

What is Office Mix?

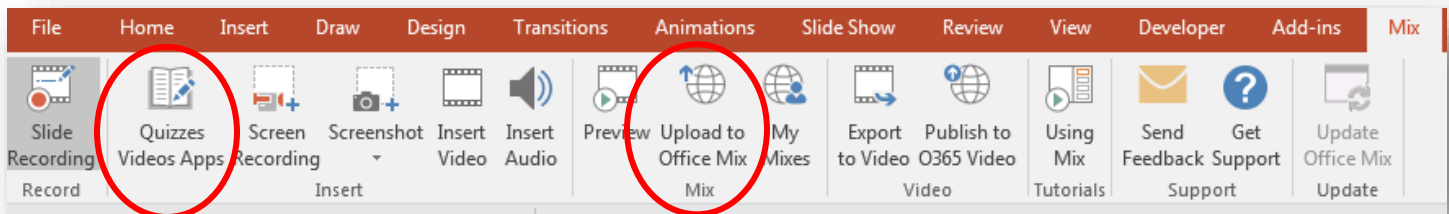
Office Mix is a PowerPoint Add-in tool that allows you to create an interactive presentation. Mix allows you to develop interactive questions, add videos, and weblinks in your PowerPoint presentation. Mix can also be used as a lecture capture tool, recording your slide with annotations, audio and even video. An added bonus is that Mix can be shared via link or embedded as a self-paced presentation in your course pages.

How do I access Office Mix

- Close out any PowerPoints you are working in.
- Go to www.office.mix.com
- Click the **Get Office Mix** button
- Choose “Sign in with school or work account” and use your carolinashealthcare.org work email. Follow the prompts to complete this download. Once completed, a “Mix” tab will appear as one of the tools at the top of your PowerPoint.

Procedure and/or Tips to use Office Mix:

You have a number of tool options to use in Mix. The most popularly used at CCHS is **Quizzes Videos Apps** and **Upload to Office Mix**



Quizzes Videos Apps:

- If you choose to add interactive questions or polls to your PowerPoint, add a slide.
- Click the **Mix** tab to open the Office Mix tool options.
- Double click the **Quizzes Video Apps** tool.
- Click on the type of question or poll you'd prefer. *The first time you use this tool, you'll need to click "STORE" and "Add" the options to your tool.*
- Follow the prompts to complete this interactive slide. (e.g. Add question, Insert Answer options, check the correct answer, Add feedback...)

Upload to Office Mix:

- When you've completed the PowerPoint development, click the **Mix** tab to open the Office Mix tool options.
- Double click the **Upload to Office Mix** tool.
- In the right panel, click the **Next** button.
- Choose “Sign in with work or school account”.
- Select your @carolinashealthcare.org email.



- Choose “I’m uploading a new mix” if this is the first upload and choose “I’m updating....” if you have uploaded this mix presentation before.
- If you have narration and want to enable mobile device playback for your viewers, check the “Create a video...” box in the right panel. *If you don’t see this option, it’s because you do know have narration.*
- In the right panel, click the **Next** button.
Please note, depending on the size of the file, the upload can take a few minutes or a few hours.
- When the upload is ready, click “Show me my mix” in the right panel.
- A new window will open where you can complete the settings for sharing the Mix.
- This Office Mix account is where your library of mixes will be stored. Click “My Mixes” on this page to view your list.

Additional Resources for Office Mix:

- Don’t forget to try Slide Recording! Annotate and record yourself on a slide. Capture audio AND video! Watch this video to learn more: <https://mix.office.com/watch/7o6kt118pguk>
- [Detailed help guide for teachers](#)
Example: <https://mix.office.com/watch/3uhv393rrl76>
- Reserve a Training session with your Instructional Designer: [HelpDesk Ticket](#)