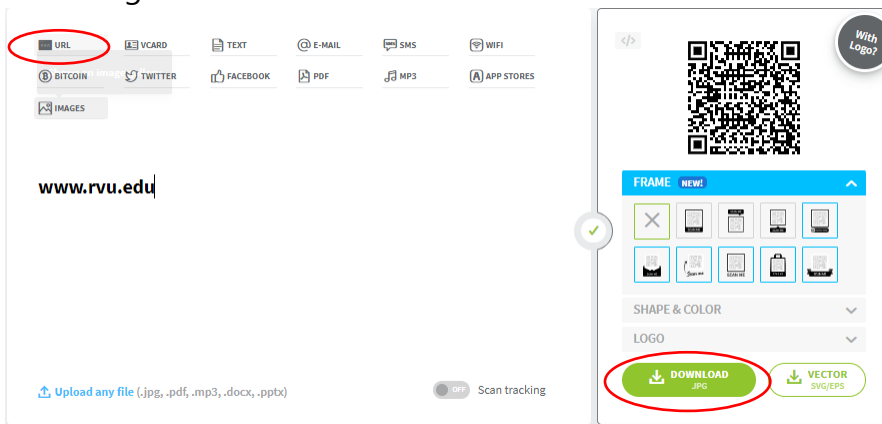


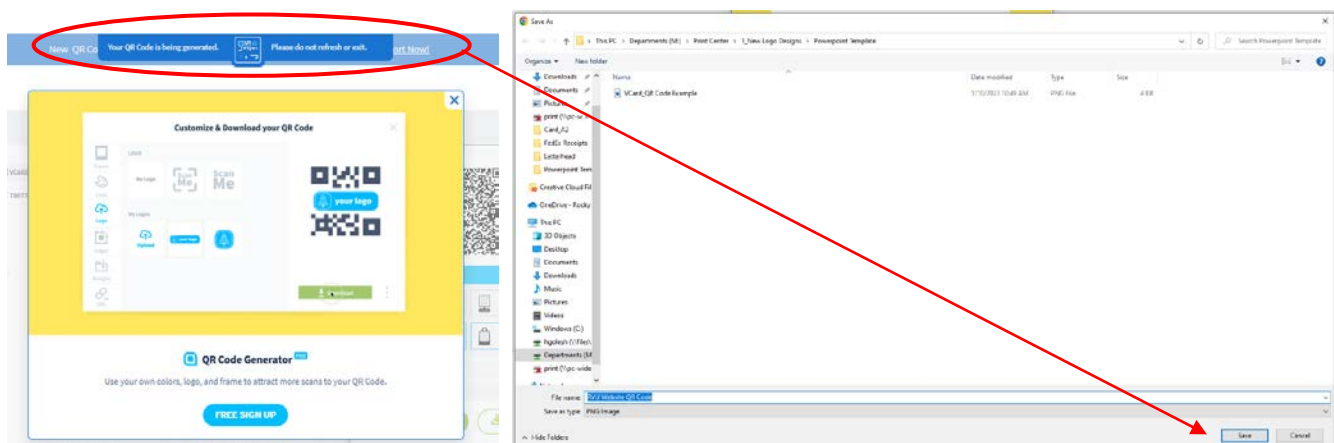
A QR Code that links to a website will give attendees instant access to the website and information on the website. This also limits user error from entering the incorrect website address as they are directed automatically to the website. You can also upload a pdf version of your PowerPoint presentation to OneDrive and then create a QR code with a link. This saves the presenter time as they don't need to send an additional email with the presentation as attendees can scan the QR code and have instant access to the QR Code.

How to Add a QR Code to a Website to a PowerPoint Presentation

1. Click [here](#) to go to the QR code generator website.
2. Click on "URL". Enter the website you want to direct people to. Then click "Download JPG" on the right.

