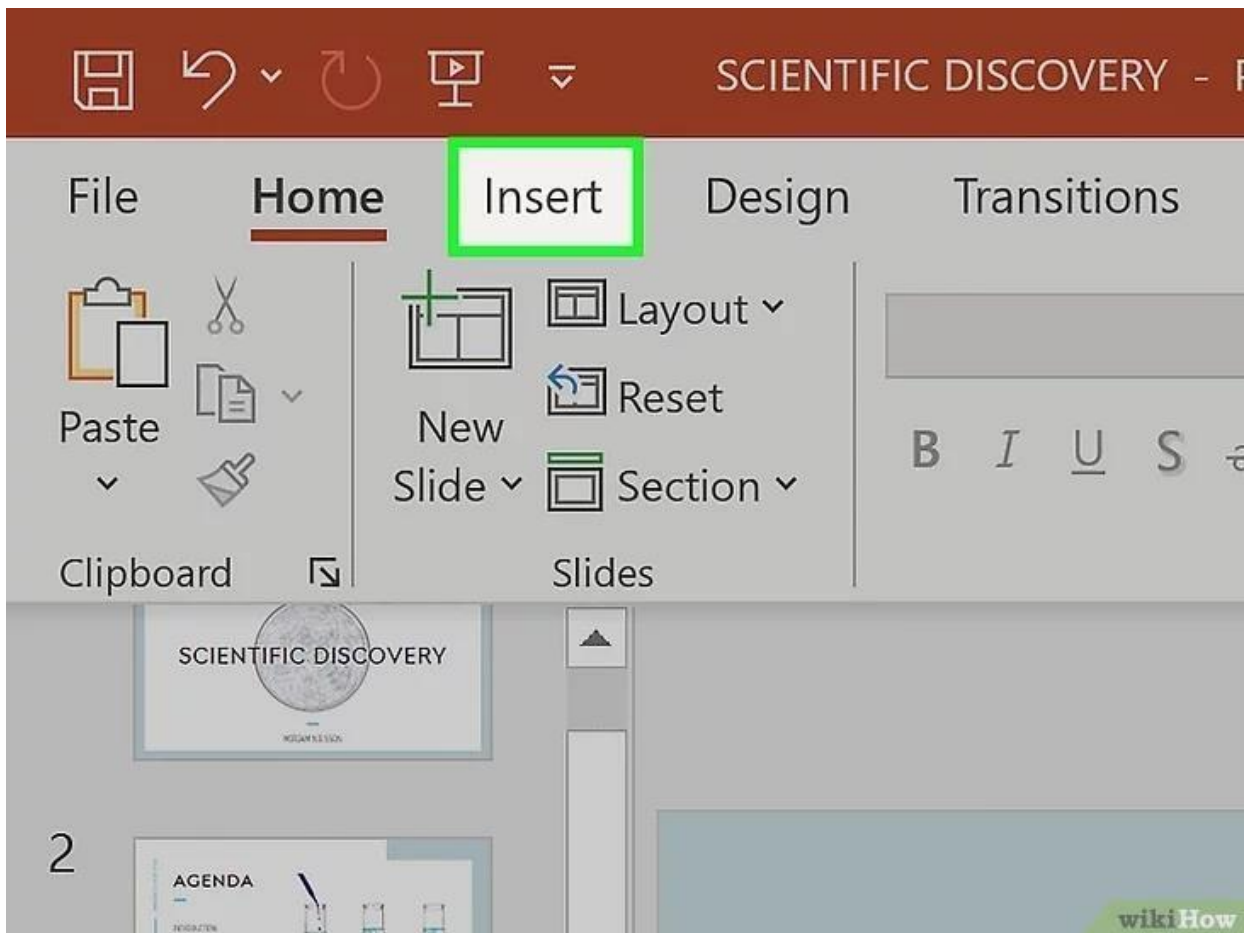
- You can insert a video from supported websites such as: YouTube, SlideShare, Vimeo, Microsoft Stream, and Flip.



