**Embedding Videos into a PowerPoint**

**Issue/Environment/User Group**

A Student, Faculty, or Staff Member would like instructions on how to embed a video into PowerPoint.

**Cause**

The user has important content that needs to be included in a presentation from either a video saved locally on their computer or from the web.

**Resolution**

Embedding a local video:

1. In **Normal** view, click the slide that you want the video to be in.
2. On the **Insert** tab, click the arrow under **Video**, and then click **Video on My PC**.
3. In the **Insert Video** box, click the video that you want, and then click **Insert**.

<https://support.microsoft.com/en-us/office/insert-and-play-a-video-file-from-your-computer-f3fcbd3e-5f86-4320-8aea-31bff480ed02>

Embedding a video from the web:

1. In your web browser, locate the video you want.
2. Copy the URL of the web page from the **Address** bar of your browser.
3. Switch back to PowerPoint and select the slide where you want to place the video.
4. On the **Insert** tab of the ribbon, select **Video** > **Online Video**.
5. In the **Online Video** dialog box, paste the URL you copied in step 2.
6. Select **Insert**.

<https://support.microsoft.com/en-us/office/insert-a-video-from-youtube-or-another-site-8340ec69-4cee-4fe1-ab96-4849154bc6db#:~:text=In%20PowerPoint%2C%20go%20to%20the,Code%2C%20and%20then%20press%20Enter>.