CONVERTING POWERPOINT SHOW TO MP4 VIDEO FORMAT
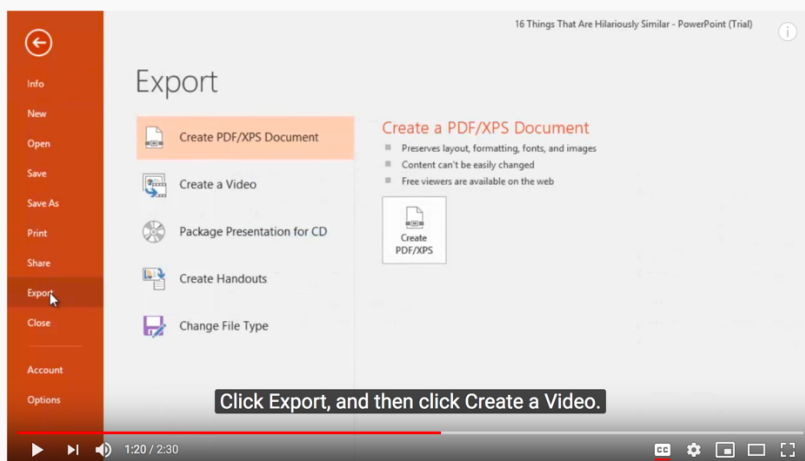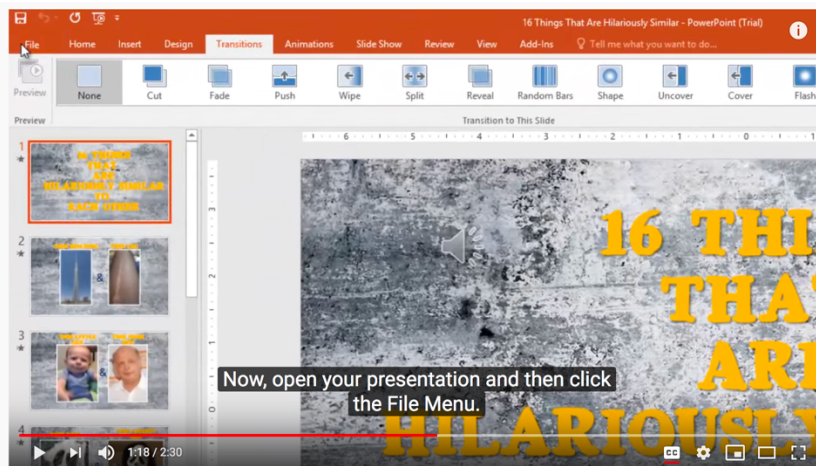
Dear speaker
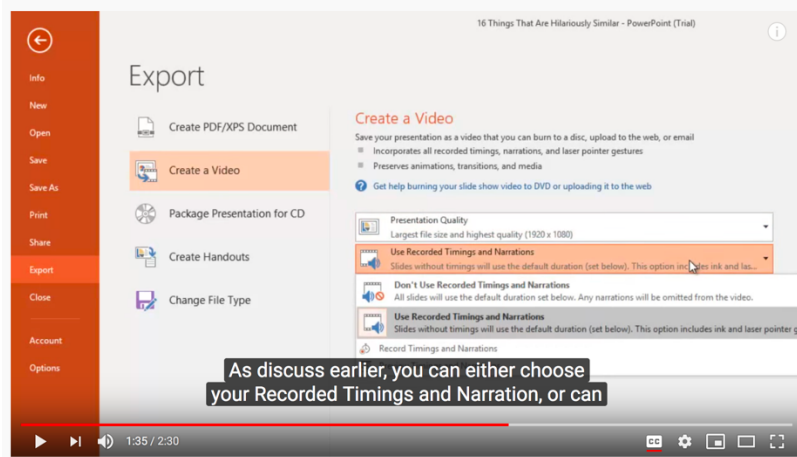