



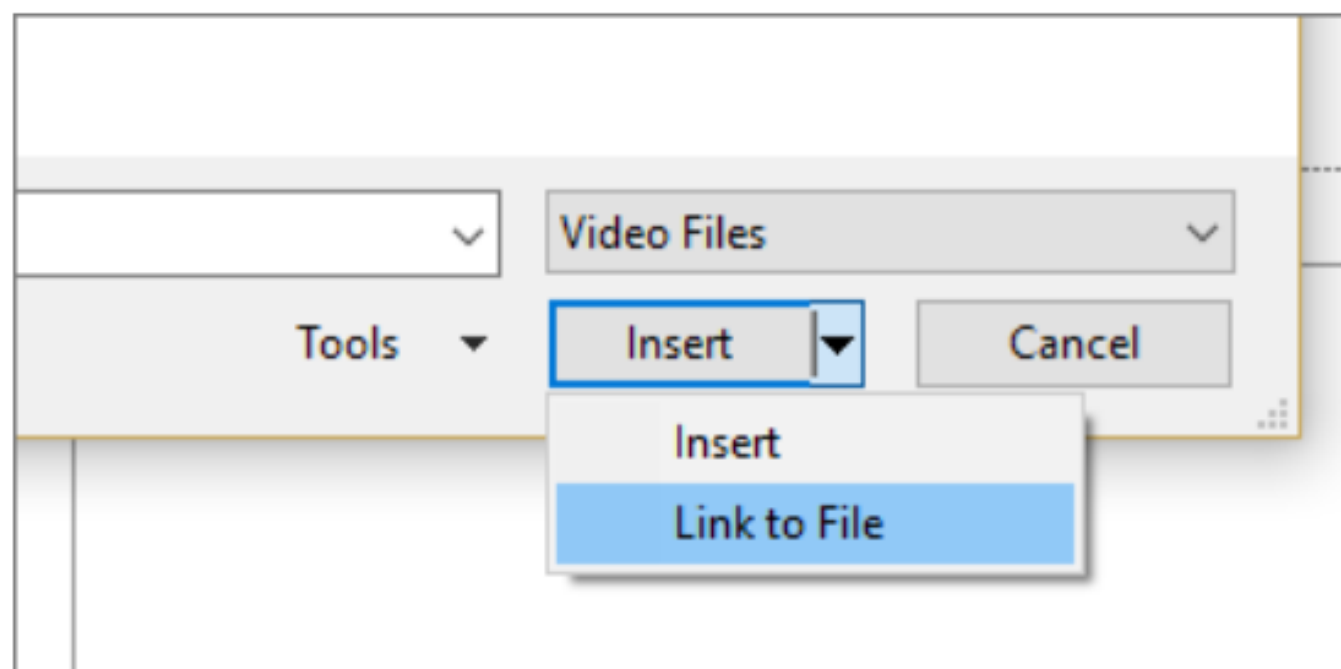
## Embed a video stored on your PC

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**.

## Link to a video stored on your PC

To help prevent broken links, we recommend copying the video into the same folder as your presentation, and then linking to it there.

1. In **Normal** view, click the slide where you want the link to 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 file that you want to link to, click the down arrow next to the **Insert** button, and then click **Link to File**.



PowerPoint 2016 and newer versions support the playback of video with multiple audio tracks. They also support closed captions and subtitles that are embedded in video files. For more information, see [Make your PowerPoint presentations accessible](#).

**Optimize Media Compatibility**, there will be information about all media files in the presentation—whether they are linked or embedded in the file. If there are any linked videos, PowerPoint gives you a **View Links** hyperlink. Click it to open a dialog box that shows the storage location of any linked files.

## YouTube video

If you want to insert a video on YouTube, switch to [Insert or link to a video on YouTube](#).

## Preview a video

When a video is selected on a slide, a toolbar appears below the video that has a play/pause button, a progress bar, incremental forward/backward buttons, a timer, and a volume control. Click the **Play** button at the left of that toolbar to preview the video.

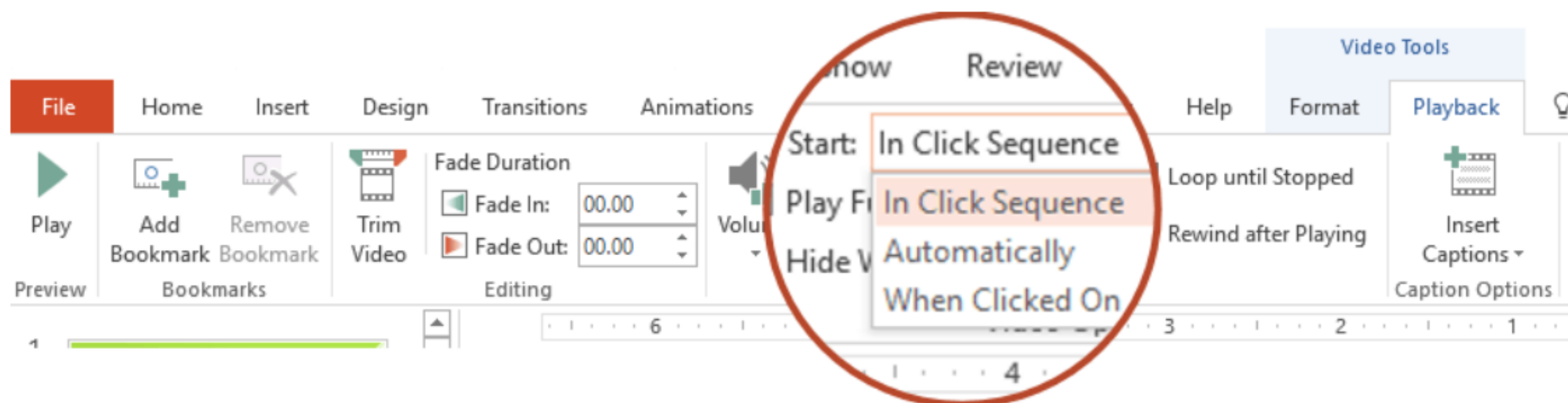


## Play a video automatically or when clicked

**By default, in Slide Show, the video plays as part of the click sequence.** That means that when you click anywhere on the slide to advance to the next step (or when you press the Spacebar, Right arrow key, or other key that advances to the next step) the video plays. This **Start** option is called **In Click Sequence**.

But if you prefer, you can make the video start automatically as soon as it appears onscreen, or make it play when it is clicked:

1. Select the video frame.
2. On the ribbon, on the **Video Tools Playback** tab, open the **Start** list and choose the option you prefer:



Additional information can be found at this link:

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