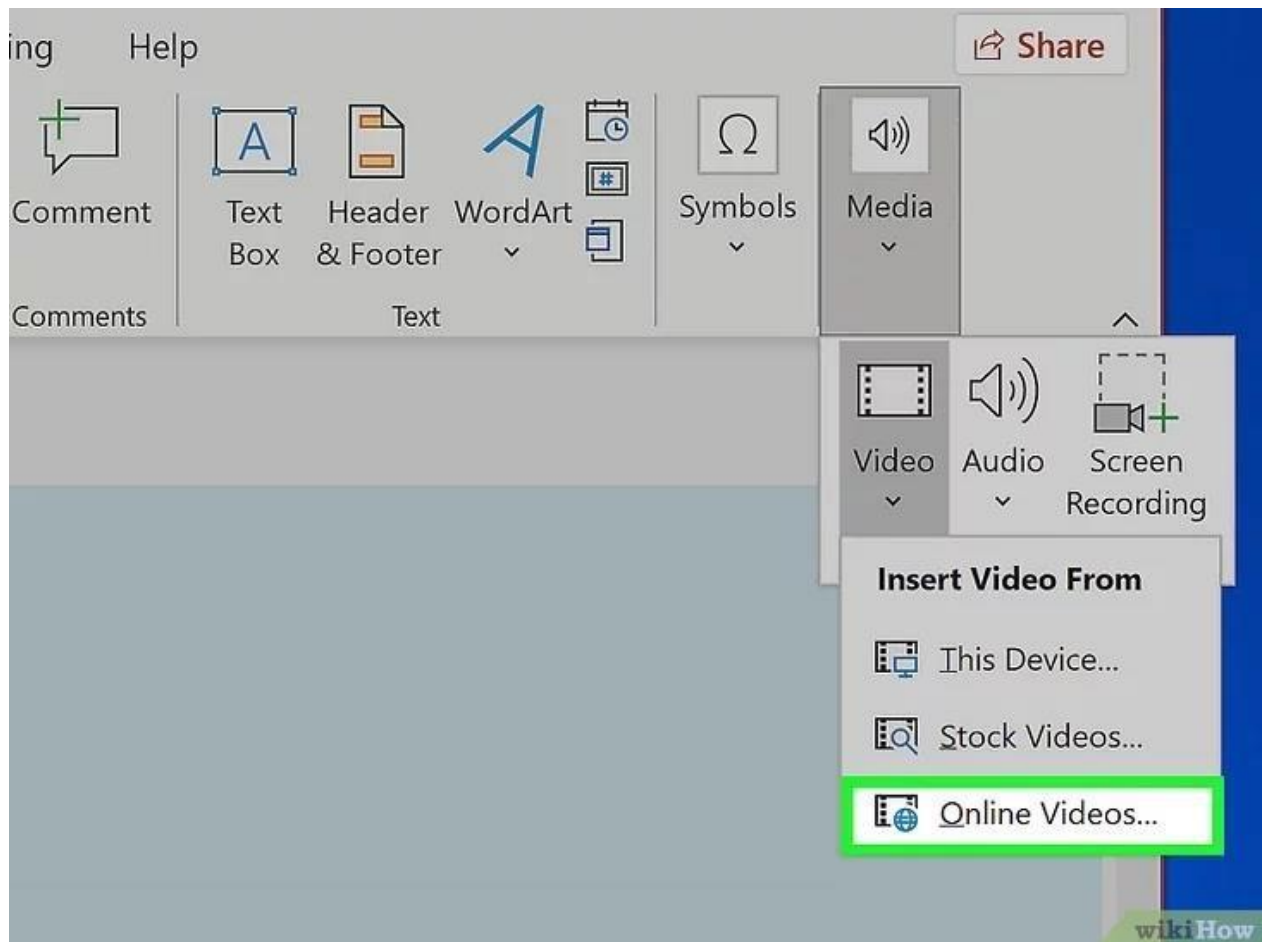
3. Copy the URL of the video. Highlight the entire URL, and then press **CTRL + C** (Windows) or **CMD + C** (Mac) on your keyboard to copy. You can also right-click the URL and click **Copy**.