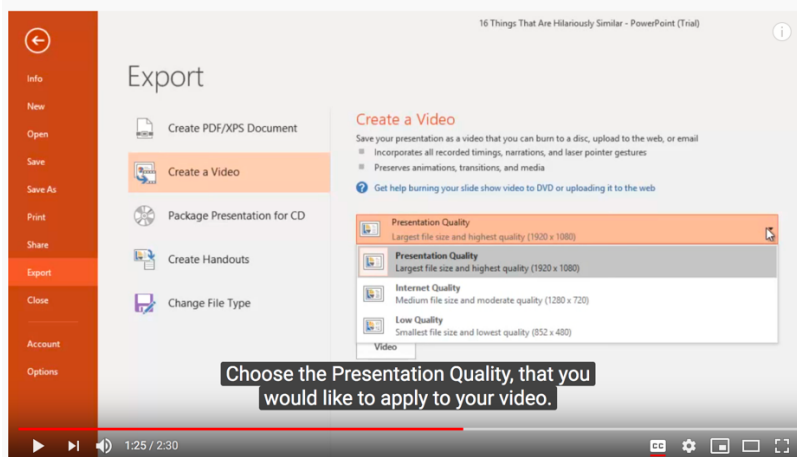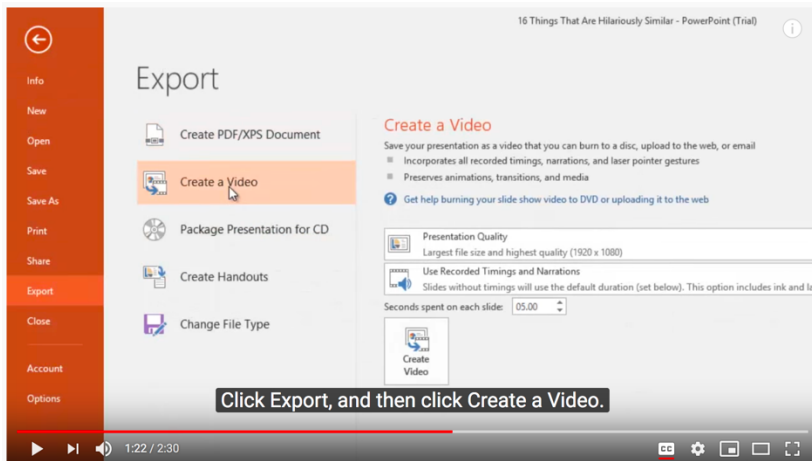
To convert from PowerPoint to MP4, see this Youtube video, or follow the step-by-step in the images below.

