

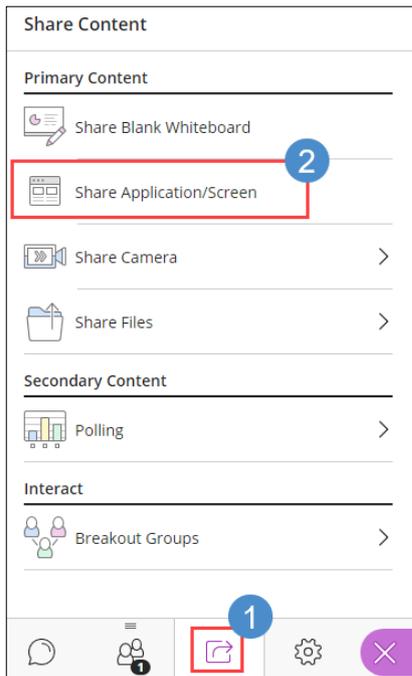
## Bb Collaborate: Sharing PowerPoint Application

If you use animations and/or transitions in your PowerPoint files, you will need to share the PowerPoint application itself rather than uploading the file into the Collaborate files area.

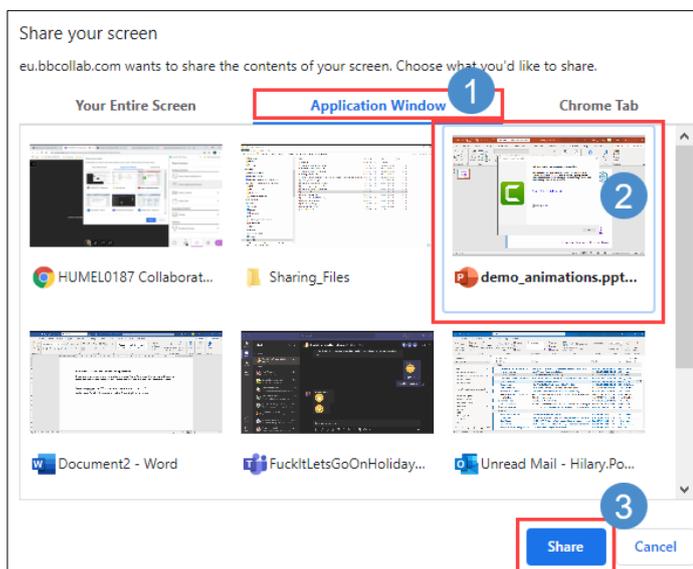
Before you start, make sure the PowerPoint you want to share is open on your PC.

### In Collaborate

Collaborate Panel > (1) Share Content tab > (2) Share Application/Screen



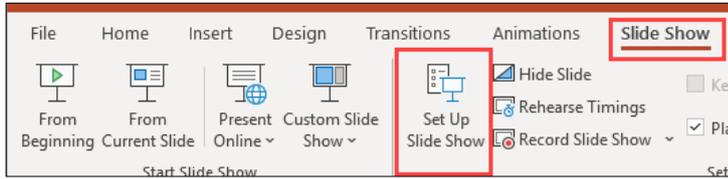
1. Select the middle option “Application Window”
2. Click on the PowerPoint thumbnail to highlight it
3. Press Share.



## In PowerPoint

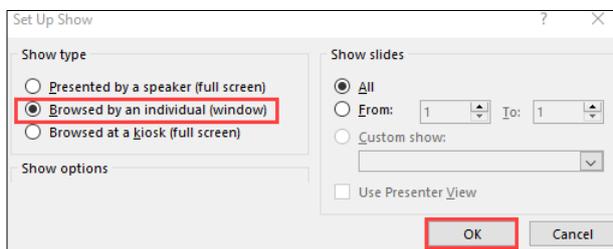
Use a **re-sizeable window** for PowerPoint, *not* full screen.

From the top menu in PowerPoint, click **SlideShow > Set Up Slide Show**.

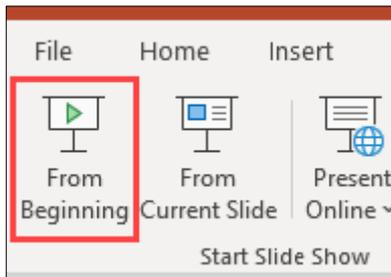


Select **Browsed by an individual (window)**

Click **OK**.



Press **Play from Beginning**



PowerPoint will be displayed to all your Attendees and will display animations and transitions.