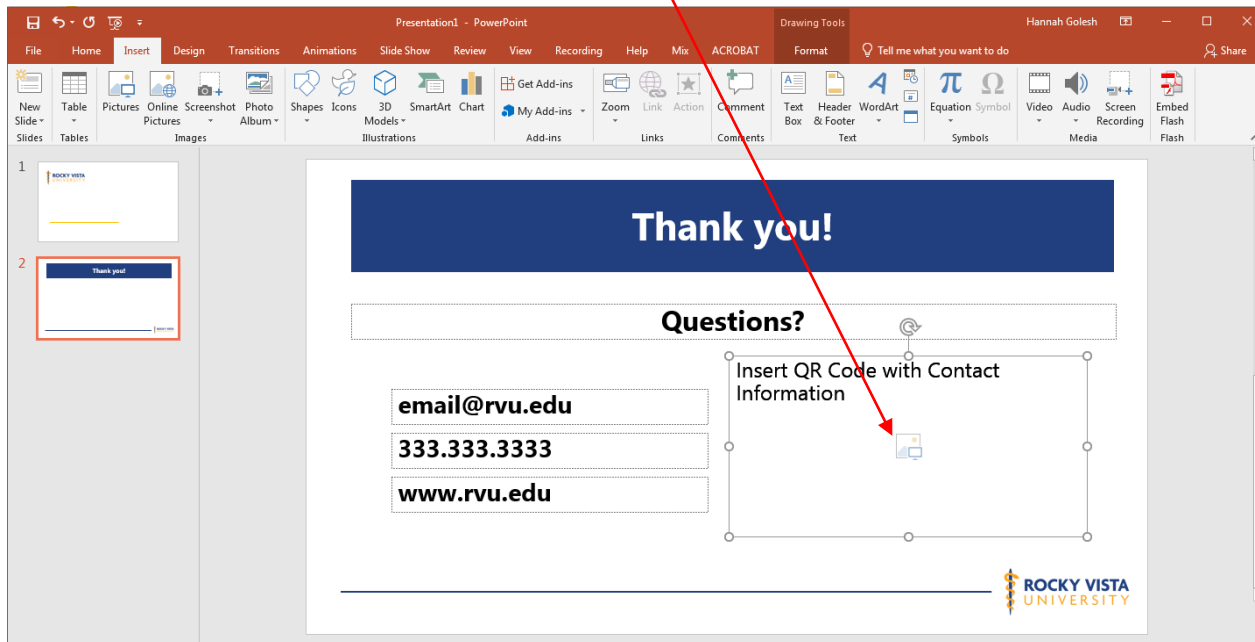


3. Ignore the pop-up requesting free sign-up and wait for the windows explorer to open asking where to save the file. **This will take a little time to create the file. Do not click Refresh or close out of the browser.** Once the windows file pops up, name your file and click "Save".

