

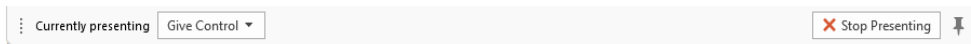
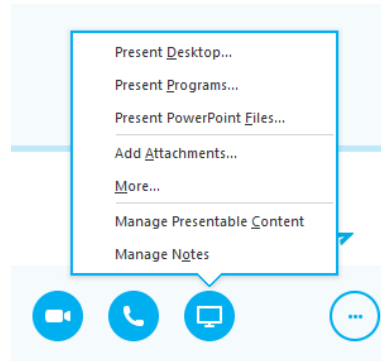
Sharing and collaboration

During a Skype for Business meeting or instant messaging (IM) conversation, you can share your desktop or a program, give Microsoft PowerPoint presentations, or collaborate on a virtual whiteboard.

Share your desktop

To share your desktop:

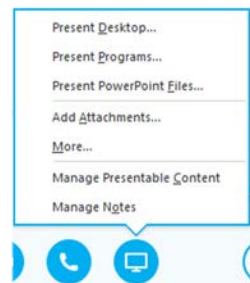
- 1 In your Skype for Business Contacts list, double-click a contact's name.
- 2 When the conversation window opens, click the **Present** button.
- 3 Click **Present Desktop...** to show the entire contents of your desktop.
- 4 A bar that reads Currently presenting appears at the top of your screen.
- 5 When you want to stop sharing, on the sharing bar at the top of your screen, click the **Stop Presenting** button.



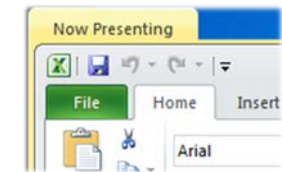
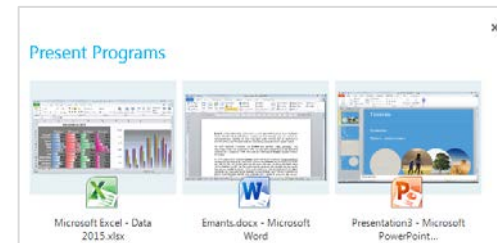
Share a program

To share a program:

- 1 In your Skype for Business Contact list, double-click a contact's name.
- 2 In the conversation window, click the **Present** button and then click **Present Programs....**



- 3 In the **Present Programs** dialog box, select one or more programs that you want to show and click **Present**.



- 4 A Currently presenting bar appears at the top of your screen.
- 5 A preview screen appears. Here you can see what your screen looks like to participants. To close the preview, click **Hide Preview**.
- 6 When you want to stop sharing, on the sharing bar at the top of your screen, click the **Stop Presenting** button.

