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1 Go to your **DoE online email** and login (via Jump Portal, utlook.office.com – or through the old portal, Connect or IKon) Plug in and connect your microphone – adjust recording sound etc

2	Click on the 9 box app launcher at the top right – choose PowerPoint	PowerPoint X Presentation 2 X Anil - STENE F X G how to use point Present
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3	Add some slides (Home> New Slide)	
4	Choose Slideshow – Subtitles (or Always Use Subtitles)	
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	Bottom (overlaid) or Top (overlaid) or Below or Above slide	1 Spoken Language > Chinese (China)
		Subtitle Language >> English (Canada) Bottom (Overlaid) English (UK)
		Top (Overlaid) English (US)
		2 Below Slide French (France)
		Above Slide German (Germany)
		Italian (Italy)

