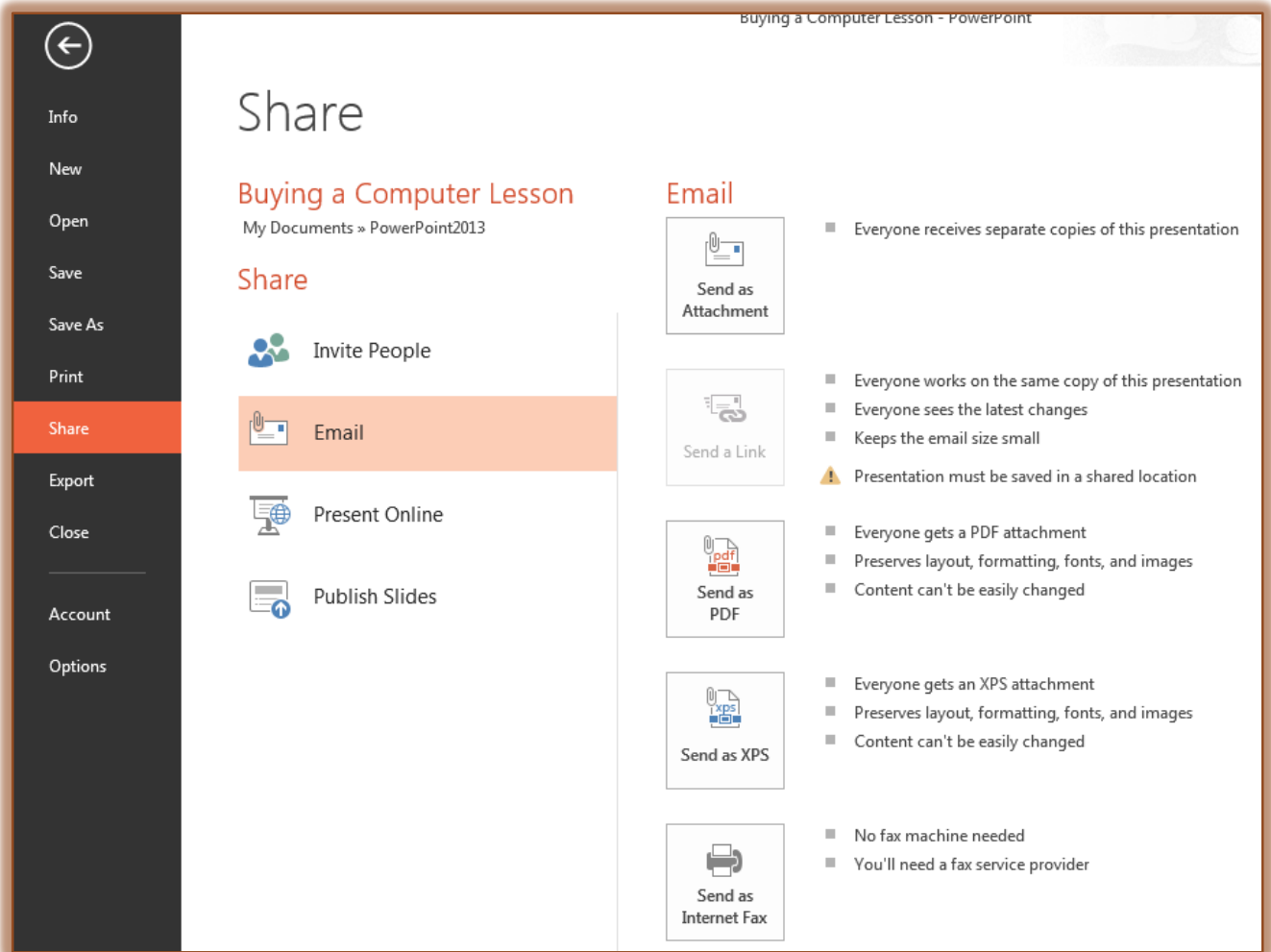


## Send a Presentation Using Email

In PowerPoint, it is possible to send a Presentation using Microsoft Office Outlook.

- 🖥️ Click the **File Tab**.
- 🖥️ Click the **Share** button in **Backstage View**.
- 🖥️ In the middle of the window, click the **Email** option (see illustration).



🖥️ Choose one of the options on the right side of the window.

### 🖥️ **Send as Attachment**

- ✧ Select this option to create an email message with the presentation as an attachment.
- ✧ The recipients must have PowerPoint installed to view the presentation.

### 🖥️ **Send as PDF**

- ✧ A PDF version of the presentation will be created.
- ✧ The PDF version of the presentation will be attached to the email message.
- ✧ The recipient must have a PDF reader installed on the computer to view the document.

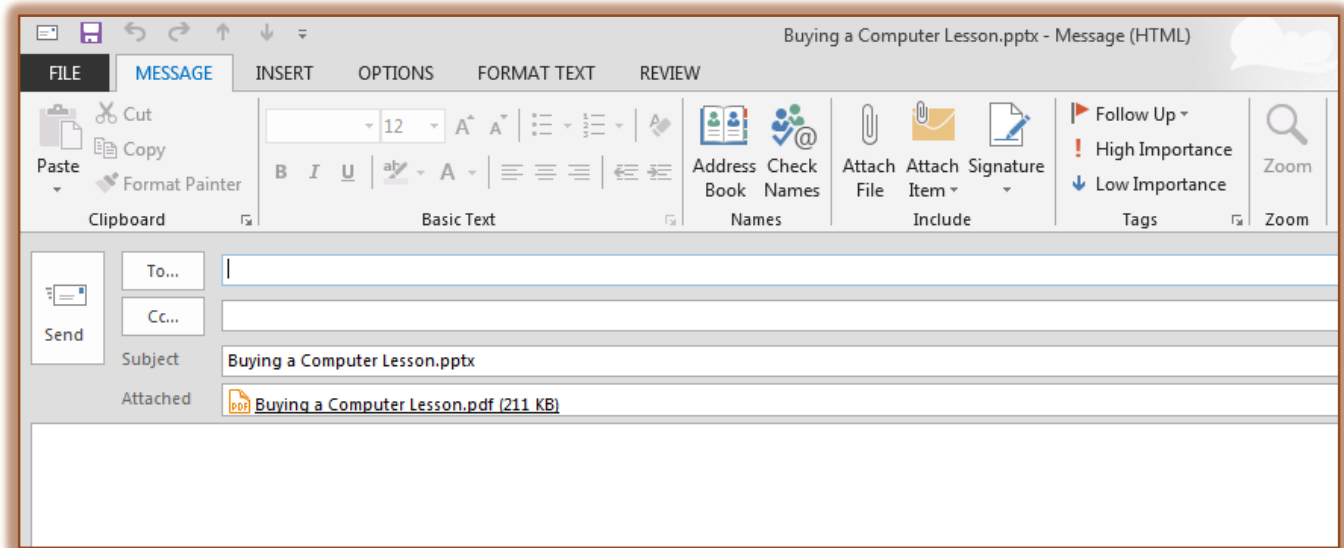
### 🖥️ **Send as XPS**

- ✧ An XPS version of the presentation will be created.
- ✧ The XPS version will be attached to the email message.

### ✎ Send a Link/Send as Internet Fax

- ✧ These two options require that special services/programs be used.
- ✧ For information on how to activate these services/programs, use the **Help** feature.

🖥️ The **Microsoft Outlook New Message** window will display.



- 🖥️ Enter the Recipient's Address(es), a subject for the message, and any other email options.
- 🖥️ Input the message for the Recipient(s).
- 🖥️ Click the **Send** button to send the message and the publication to the recipient(s).