4. In PowerPoint, click Insert. This will be at the top toolbar, between Home and Draw.

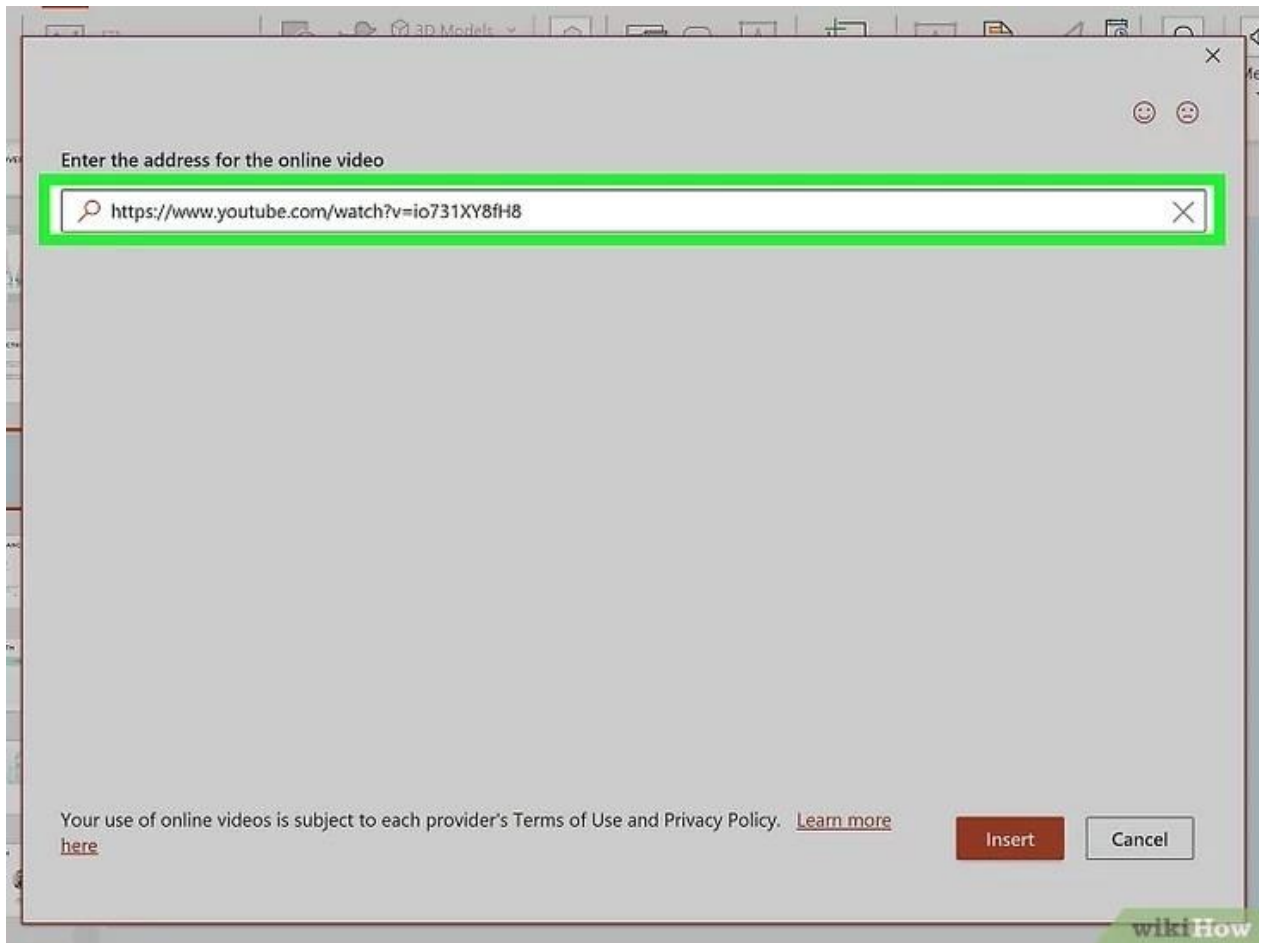


5. **Click Video, then Online Videos.** A new window will open.
- On Mac, this will look like **Online Movie**.



6. **Paste the URL into the field.** Press **CTRL + V** (Windows) or **CMD + V** (Mac) to paste. The field will have a magnifying glass icon on the left side.

