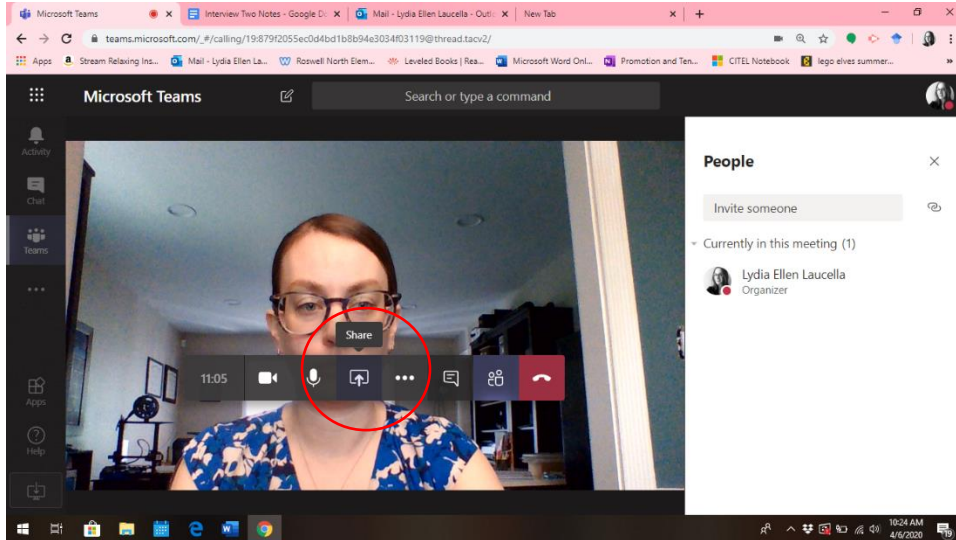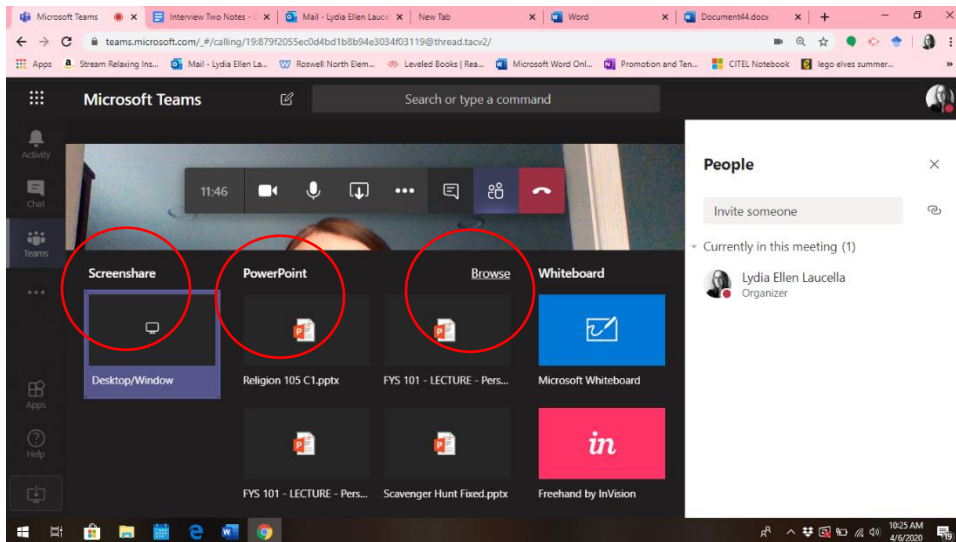# How to Upload Presentations in Teams
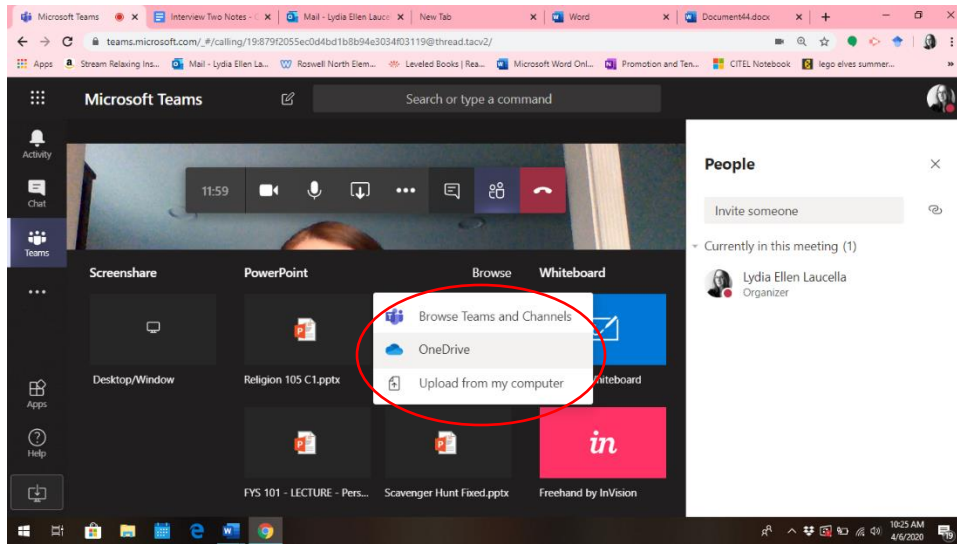
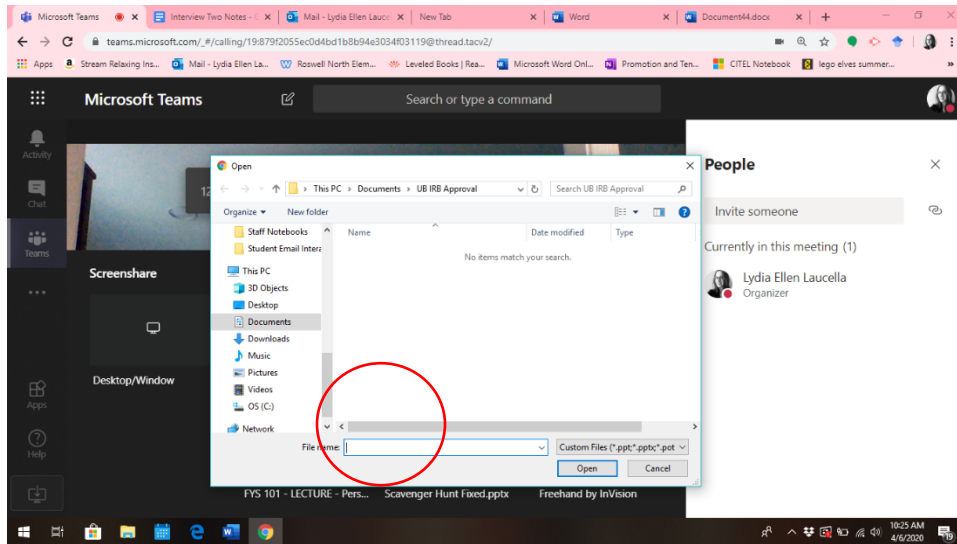1. **Create a new meeting. Then click the Share button.**

2. **You can choose to screenshare. But to upload the presentation, you can see if one that you have already shared shows up under the PowerPoint heading, or you can click Browse to find a new one.**

3. **Choose from where you would like to upload your presentation.**

4. Then, choose the appropriate file.

*Teams is not like BBB where you can easily pass the presenter role. Here is an additional Guide on how to Assign Presenter in Teams

https://office365itpros.com/2019/12/09/assign-presenters-teams-meeting/