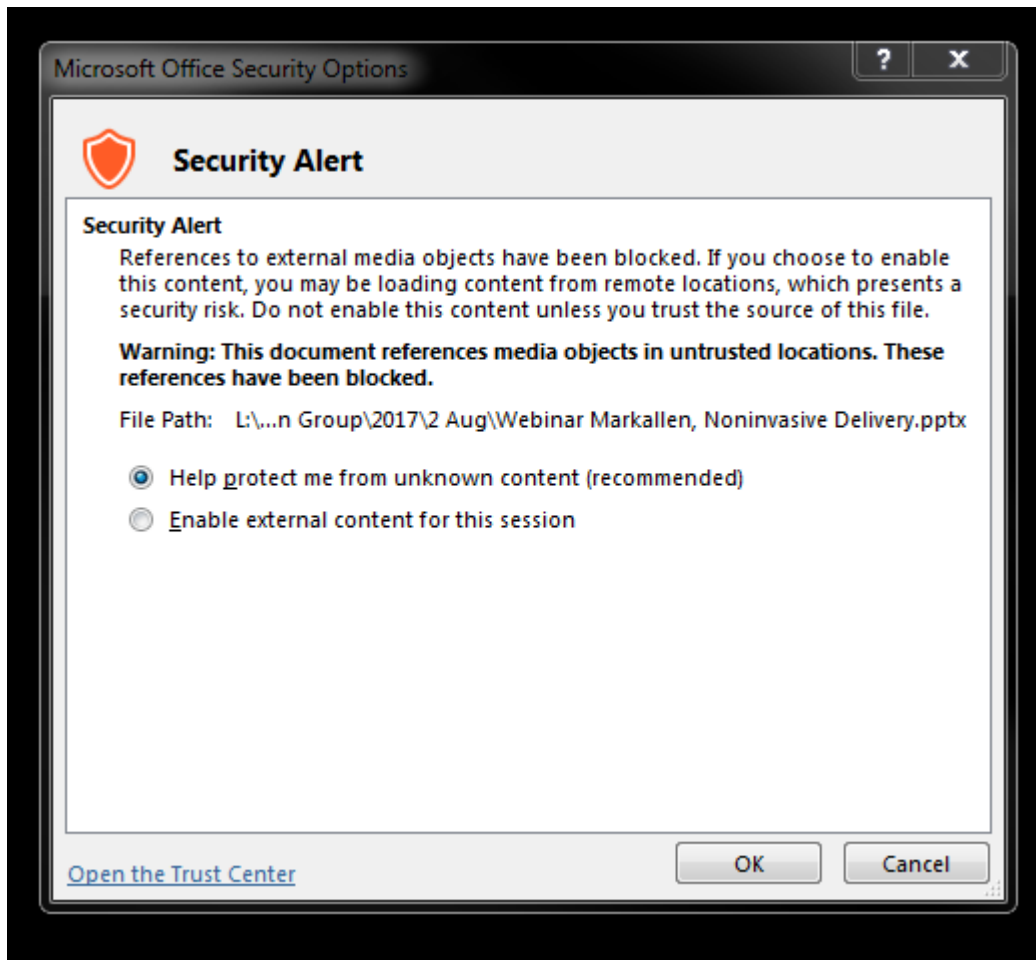


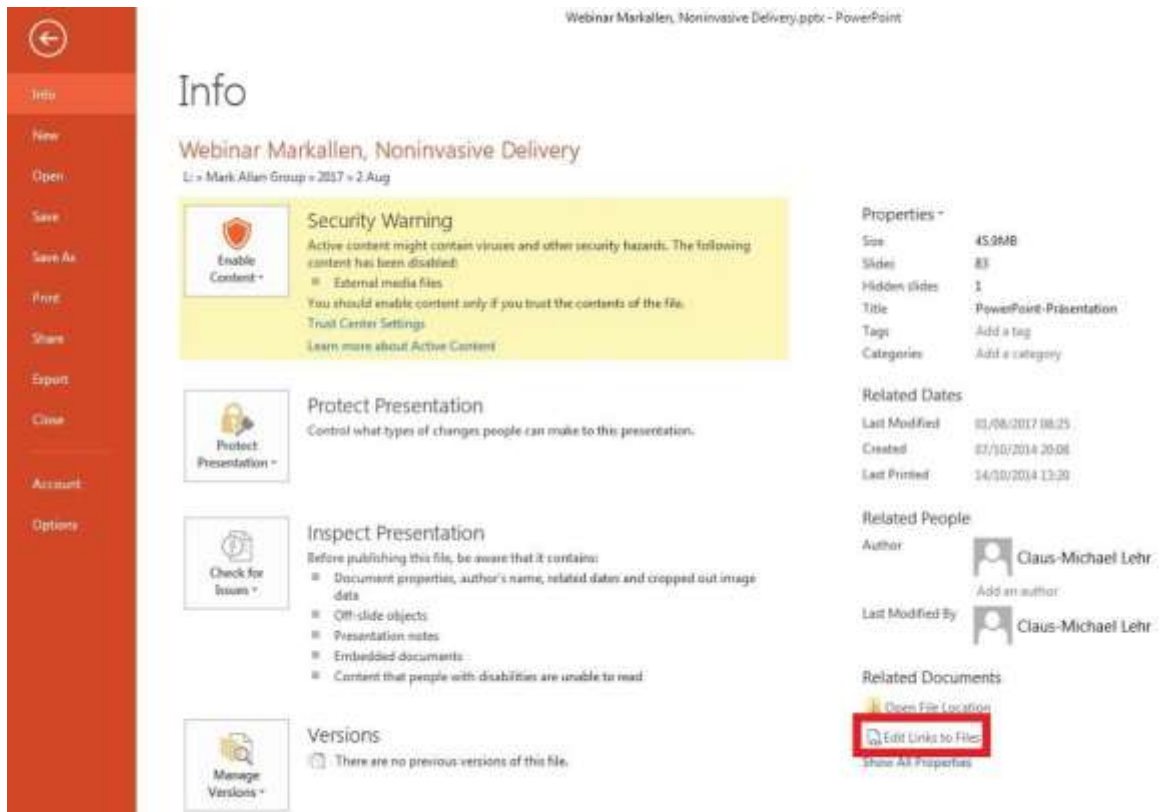
## Identifying External Links in PowerPoint

When loading your PowerPoint slides to the WorkCast Platform it is important that they don't contain any external links that may cause a security alert. If you are unsure see the below steps to identify external links in your PowerPoint.

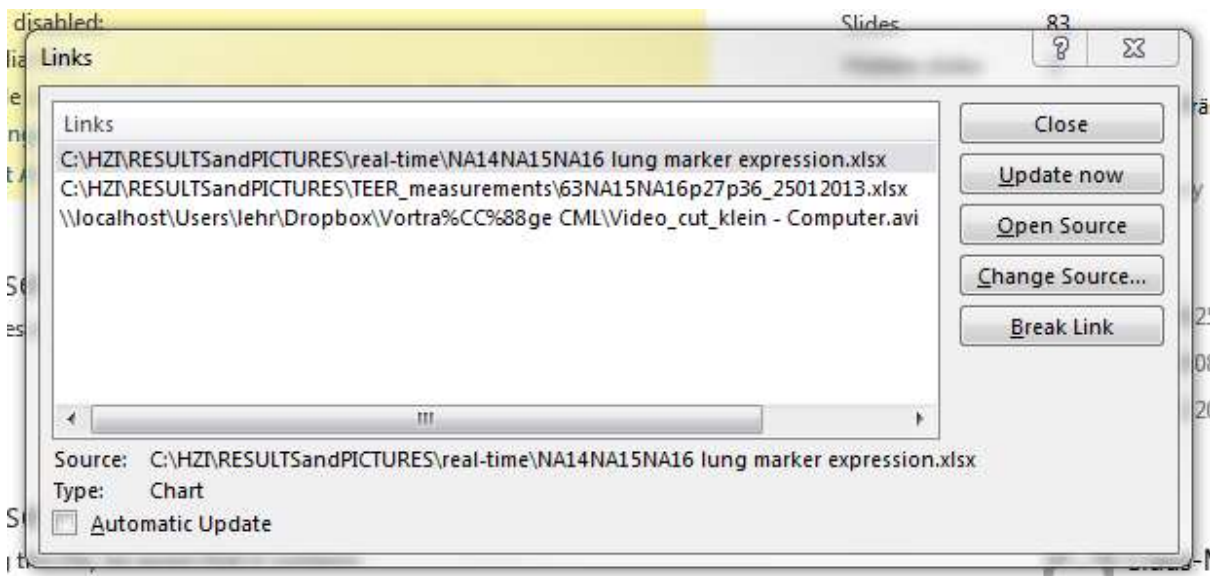
- When starting a presentation you will see the following security message if there are external links included



- Go to File \_> Info \_> Edit links to Files (in the bottom right of the page)



- Clicking on this will show you all the external links that are within the presentation



- You can now identify these images in the PowerPoint presentation and replace them as embedded images. When you find the image, right click on it, chose "save as..." and save locally. Then within the presentation delete the original and use insert image to replace with the new image you have saved.
- Once you have updated, save the PowerPoint as a new file name and it should upload to the platform.