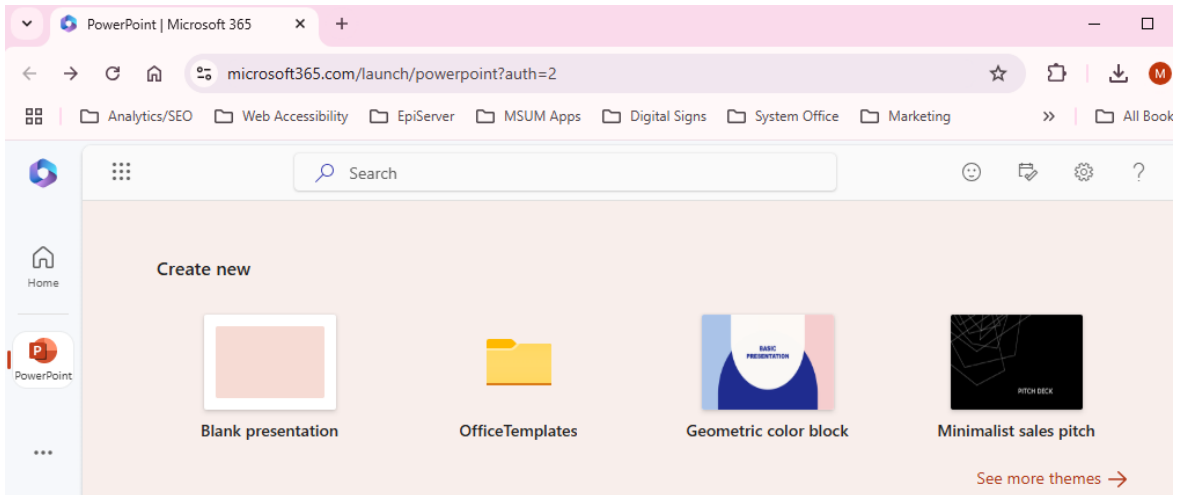
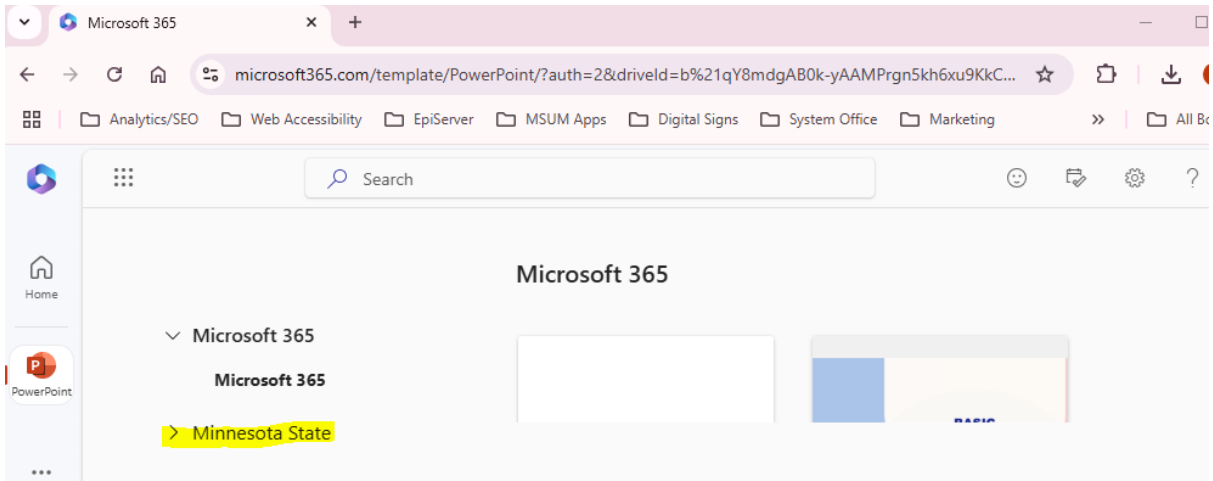


## PowerPoint on Office 365

1. Open Microsoft PowerPoint application in [Office365](https://Office365).
2. You should see on the screen a folder called “OfficeTemplates”, click on the folder called “OfficeTemplates”.