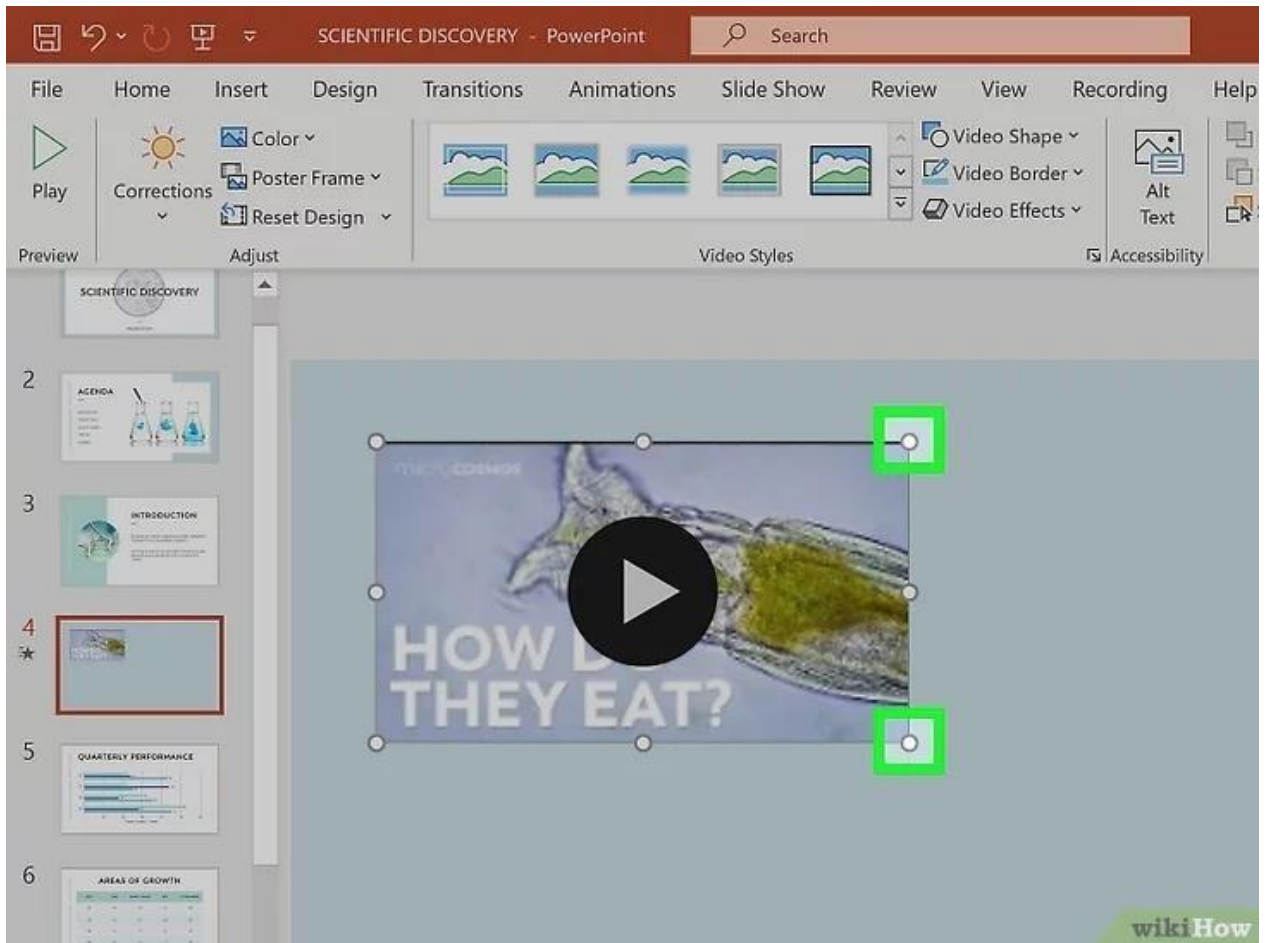
- You'll see a preview of the video.



7. **Click Insert.** This will be at the bottom-right corner.

The image shows a screenshot of a video player interface. The video content displays a microscopic organism, possibly a ciliate, with a large red play button overlaid in the center. The text "HOW DO THEY EAT?" is visible in large, white, bold letters at the bottom of the video frame. Above the video, there are icons for "Watch later" and "Share". Below the video, there is a "YouTube" logo. At the bottom of the player, there is a link to "Learn more" and two buttons: "Insert" (highlighted with a green border) and "Cancel". The "wikiHow" logo is visible in the bottom right corner of the player area.