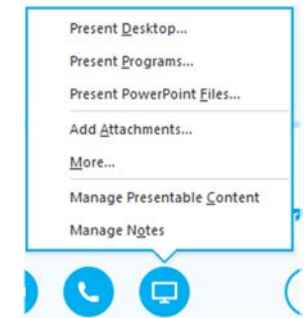
Hide Preview

Stop Presenting

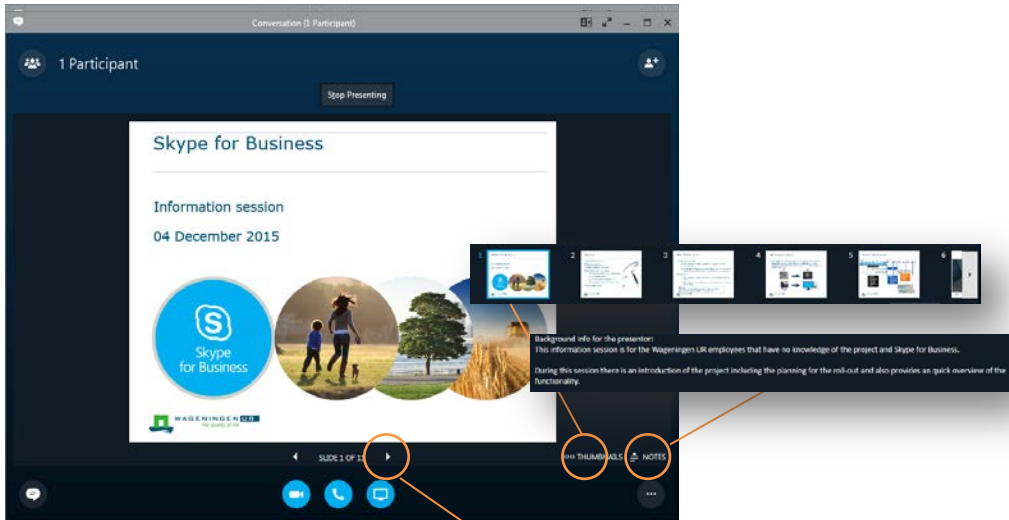
Share a PowerPoint presentation

To share a PowerPoint Presentation:

- 1 In the conversation window, click the **Present** button and then click **Present PowerPoint Files....**
- 2 In the Present PowerPoint dialog box, browse to the file you want to present, select it and click **Open**.
- 3 When the content is prepared for presentation and uploaded, the other participants will be able to see your presentation. You can make annotations on the presentation by using the annotation tools at the upper right corner of the presentation.
- 4 When you want to stop sharing, click on the **Stop Presenting** button at the top of your screen.



Stop Presenting

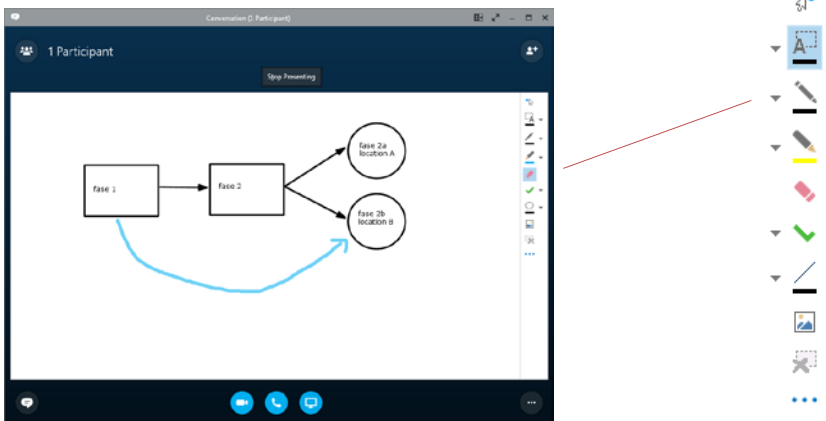
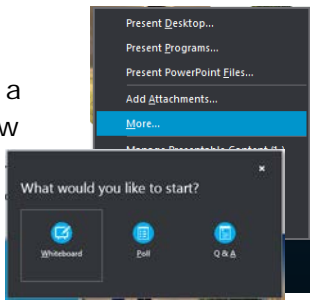


Advance to the next slide

Create a Whiteboard

To collaborate on a whiteboard, for example during a brainstorm session, or simply draw a picture to show what you are talking about:

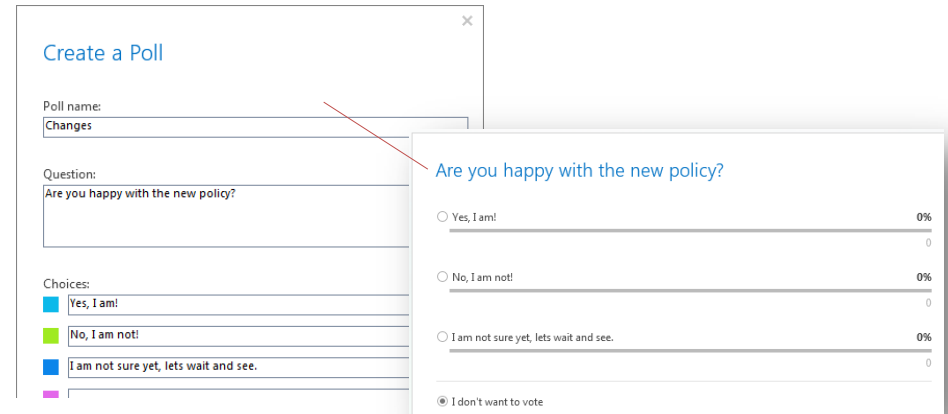
- 1 In the conversation window, click the **Present** button, click **More...** and then click **Whiteboard**.
- 2 To start writing or drawing on the whiteboard, use the annotation tools at the right of the whiteboard.



