Sharing and collaboration

## Share your desktop or a program

Need to show everyone what you're talking about?

1. In the meeting window, click the **Present** button.

2. Click **Present Desktop** to show the entire contents of your desktop...
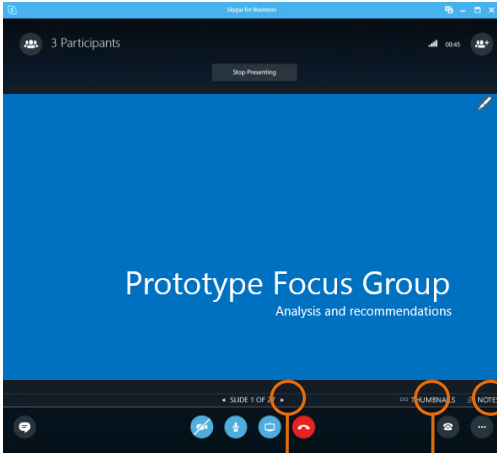
   or...

   Click **Present Programs** and double-click the program you want to share.

3. Double-click the program you want to share.

4. If you share a program, it will have a yellow border and a **Now Presenting** tab on your desktop.

5. To stop sharing, click **Stop Presenting** on the bar at the top of your screen, or at the top of the conversation window.
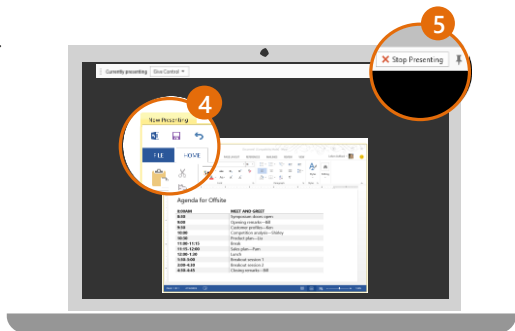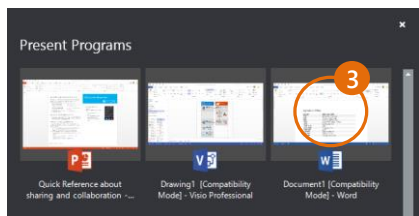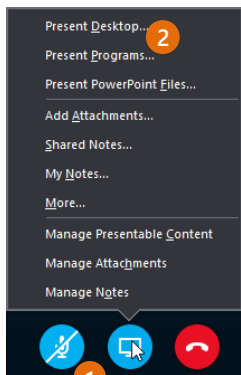
Share a PowerPoint presentation

1. In the meeting window, click the **Present** button.

2. Click **Present PowerPoint Files**.

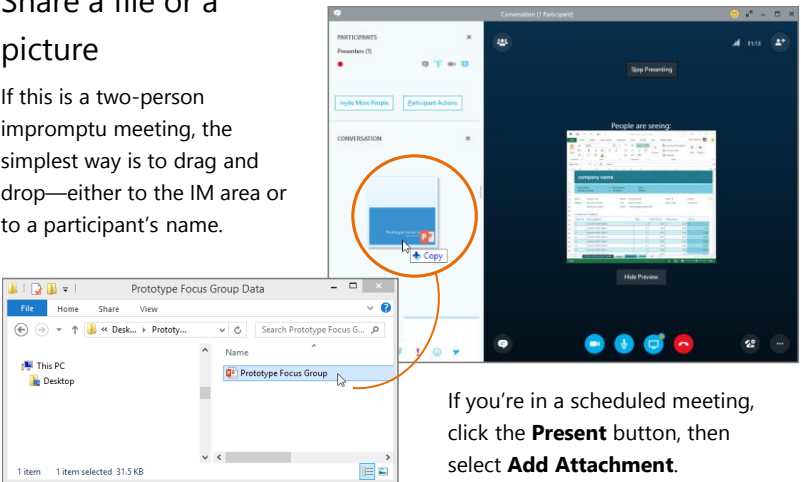3. Browse to the file you want to present and click **OK**.

See the presenter's notes (just you—no one else can see them)

Advance to the next slide

Show thumbnails of the slides, and select the next one to present

Share a file or a picture

If this is a two-person impromptu meeting, the simplest way is to drag and drop—either to the IM area or to a participant's name.


If you're in a scheduled meeting, click the **Present** button, then select **Add Attachment**.

Share notes with OneNote

OneNote is fully integrated with Skype for Business. You, or anyone you've given permissions to before the meeting, can have access to the OneNote file and take notes.

1. In the conversation window, click the **Present** button, and then choose **Shared Notes.**

2. Select an existing notebook, or click **New Notebook** to create a new one.

   Participants who joined the meeting using Skype for Business are automatically added to an attendee list in the OneNote.
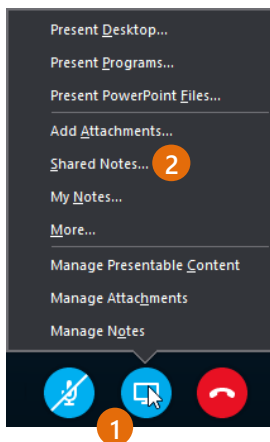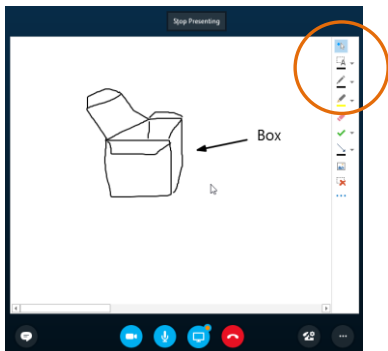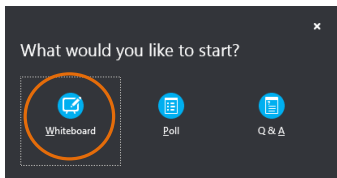

Share a whiteboard

Need to show what you're talking about? Draw it using the Whiteboard! It's also great for brainstorming.

- In the conversation window, click the **Present** button, click **More**, and then click **Whiteboard**.

Check out the toolset on the right side of the whiteboard. It's even got a laser pointer.

Give control to others...

Allow others to flip through slides, contribute information, and make changes to a whiteboard or OneNote, PowerPoint or other kind of file, or demonstrate a program with just a couple of clicks. Take back control at any time.

1. Click **Give Control**.

2. Pick a particular person or click **Give Control Automatically** to automatically give access to anyone who asks for control of your desktop.
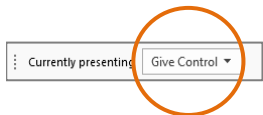
...and, take back control

1. Click **Give Control** again.

2. If **Give Control Automatically** is selected, click it to clear it. Or to take back control from a person, click **Take Back Control**.

Select who can download shared files

In a scheduled meeting, you can restrict who can download a copy of a file you're sharing—like if the information is still a draft or is confidential.

1. Click the **Present** button, and then click the **Manage Presentable Content** button.

2. Click the **Permissions** button, and then select from:

   - **Organizer** - just the person who set up the meeting

   - **Presenters** - just the people who the organizer set up as presenters

   - **Anyone** - all participants