

United Streaming
How to add video to your PowerPoint
(using a hyperlink)

1. Log into United Streaming
2. Search for the video clip of your choice
3. Click on the full video, click on blue tab on top named *Video Segment*
 - a. This will show the title and time for each segment
 - b. Green arrow will play and Blue disk will save it
4. Select segment box and click disk to download
5. A grey box will show "Do you want to save or open this file"
 - a. Click save ...make sure you are saving to your desktop.
6. Minimize United Streaming and bring up your PowerPoint.
7. Get to the appropriate slide. Then highlight word or icon to "hide" hyperlink behind the word (so it is not showing)
8. Go to Insert on the toolbar and select *Hyperlink*
9. Look in: Desktop, select segment hit OK