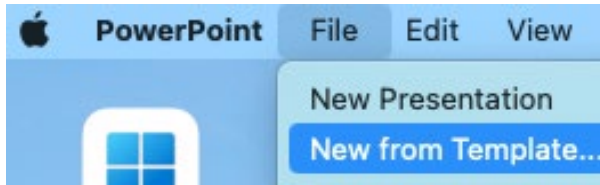
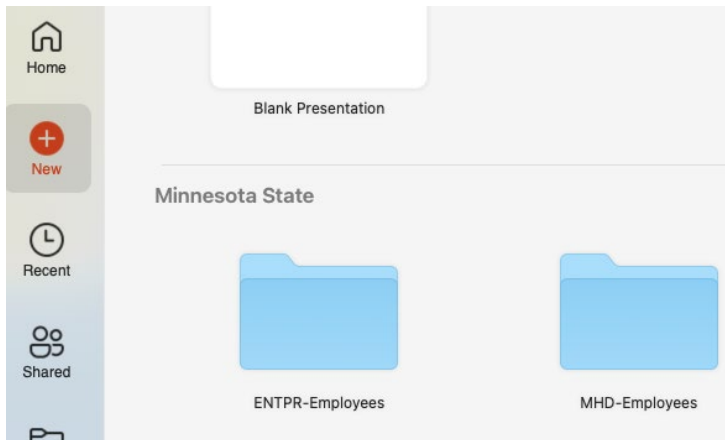


PowerPoint On Your Local Computer

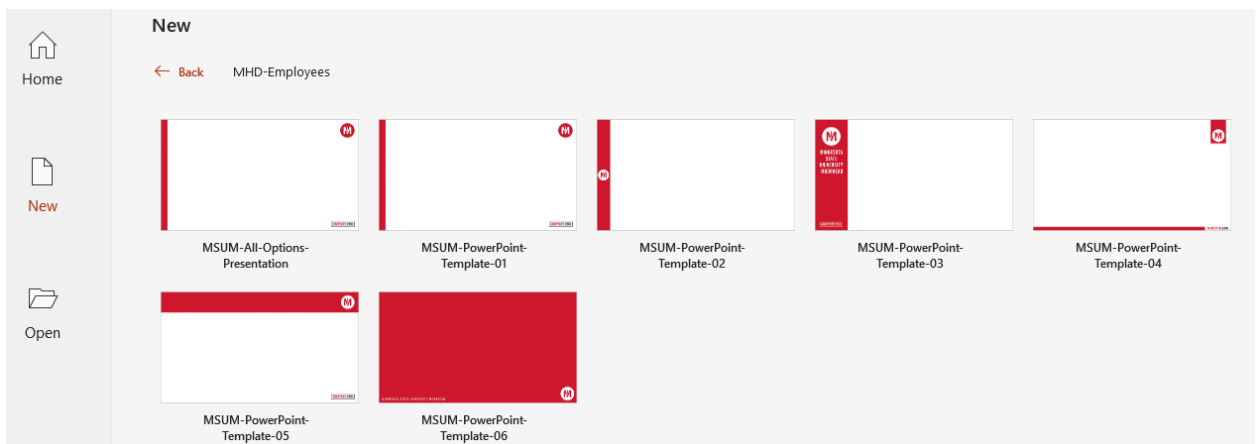
1. Open the Microsoft PowerPoint application on your computer.
2. Go to File > New from Template.



3. You will see folders in the section “Minnesota State”. Double click on the MHD-Employees or MHD-Students, respectively, folder to open it.



4. In the MHD-Employees folder, you will see seven MSUM-branded PowerPoint slides that you can use. The file named “MSUM-All-Options-Presentation” includes all slide layouts. Click on the presentation you would like to use and then click on the dark orange “Create” button on the bottom right.



5. Once your PowerPoint file has been started, you can add more branded template slides to it by clicking on New Slide>Duplicate Slide or New Slide>Re-use Slides.

