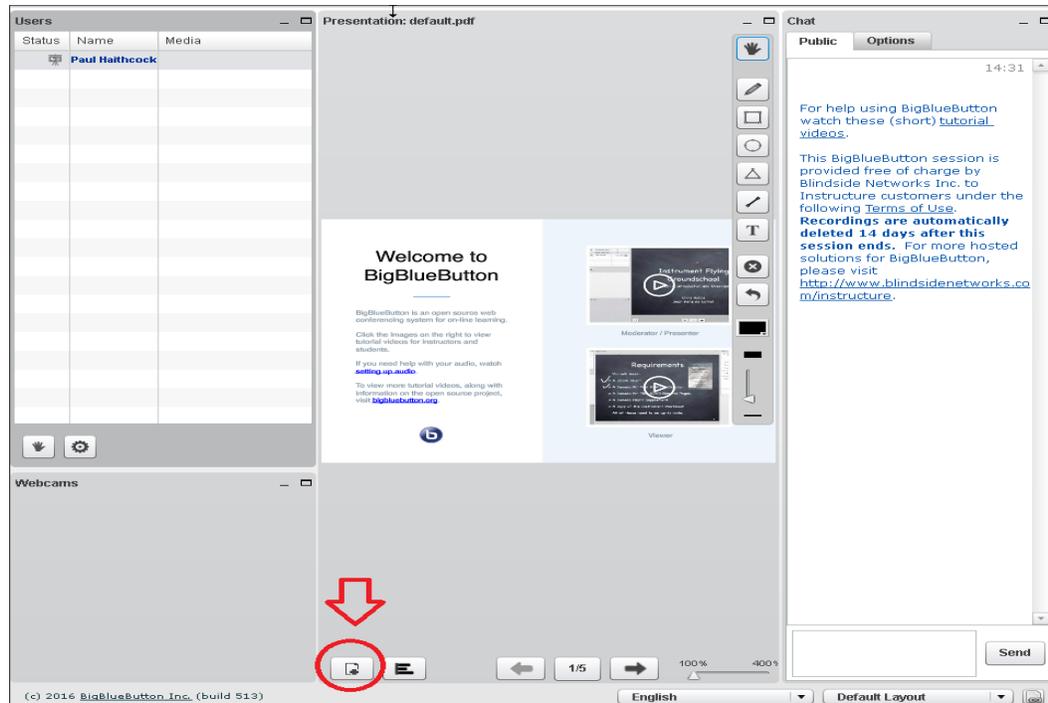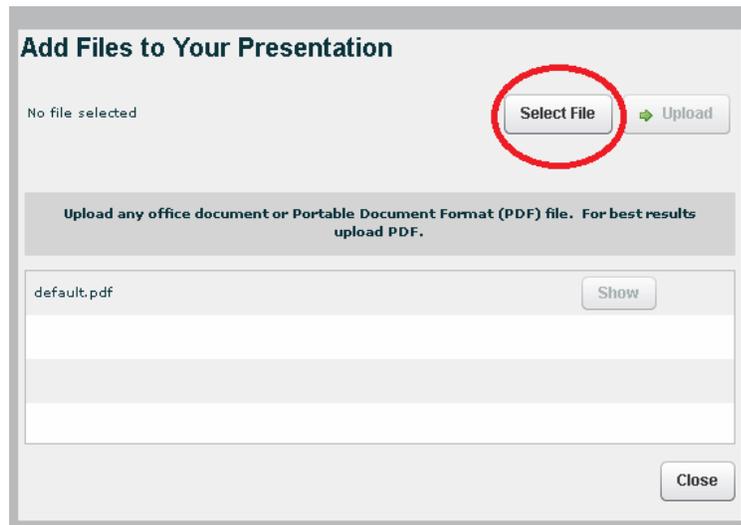# Big Blue Button – How to upload presentation
12.13.16 (PKH)

1. From the Big Blue Button conference window, click **upload presentation** button, located in the bottom of the center pane.

   a.

2. From the **Add Files to Your Presentation** window click **Select File**.

   a.

3. From the **Open File** window. Find and select the file you wish to upload to Big Blue Button, then select **Open**.
4. Select **Upload** from the **Add Files to Your Presentation** window.
5. You should now see your presentation in the middle pane of the Big Blue Button conference window.
6. You can upload more than one presentation to save from having to upload them later. Repeat steps 1 thru 4 to upload additional presentations.
7. To switch between the different uploaded presentations. Bring up the **Add Files to Your Presentation** window.
8. You will see all uploaded presentations listed in the bottom half of the **Add Files to Your Presentation** window.
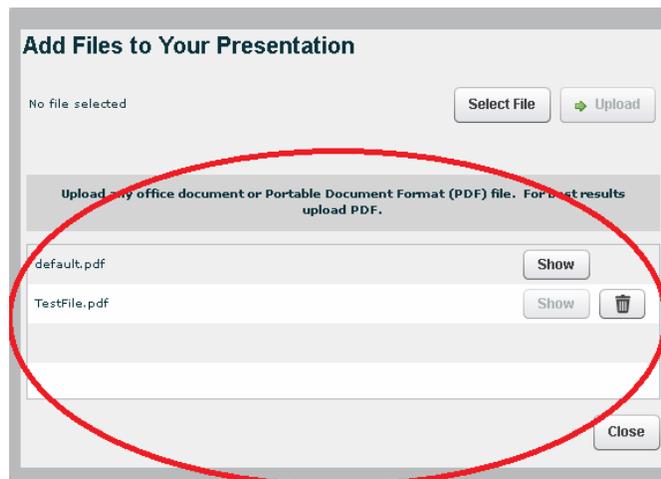
   a.

9. Select the presentation you wish to be displayed by click the **Show** button next to the desired presentation.
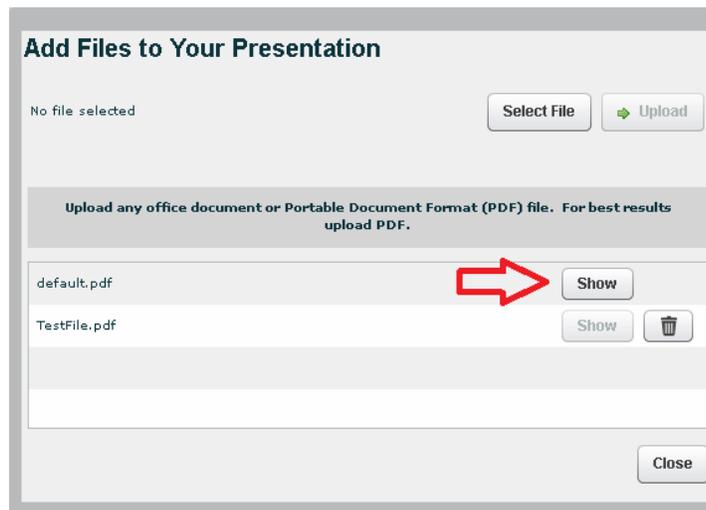
   a.

10. You can switch between slides of your presentation just like you would if using Microsoft Power Point, by using the arrow keys or spacebar. Wireless presenter remotes also work with Big Blue Button.