

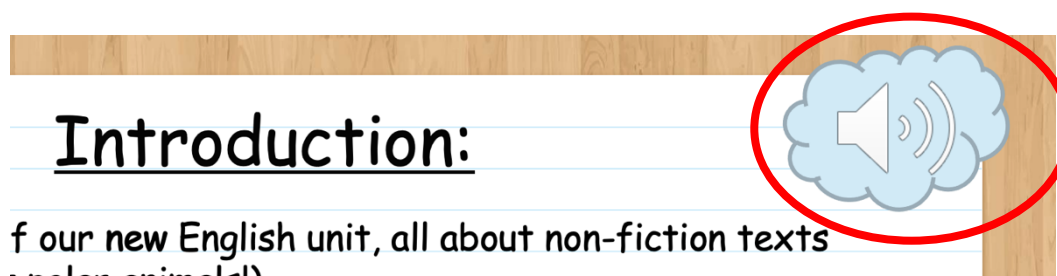


## How to listen to audio on Powerpoint:

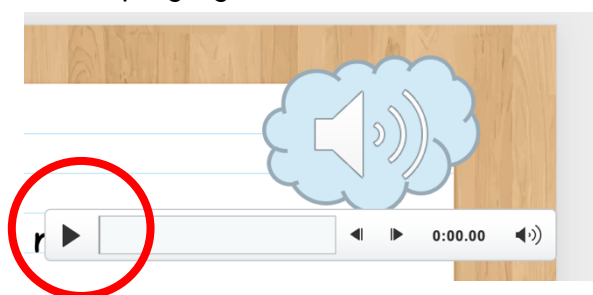
Teachers are now using the 'record audio' feature on Powerpoint to record short, instructional messages on their lesson slides.

To listen to each recording, follow the instructions below:

1. On each slide that contains audio, there will be a sound button. This may look different on different Powerpoints but it will be there!



2. Hover over this button and the play button should appear. If you click this, the audio should now start playing.



The clip can be played as many times as you would like!

### **It's not working for me - what should I do?**

Please ensure you open the slides through PowerPoint itself. This can be done for free without an Office365 subscription on computers, tablets and mobiles by installing Microsoft PowerPoint from your device's App Store.

If you are on an Apple device, voice notes will also play through Keynote (Apple's version of PowerPoint).