**PowerPoint on Office 365**

1. Open Microsoft PowerPoint application in [Office365](https://www.microsoft365.com/).
2. You should see on the screen a folder called “OfficeTemplates”, click on the folder called “OfficeTemplates”.  
     
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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.  
     
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   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”.  
     
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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.  
     
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1. 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.  
     
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2. 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.)  
     
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