

## Presenting Video & Audio Clips on the Airmeet Platform

### How to embed video or audio in your slides

If you need an audio and/or video clip embedded in your presentation, you must **present those slides using an online version of PowerPoint, Google slides or other online software programs. Attendees will not be able to view or hear the animations or sounds if you do not use the online software program.**

**If you have already created a slide presentation on your desktop that includes embedded audio or video the audio or video must re-embedded in the online presentation file.** (see link below for tips)

### How to convert presentations to a format that can be shared from an online browser tab:

1. Choose an online platform and convert your existing slide presentation:
  - For Google Slides: Upload to Google Drive, then open with Google Slides
  - For PowerPoint Online: Upload to OneDrive, then open in PowerPoint Online
  - For Prezi: Import your PowerPoint directly into Prezi
  - For Canva: Upload your PowerPoint and convert it to a Canva presentation
2. Adjust formatting and animations, if needed
3. Embed or re-embed any audio or video files
  - [How to embed an audio or video file in Google Slides, PowerPoint Online, or Canva?](#)
4. Click the Share button to set a shareable link
5. Open the link in your browser
6. Enter presentation mode if needed
7. Share your screen during the online meeting
  - use the Share Browser Tab option and check the Share Sound checkbox