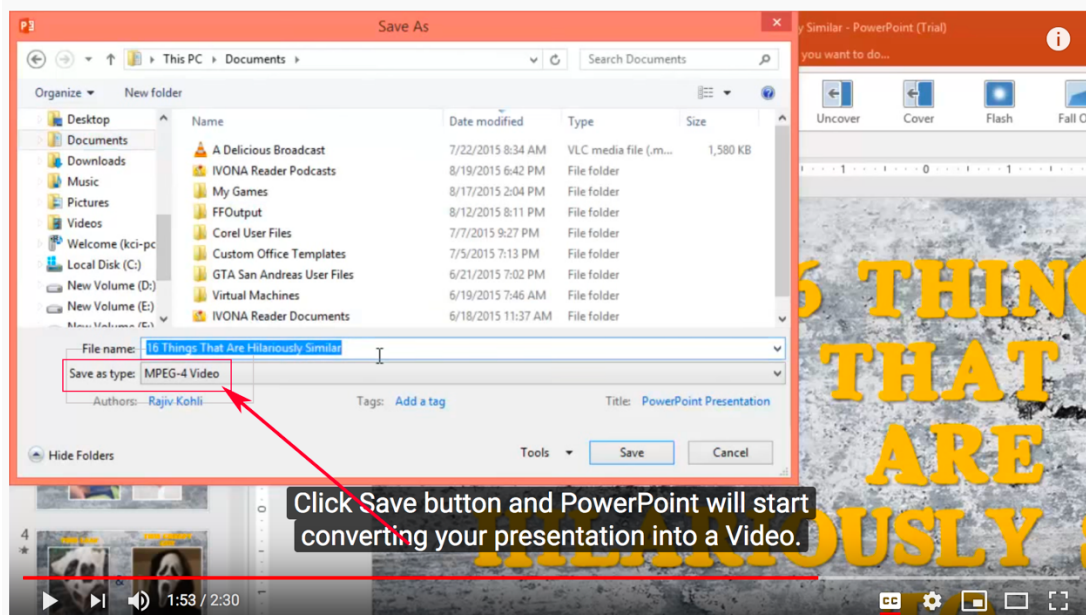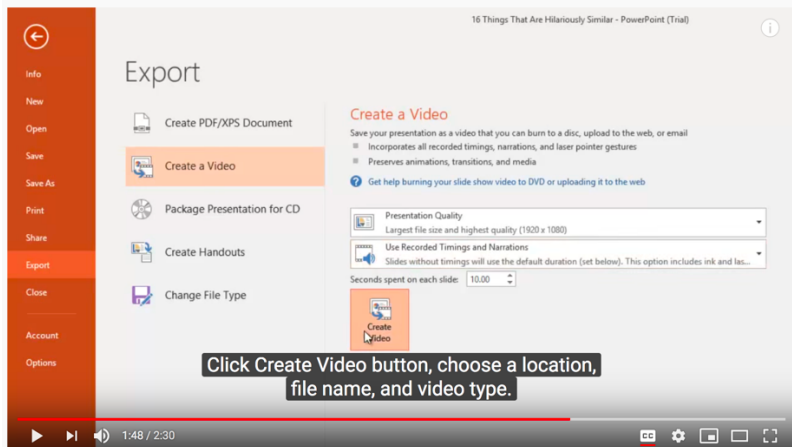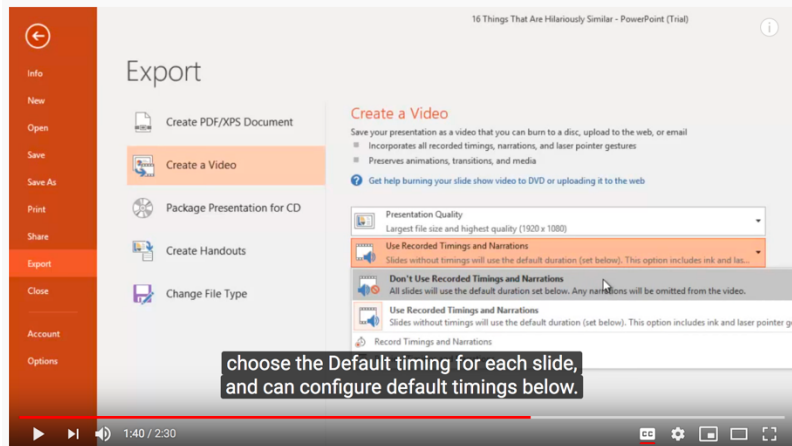https://www.youtube.com/watch?v=4-bhjcBGaDU

NOTE: It did **NOT** work in my Microsoft Powerpoint for Mac v. 16.16.21 2008 because the option to export as video was not visible, but **DID** when using **Microsoft Office Professional Plus 2016 on a PC**

Here are some step by step instructions (see the **captions** on each slide) from the video linked above.

Click Export, and then click Create a Video.

Choose the Presentation Quality, that you would like to apply to your video.

As discuss earlier, you can either choose your Recorded Timings and Narration, or can

You can watch the Youtube video instructions provided here:

https://www.youtube.com/watch?v=4-bhjcBGaDU