

# Getting Started with Office Mix

## What is Office Mix?

Office Mix is a presentation software designed to work with PowerPoint. When downloaded and installed on your computer it becomes a menu item in PowerPoint that provides the following functions:


- Screen recording – create a narrated video of whatever is on your desktop
- Narrated slide recording – Add audio to your PowerPoints
- Screenshots – allows directly copying from your desktop to a PowerPoint slide
- Inserting audio or video – add existing files to a PowerPoint presentation
- Export to video – publish a project as a mp4 video
- Saving projects to Office 365 Cloud – for archiving and sharing
- Access the software in Office 365 from any internet connected computer

Example of an Office Mix: <https://mix.office.com/watch/1otxpi7hz6kbx>

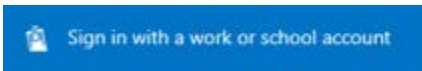
## How do I get Office Mix?

Office Mix is available with PowerPoint when users are running Microsoft Office 2013 (Which is already available to all Regis faculty and staff).

### I. Update Microsoft office to 2013

1. Click the Windows Button in lower left hand corner of your monitor .
2. Select **All Programs**.
3. Locate and open the file **Microsoft System Center 2012**.
4. Select **Configuration Manager** then **Software Center**.
5. Locate and check the box for **Microsoft Office Professional Plus 2013**.
6. Click install.
7. Should this not work, please contact the ITS Help Desk at 303-458-4050 or [its@regis.edu](mailto:its@regis.edu)

### II. Install Office Mix

1. With PowerPoint closed go to the URL <https://mix.office.com>, select sign in.
2. Select this option and login with your Regis username and password. 
3. A second screen for Regis users will appear, again use your Regis username and password.
4. Use the option to **Save** Office Mix to your computer.
5. After the download is complete, find in your Downloads folder and select **OfficeMix.Setup.exe**

6. Select **Run** and Office Mix will be added to PowerPoint's Menu.

### **How do I use Office Mix?**

Mix is not a complex software, but as with any new software, there is a learning curve. There is an amazing set of tutorials available on Atomic Learning.

1. Access Atomic Learning at: <https://www.atomiclearning.com/highed/login/regisu>.
2. Use your Regis username and password to login.
3. Search for Office Mix.
4. Select Office Mix Training with 21 tutorials.
5. A quick start tour on Atomic Learning would include the following tutorials.
  - Under section B. view tutorial 2. Recording Audio, Video, and Inking.
  - Under section D. view tutorial 1. Export Mix as Video and tutorial 2, Upload Mix and Choose Sharing Options.

### **What do I do get a Mix Presentation into my course?**

1. It is strongly recommended that you always export your Mix as a video and share the entire file with ID&T in a Dropbox.
2. Notify ID&T by sending an email to [its@regis.edu](mailto:its@regis.edu) that you have a completed Mix include where in Dropbox it can be found, its title, and instructions stating where the URL for the presentation should be placed.
3. Once shared ID&T will place it on the Kaltura Media Server, have the video Close Captioned, and provide a URL for your project.

The advantages of this method are:

- Published files are saved on a secure server
  - Presentations are platform agnostic
  - Presentations are tagged to make them searchable if they ever need replacing
  - Closed Captioning is added to the files making them more accessible
4. You should also follow the instructions in the section D. tutorial 2, Upload Mix and Choose Sharing Options. These steps will insure that you have a saved copy of your presentation accessible through the internet.