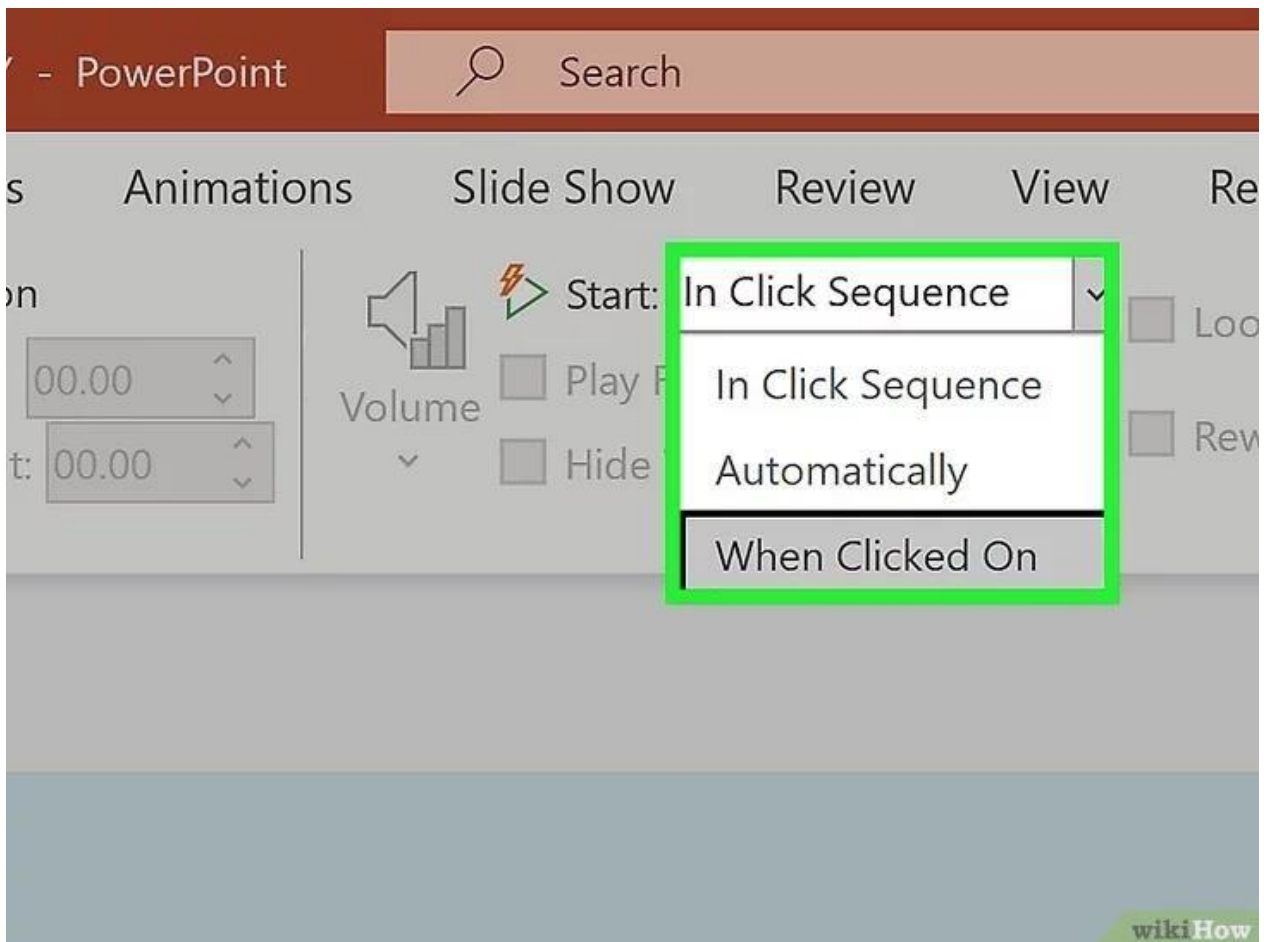
8. **Adjust the embedded video.** Click and drag any of the circles on the perimeter of the video to increase or decrease its size. If you want to change the position on the slide, click and drag the video to a new position.



9.

Adjust the playback settings. Select the video and click the **Playback** tab. You'll be able to edit how your video plays on the slide.

- To adjust when the video plays, click the drop-down menu next to **Start:**. Select **In Click Sequence**, **Automatically**, or **When Clicked On**.
- Check the boxes to apply any of the following: **Play Full Screen**, **Hide While Not Playing**, **Loop until Stopped**, and/or **Rewind after Playing**.
- Click **Volume** to adjust the video's volume. Select **Low**, **Medium**, **High**, or **Mute**.



10.

Edit the video image (optional). By default, the video will have the creator's thumbnail as the image when the video isn't playing. If you want to change it, you can insert a new picture using a file from your computer, a stock image from the library, through online sources, or from Microsoft's icon collection.

- To change the picture:
 - Select the web video and click the **Video Format** tab.
 - Click **Poster Frame** on the left of the toolbar.
 - Click **Image from File....**
 - Select **From a File, Stock Images, Online Pictures, or From Icons.**
 - Select the image source from the chosen method, and then click **Insert.**