

Quick guide to PowerPoint presentations on iPad

You can access your presentations both through Citrix and on your iPad.

How to set up your iPad:

Video guides for setup and presentation: <https://support.vola.com>

Access from iPad:

Online versions: Open *OneDrive/Libraries/Presentations/Documents/PowerPoints – Marketing*

Offline versions: Open *OneDrive*, choose *Offline* from top menu.

Under **PowerPoints – Marketing**, you will find the presentations from Marketing.

Under **Users**, you will find your own customized presentations.

Access from Citrix:

The link is: <https://voladk.sharepoint.com/sites/Presentations>

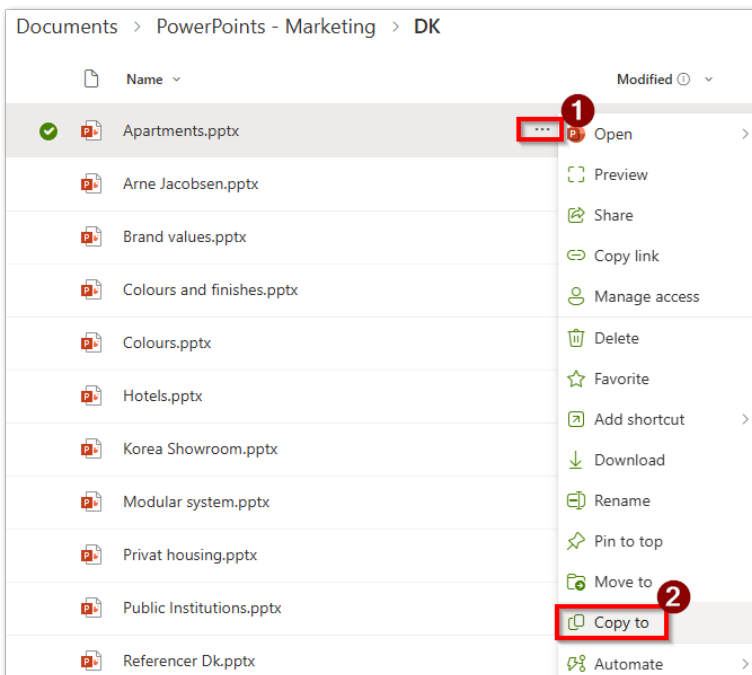
Go to: *Documents* → *PowerPoints - Marketing* → *Country*

Editing a Marketing PowerPoint:

If you need to edit a PowerPoint from the Marketing folder, first make a copy of the file.

Using Citrix:

- Open Presentations → Documents → PowerPoints → Marketing → All Documents
- Locate the PowerPoint you wish to copy
- Right click on the 3 dots (...), and select *Copy to*



- Navigate to your folder under */Users/Country code/Initials* and click on the green *Copy here* button.
- Customize the PowerPoint, and it will automatically be available offline, ready for presentation from your iPad.