

How to use Powerpoint and Zoom with iPad

NOTE: These instructions are for older iPad models and the 1st Generation Apple Pencil.

These instructions are NOT for the newer models of iPad Pro 11” or the iPad Pro 12.9” (2nd or 3rd Generation), or for the 2nd Gen. Apple Pencil.

Start the iPad

1. Press and hold the Power button on the top right corner until you see the Apple logo to power on
2. If the iPad is already powered on. Press the small round Home on the bottom to unlock
3. When first using a loaner iPad, follow the prompt to set your own personal passcode. Be sure to remember your passcode

Pair and charge the Apple Pencil

1. Remove the small white cap on the Pencil.
2. Plug in the Pencil to the charging port on the bottom of the iPad.
3. Follow the prompt to pair the Pencil to the iPad.
4. Charge the Pencil by plugging it in the iPads charging port

Sign in to Powerpoint

1. Open the Powerpoint app on the iPad
2. Sign to your Office 365 account
 - a. Stanford provides all faculty and staff with free Office 365 accounts. Use your SUNet@stanford.edu email address, then login through the SUNet portal.

- Google Slides does not support drawing or inking with the iPad. We recommend that you first convert your Slides presentation into a PPT for drawing or inking.

Access your saved presentation

OneDrive

1. In Powerpoint, touch “Open” on the left-hand menu
2. Touch “OneDrive”
3. Select your desired PPT
 - a. Changes are automatically saved to OneDrive

Box

1. Open the Box app on the iPad
2. Sign in using your preferred credentials
 - a. Stanford provides all faculty and staff with free Box accounts. Use your SUNet@stanford.edu email address, then login through the SUNet portal.
3. Select your desired PPT
4. Touch the “Open” icon on the bottom left (small rectangle with up arrow)
5. Touch “Open in Powerpoint”
 - a. When prompted, touch “Yes” to grant access
 - b. Changes are automatically saved to Box

Google Drive

1. Open the Drive app on the iPad
2. Sign in using your preferred credentials
 - a. Stanford provides all faculty and staff with free Google accounts. Use your SUNet@stanford.edu email address, then login through the SUNet portal.
3. Select your desired PPT file
4. Touch the “...” icon in the upper left
5. Touch “Share & export”
6. Touch “Send a copy”

7. Scroll through the app icons and select “More”
8. Select “Copy to Powerpoint” to open a copy of the file in Powerpoint
9. “Save a copy” in the upper right in order to edit the file
10. Choose the location that you wish to save the edited copy (does not automatically sync with Drive)

Log in to Zoom

1. Open the Zoom app on the iPad
2. In the Zoom app, touch “Sign in”
3. Touch “SSO”
4. Enter company domain “Stanford”.zoom.us
5. Log in with SUNet credentials

Start your pre-scheduled Zoom meeting

1. In Zoom, touch “Meetings” on the left
2. Meetings that you have created will appear here. We recommend that you first create the meeting in Canvas and set to auto-record so students can easily join the meeting and access recordings.
3. See [Link to Zoom meetings in Canvas documentation](#) for instructions on setting up a Zoom meeting in Canvas
4. Touch “Start” on the right of your desired meeting

Share the Powerpoint to Zoom

1. While in a Zoom meeting, touch “Share Content”
2. Select “Screen”
3. Switch to Powerpoint to present and draw

Stop Sharing and End Meeting

1. In Zoom, touch the arrow at the top to reveal the menu
2. Touch “Stop Share” on the menu
3. Touch “End meeting” in the bottom right

Questions?

About [iPads for Teaching and Learning](#)

- Email AcademicTechnology@stanford.edu

About Zoom Web Meeting

- Email CanvasHelp@stanford.edu

About Box, Drive, Office 365

- Call University IT (UIT) Service Desk at 650.725.4357 (option 5)
- Submit a [UIT support request](#)