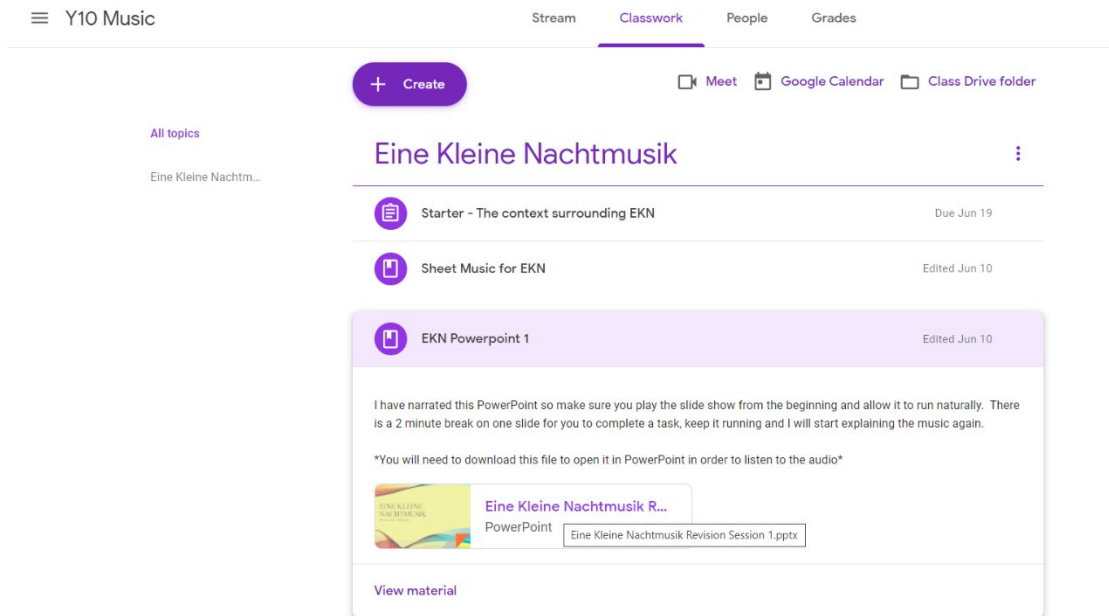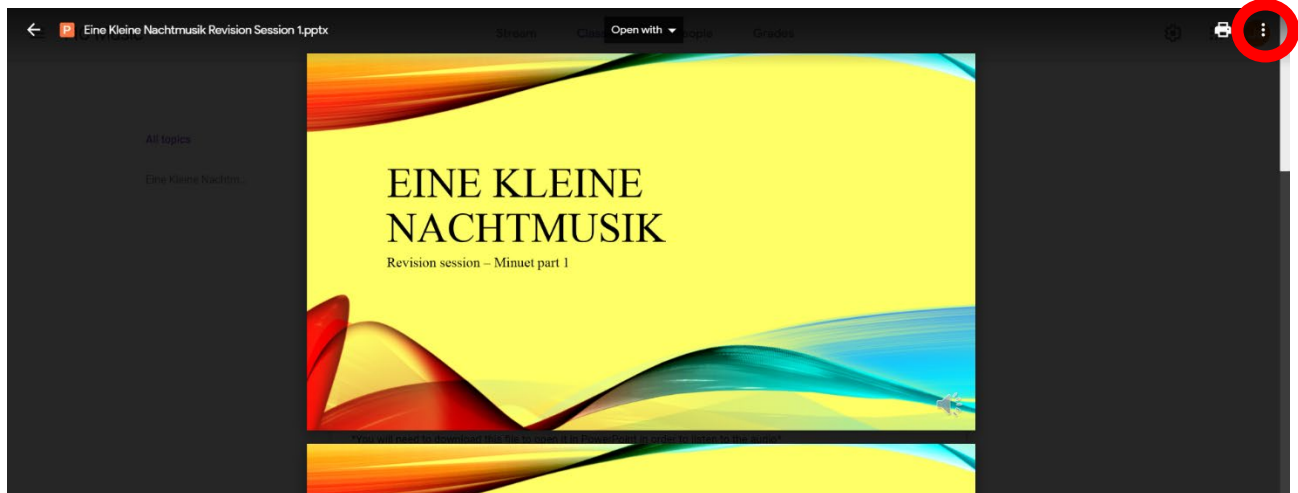# How to open a PowerPoint on Google Classrooms in Microsoft PowerPoint