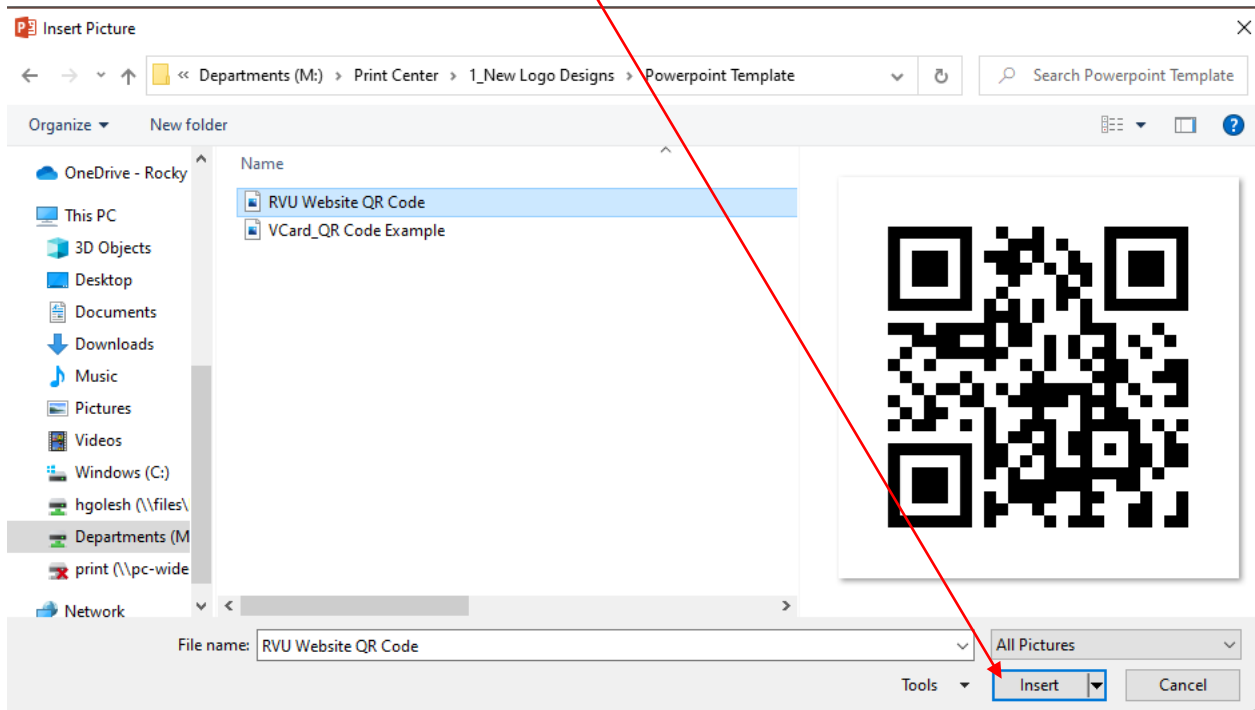


4. Go to your PowerPoint file.

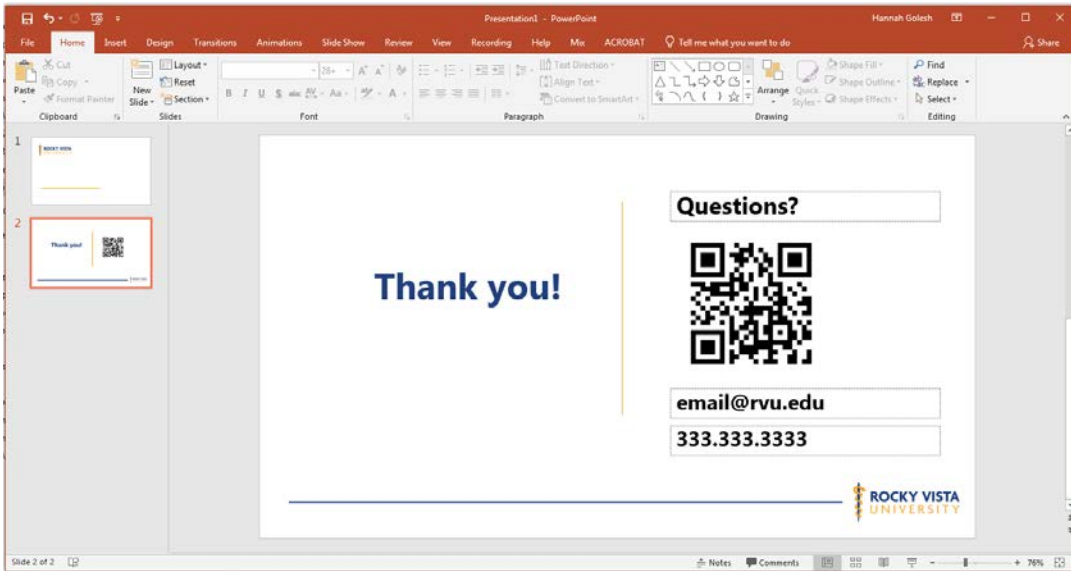
5. Click on the picture in the box labeled "Insert QR Code". Alternatively, you can also click "Insert > Picture".



6. Choose the file you just saved. Click "Insert".



7. You can now see the QR code in your PowerPoint file.



8. Scan the QR code to make sure the information is populating correctly. If the information is not correct, go back to Step One. If the information is correct, you are finished!