Hyperlinks in PowerPoint

Step 1: Click on the Insert tab on the Ribbon and then click on the slide where you want the hyperlink to go.

Step 2: Click on the hyperlink button, the globe icon.

Step 3: A pop up will display and you can choose which type of hyperlink you want to add to your PowerPoint presentation.

- Existing File or Web Page: Select a file already on your computer or enter in the URL address of the web page you want it to link to. At the top line of the display, you can enter the text you wish to display in your PowerPoint.
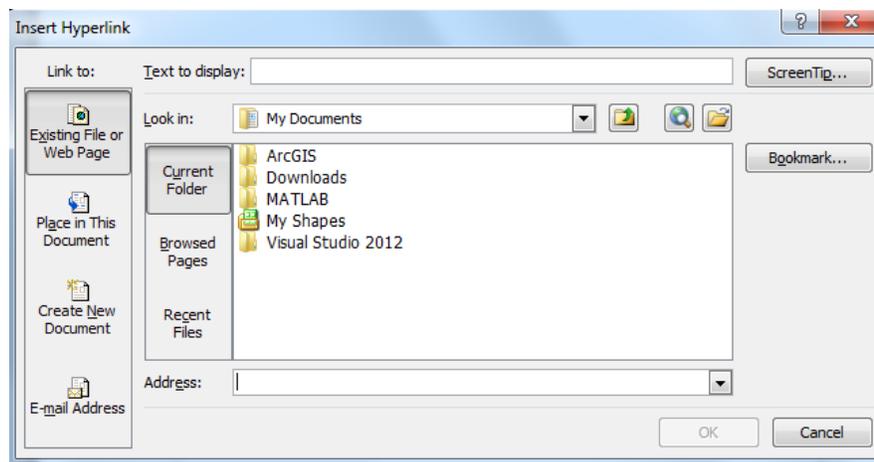
- Place in This Document: This option will let you jump to any slide in your presentation.
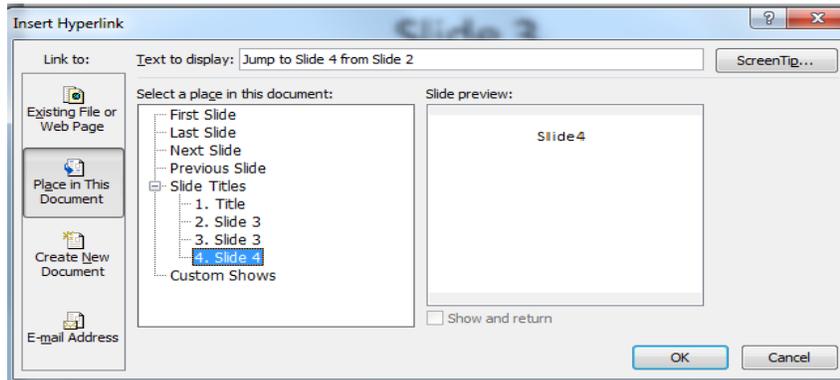
- Create New Document: You can create a new document from this option and have a link to access the recently created document. You can choose where the new document is going to be saved at via the Change button and you can choose to edit the new document now or later.
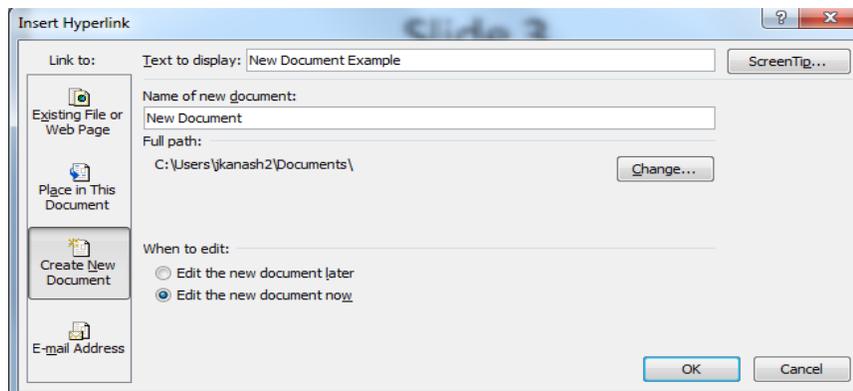
If a popup is displayed after the link is clicked on, you will need to click on "Yes" and then "Allow Blocked Content".
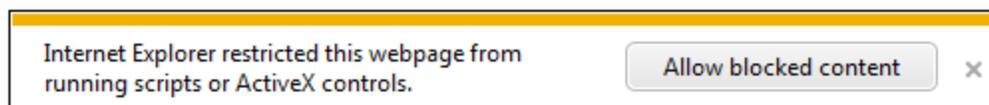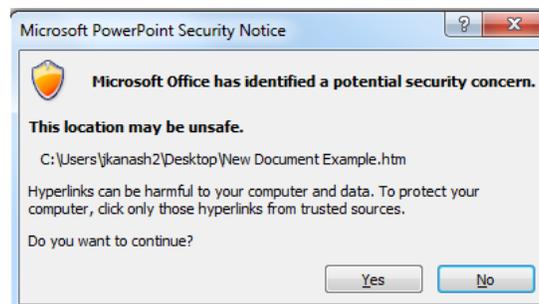
- E-mail Address: Lastly, you can hyperlink to an e-mail address.
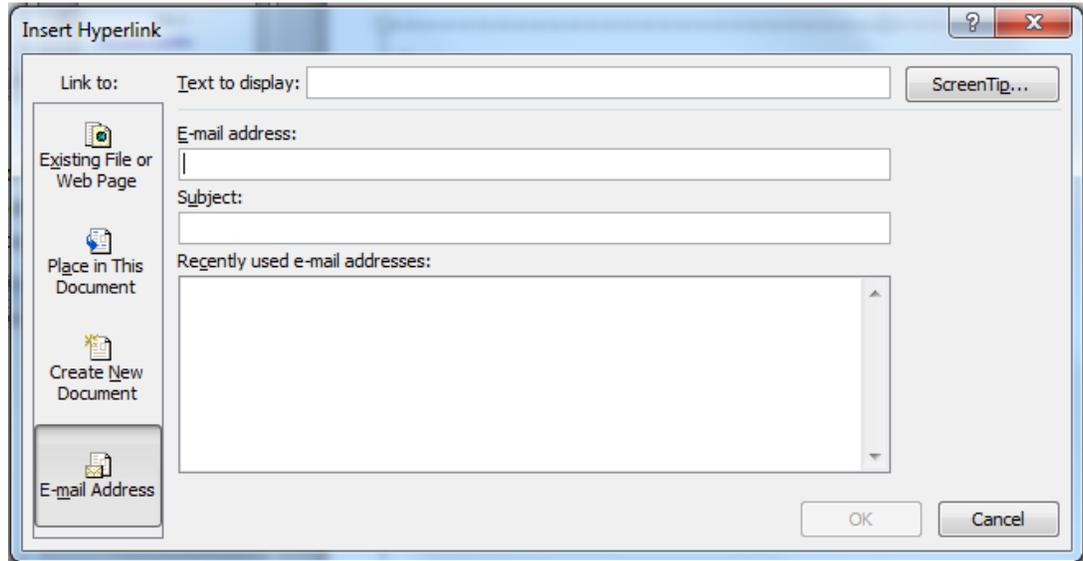
Step 4: Once you are done, click on "OK".