Step 1 – Click on the PowerPoint you want to view on the Classwork page.
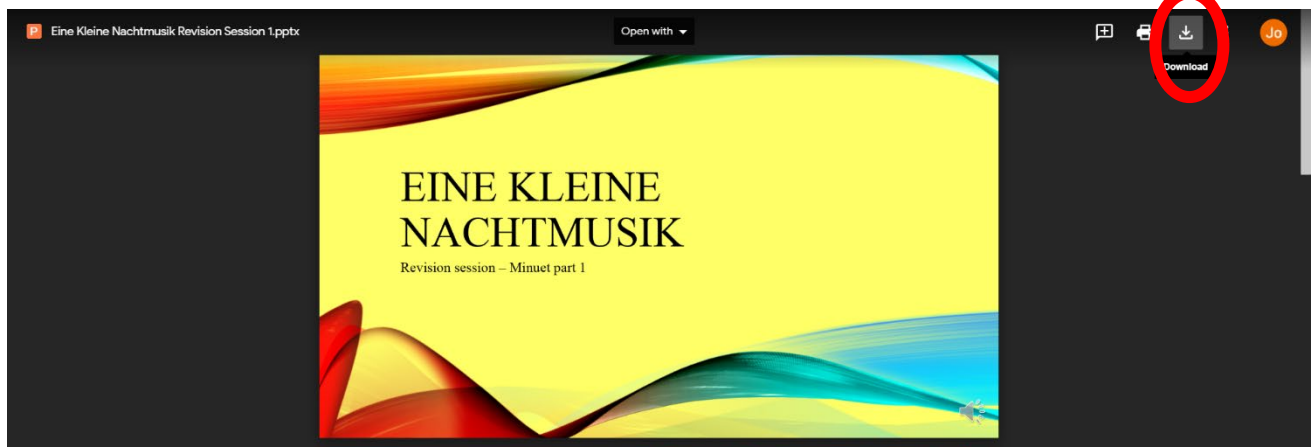

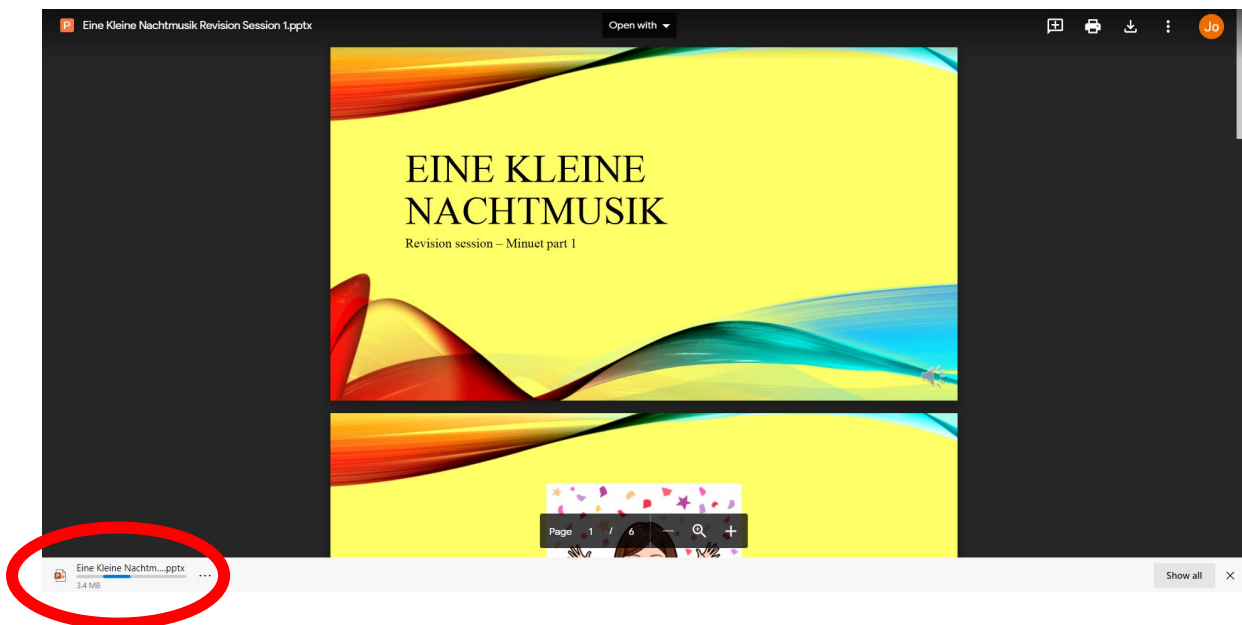Step 2 – Your next screen should look like this with your PowerPoint open.

Go across to the 3 dots in the right hand corner (circled in red), click and select 'open in new window'.

Step 3 – On the next screen click the 'download' in the right hand corner (circled in red)

Step 4 – Depending on your browser, somewhere on the screen your file will be shown downloading like this:

When it has finished it will say 'open file' or similar.

Step 5 – When you have asked it to open the file will open in PowerPoint as normal. You can then go to the Slide Show tab across the top, play the PowerPoint from the beginning and your audio will play as recorded.