

ANT3141 Presentation Project 2: Collaboration

For your Presentation Project 2, you will be required to collaborate on a PowerPoint presentation with some of your fellow classmates. Below are instructions on how to begin an online collaboration on a PowerPoint within Office 365. Your group leader will follow the steps below to setup the collaboration, and then all group members will have access to edit the PowerPoint:

1. Navigate to [Office 365](#)
2. Sign-in (Work, school or university) with your UFL email
3. Select PowerPoint Online
4. Start a presentation
5. Click "Share" in the upper right
6. Start typing in the email address of your group members one at a time (utilize the group discussion board prior to so group members can share their email addresses)
7. Once you start typing in an email address, a list of results will appear. Be sure to click on the name of the group member associated with that email address. Repeat for each group member.
8. Once all group members are entered, make sure "Can edit" is selected from the drop-down box to the right
9. Click "Share" in the bottom right
10. All group members now have the ability to edit the PowerPoint

Group Leader: Once your group has completed its PowerPoint presentation and you are ready to submit, follow the instructions below:

1. Click "EDIT IN POWERPOINT" in the PowerPoint toolbar
2. An "External Protocol Request" window will open, select "Launch Application"
3. Another window will open up asking if you want to open this file, select yes
4. Once the PowerPoint presentation opens, save it
5. Submit your PowerPoint to [Presentation Project 2](#)