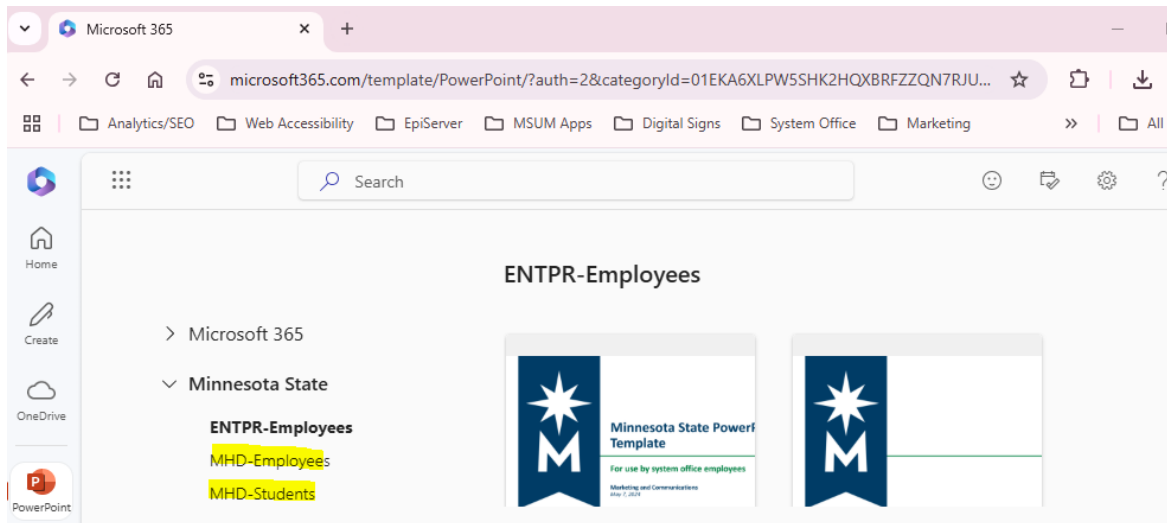


3. After you click on the folder titled “OfficeTemplates”, you should have an option that says, “Minnesota State”. Click on “Minnesota State” to expand the options.

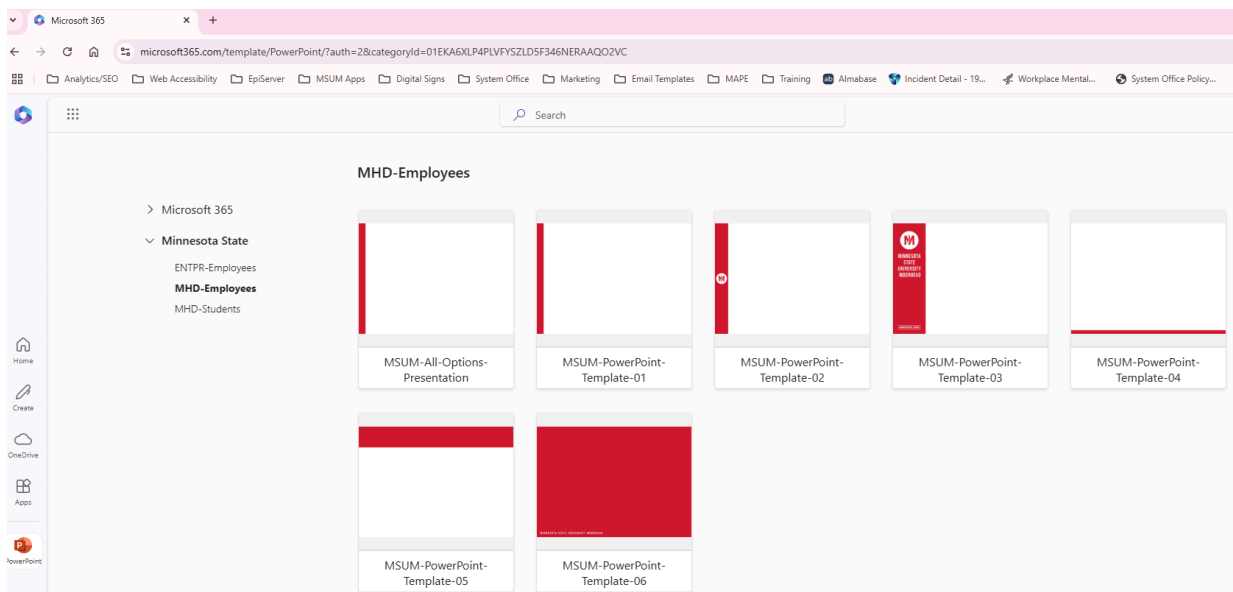


See next page.

