


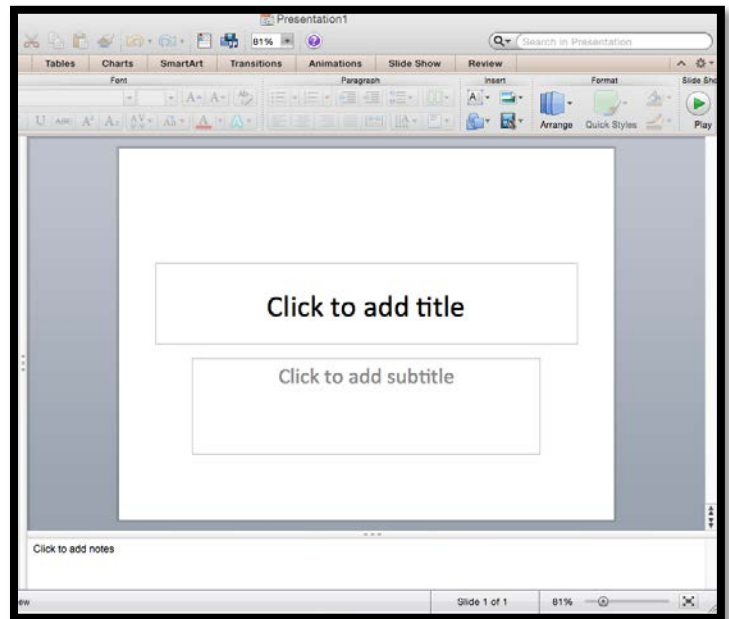
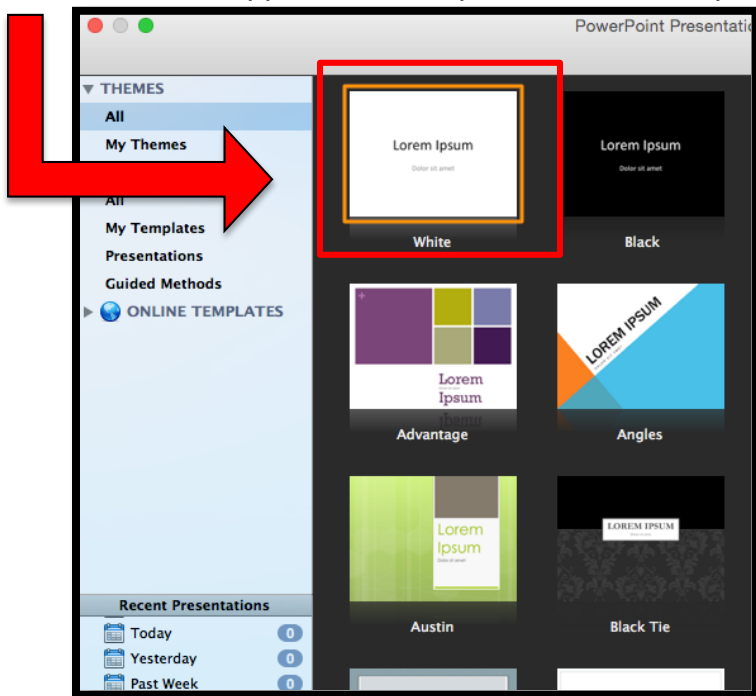
How to Create a New PowerPoint

These instructions are for a Mac computer with OS X Yosemite Version 10.10.1. If you have a different version, it may appear slightly different.

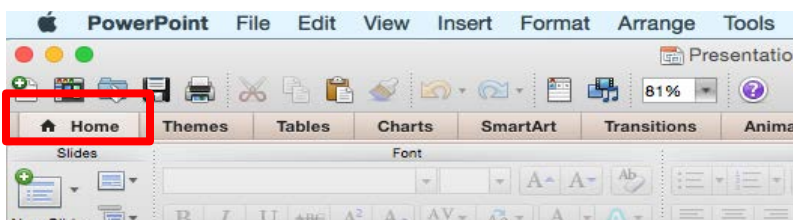
If you do not have PowerPoint

Eastern Michigan University's campus license allows students to download Microsoft Office for free. To do so, go to <https://portal.office.com> and login using your EMU email address and NetID password. Once you have logged in, follow the instructions on the page to download Microsoft Office.

1. The PowerPoint icon  is located on the taskbar at the bottom of the desktop screen. Click on this to open PowerPoint.
2. Occasionally, after clicking the icon, the PowerPoint Presentation Gallery screen will appear. Click "white" to open a blank presentation. If this screen does not appear, a blank presentation will open automatically.



3. You will see your blank document with the "Home Tab" open.



**You are
done!**