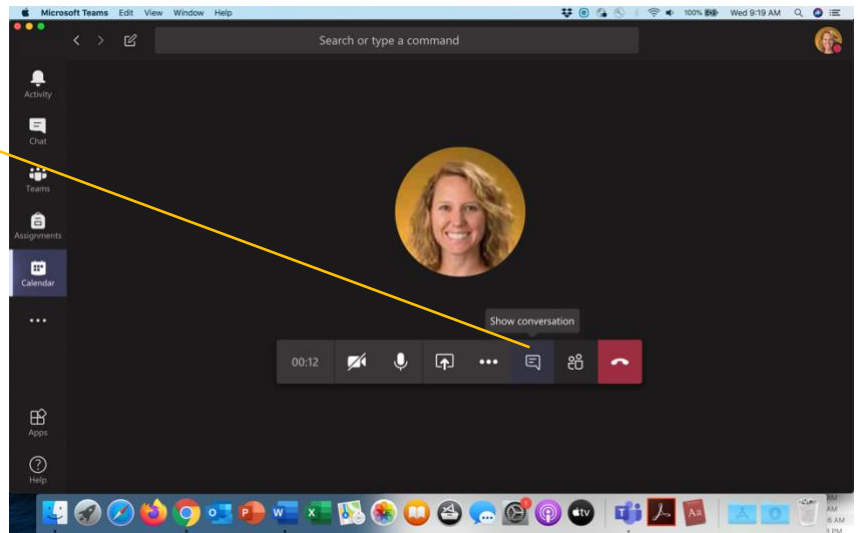
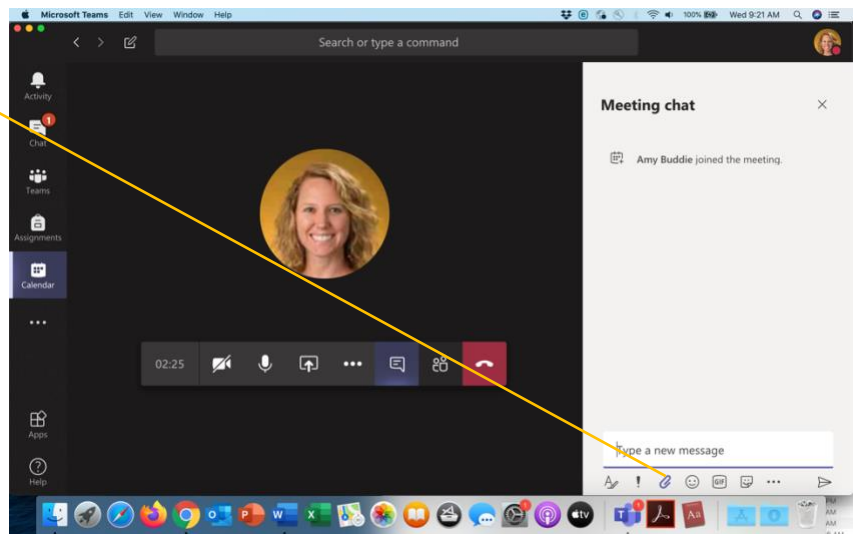


How to Attach a PowerPoint or Poster to a Chat in Microsoft Teams

1. When you are in your session, click on “Show conversation,” which is located here:



2. Once the chat opens, click the paperclip, located here:



3. Click “Upload from my computer” and follow the prompts to attach your presentation to the chat.
4. It is not required that presenters upload their presentation to the Chat. This is an optional step if you’d like your audience to have access to your presentation.

