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Steps to audio recording using Powerpoint

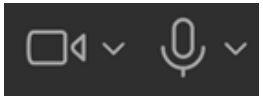
Office 365 for Mac OS

EUROPEAN ALLIANCE OF ASSOCIATIONS FOR RHEUMATOLOGY

Steps to audio recording

Office 365 for Mac

1. On the **Slide Show** tab, select **Record Slide Show** to start recording from your current slide.

2. Toggle video and audio options in the **options** dropdowns in the recording toolbar. 

3. Use the **record** , **pause** , and **resume** buttons to control narration and navigation recording.

We highly recommend authors to use a tie **microphone/headphone with microphone** to ensure the best quality audio recording.

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4. After clicking the **stop** button to stop recording, use the **play** button to preview what you recorded on the current slide.

5. If you would like to rerecord your slide, click the **trash can** button on the left of the record button to delete your existing recording, then click the **record** button again.

6. Once you exit the Record Slide Show experience with the Esc key or by clicking **End show**, you will see narration (audio/video) applied to your slide along with the proper slide timings and ink animations

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Covert ppt to Video (Beginning with PowerPoint for Microsoft 365 for Mac version 16.19, audio narration is included in the video when you export your presentation.)

1. Click **File** > **Export**.
2. On the **File Format** menu, select the video format that you want (MP4).
3. Select the video quality you want: **Presentation Quality, Internet Quality**, or **Low Quality**. The higher the video quality, the larger the file size.
4. If you have recorded timings and want to use them in the video you create from your presentation, make sure the box next to **Use Recorded Timings and Narrations** is checked. You can also choose to set the amount of time the video will spend on each slide if you don't have a set timing.
5. When you've made all your selections, choose **Export**.

Reference: https://support.microsoft.com/en-us/office/export-your-powerpoint-for-mac-presentation-as-a-different-file-format-0547523c-56c4-4799-b5f7-6257907c09ee , https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c#OfficeVersion=Office_365_for_Mac