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About Sway

Microsoft Sway is a digital storytelling app that allows users to create visually appealing presentations, reports, newsletters, and other types of documents.





Unlike traditional presentation tools like PowerPoint, Sway focuses on making it easy to create and share content that looks great on any device, without needing design skills.

Drag & Drop Editor

Sway is designed to be user-friendly. You can drag and drop images, text, videos, and other content into your project, and Sway automatically arranges everything in a visually appealing way.

This makes it ideal for businesses that need to create polished documents quickly without a dedicated design team.

Key Benefits

-  Real-time collaboration
-  Easy to use
-  Free with Microsoft 365
-  No design skills needed

Responsive

Content created in Sway automatically adjusts to fit any screen size, whether it's a smartphone, tablet, or computer.

This ensures that your presentations or reports look professional no matter how they are viewed.

Sharing Your Sway

Sharing a Sway is as easy as sending a link. You can control who has access (public, private, or specific people), making it ideal for sharing with clients, partners, or employees.

GETTING STARTED WITH SWAY

We've included some simple instructions showing how you can access and get the most from Microsoft Sway.

Accessing Microsoft Sway

You can access Microsoft Sway through the Microsoft 365 app launcher (the 9 dots in the top left-hand corner at office.com and searching 'Sway') or by visiting www.sway.cloud.microsoft.com

Creating a Sway

Creating a new Sway is easy. Simply click the big + button to start from scratch, the star button to create from a topic, or the upload button to start from a document (including Word, PowerPoint or a PDF).

In Sway, you can add titles, photos, text/bullet points and hyperlinks.

Prefer a Video Guide?



WANT TO LEARN MORE ABOUT MICROSOFT SWAY?

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