Conduct a poll

Polling allows you to quickly gather information or compile the preferences of meeting participants.

A poll in Skype for Business consists of one question and up to seven possible choices. A meeting can contain many polls, but only one poll at a time can appear on the sharing stage, visible to all meeting participants. Only meeting presenters can create and manage polls.



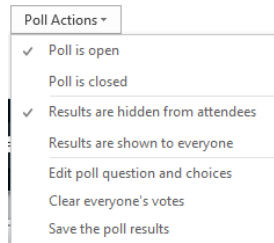
To conduct a poll, do the following:

- 1 In the meeting window, click the **Present** button and then click **More....**
- 2 In the Create a Poll dialog box, type a name for your poll, your question and two or more possible answers.
- 3 Click **Create** button.

If no one else in the meeting is sharing, your poll appears immediately to everyone in the meeting with the words "Poll is open" at the bottom of the stage. If other sharing is taking place, you have the option to share your poll immediately, which would end the current sharing session, or save your poll in the content bin for later.

To show the results to other participants:

- 4 Results are hidden from the attendees. When the votes are in you can show the results by clicking the **Poll Actions** button and choose **Results are shown to everyone**.



To save the poll:

- 5 When polling is complete, save the poll results by clicking the **Poll Actions** button at the bottom of the sharing stage, click **Save the poll results**.

To close the poll:

- 6 Click the **Poll Actions** menu and then click **Poll is closed**.

Give control to others

During a sharing session, you can stop sharing or give control to others.

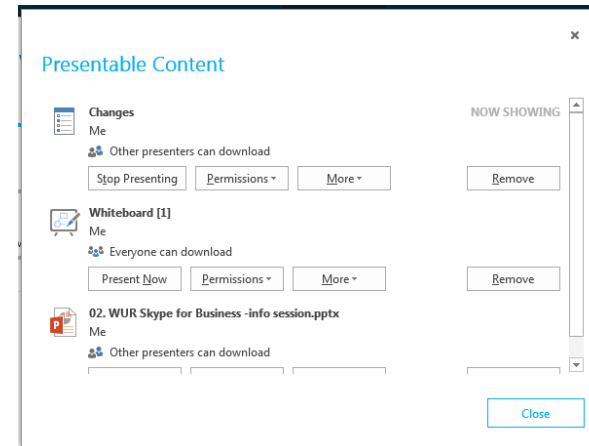
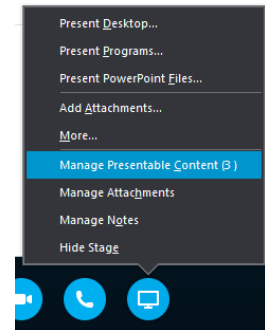
To give control to others:

- 1 While sharing your desktop, monitors or a program, on the sharing bar, click **Give Control**.
- 2 Click **Give control Automatically**, to give control automatically to anyone who asks for control, or click the name of an individual under Attendees.
- 3 In the Skype for Business dialog box confirm that you want to give control by clicking **OK**.
- 4 When you want to take back control click **Give control** again and click **Take back control**, or press Ctrl+Alt+Spacebar. If Give Control Automatically is selected, click it to clear it.

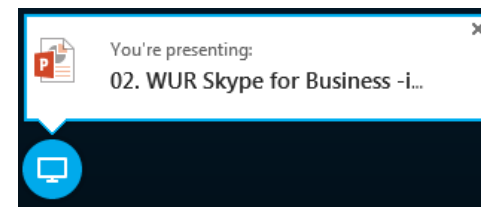
Switch between Presentable content

To switch between presentations, programs, polls and a whiteboard during a session:

- 1 In the meeting window, click the **Present** button and then click **Manage Presentable Content**.
- 2 Click on the **Present Now** button for the item you would like to present next.



A notification confirms what you currently are presenting



Click the **Close** button of the Presentable Content dialog box.

For more information see www.intranet.wur.nl/skypeforbusiness