



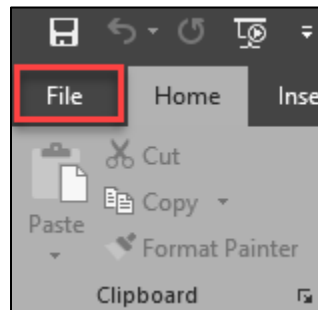
College of Medicine Tutorial Series

Activating the Recording Tab (Previously Office Mix)

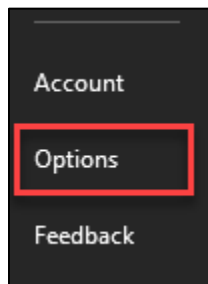
1. Open PowerPoint and start a Blank Presentation



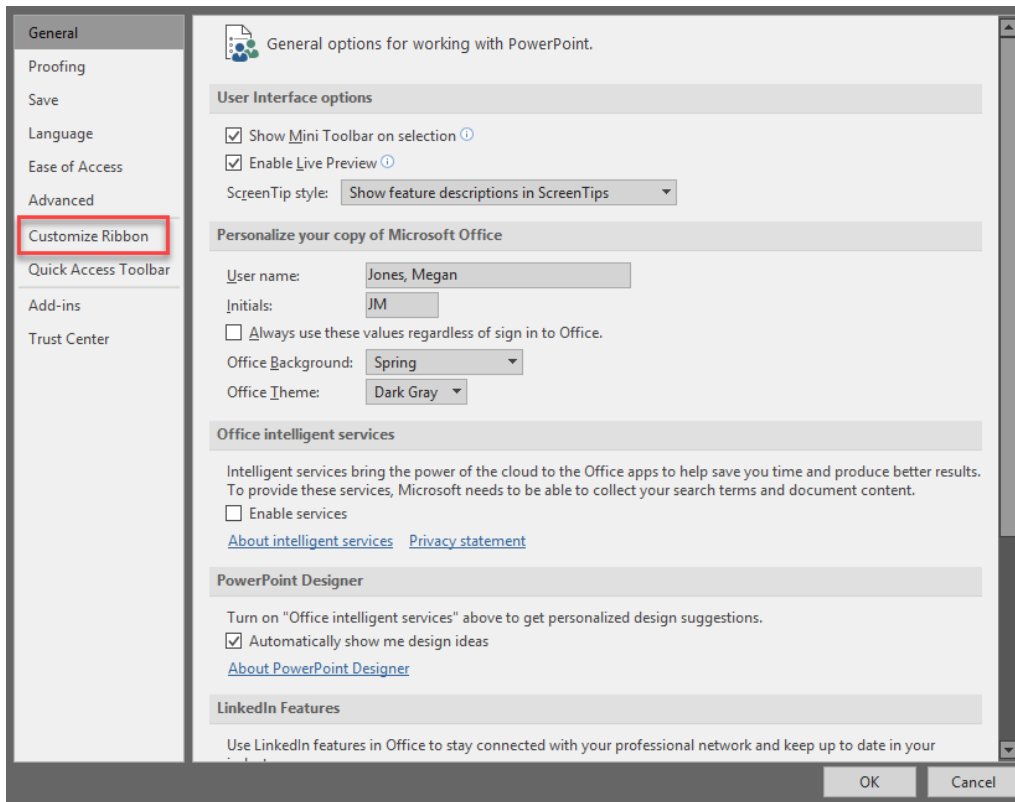
2. To access the Recording tab in PowerPoint, you will first need to enable it in settings. Click the File tab.



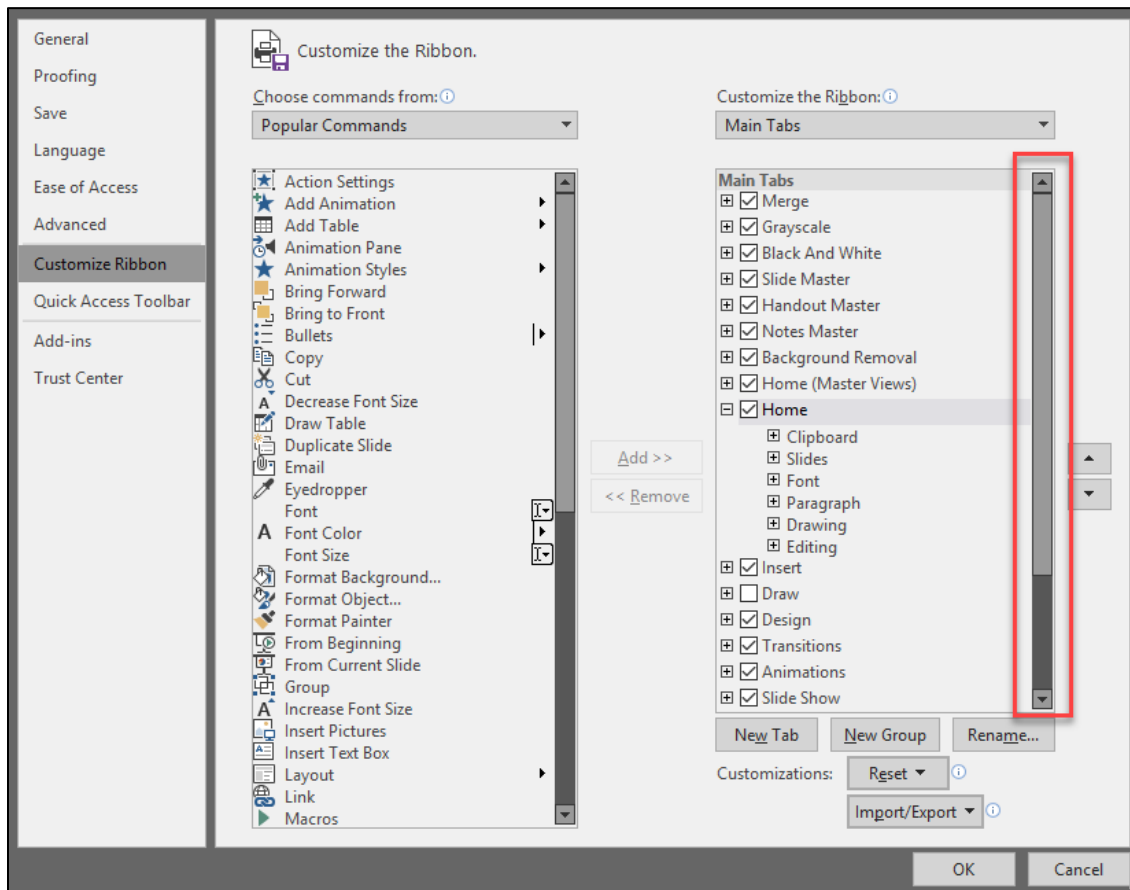
3. Select the Options link near the bottom of the left File menu.



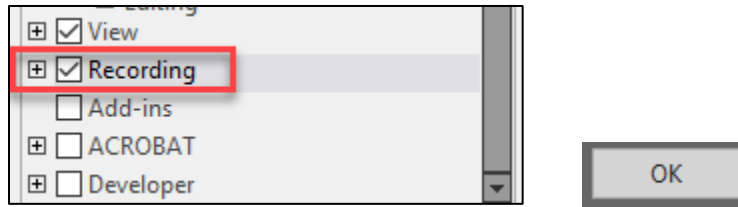
4. A general options window will appear. On this window, select the Customize Ribbon option on the left menu.



5. Use the slider bar to scroll down to the Recording option in the right list.



6. Check the Recording option and press OK to save your changes



7. You should now see the Recording tab as an option in PowerPoint