4. You will then see an option for “MHD-Employees” or “MHD-Students,” depending on who you are and your access level. If you are an employee, click on the “MHD-Employees”; if you are a student click on the “MHD-Students”.

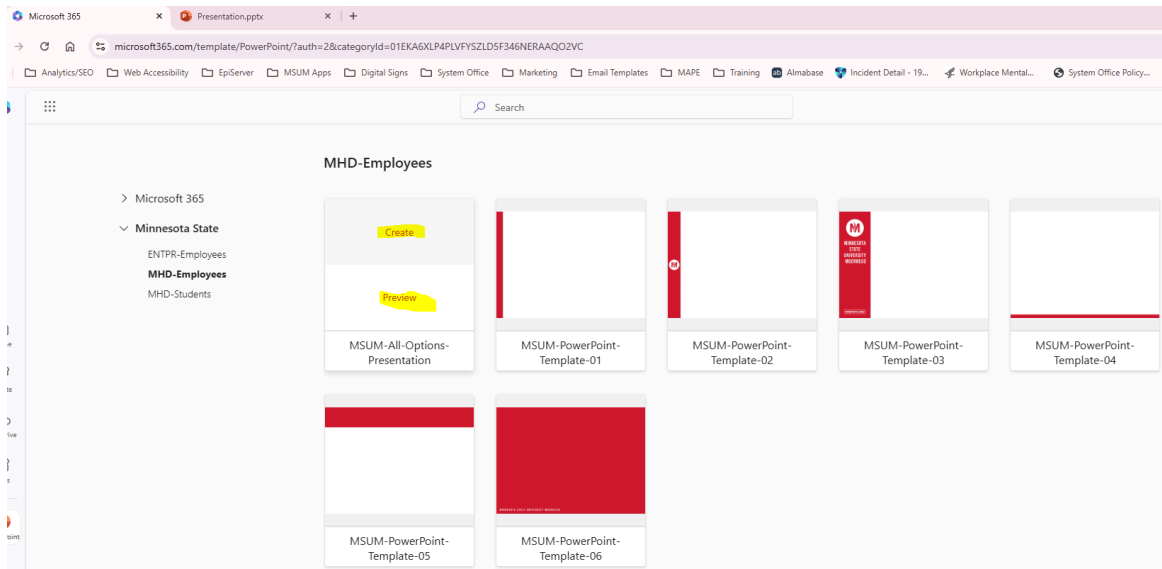


5. You will then see seven MSUM branded PowerPoint slides. The file named “MSUM-All-Options-Presentation” includes ALL six slide layouts in one file.



See next page.

6. If you hover over each option, you can either click “Create” or “Preview”. If you want a better view of what the template looks like, click “Preview”. Otherwise click “Create” on the template you would like to use.



7. Once your PowerPoint file has been started, you can add more branded template slides to it by clicking on New Slide. (See visual on next page.)

Microsoft 365 Presentation.pptx

mnsu-my.sharepoint.com/personal/ev5255ae\_r

Analytics/SEO Web Accessibility EpiServer MSUM App

Presentation

File Home Insert Draw Design Transitions Animations Slide Show Review View Help

New Slide

12 A A B I

1

2

3

4

5

6

7

Default Theme

Title Slide Title and Content Section Header

Two Content Comparison Title Only

Blank Content with Caption Picture with Caption

Title and Vertical Text Vertical Title and Text 1\_Title and Vertical T...

1\_Vertical Title and T...

Default Theme

Title and Content

Default Theme

Title and Content

Default Theme

Title and Content

Default Theme

Title and Content

Default Theme

Title and Content