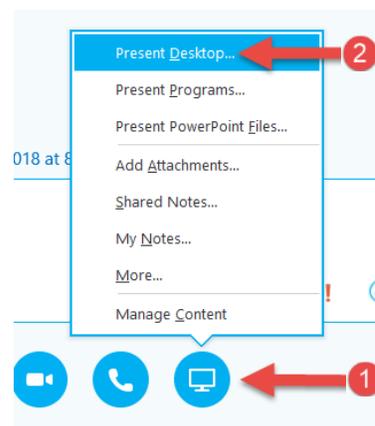
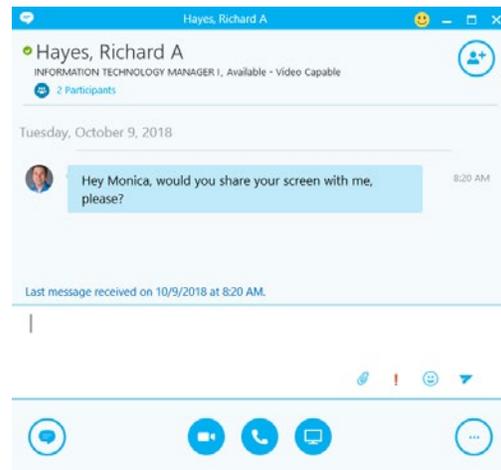
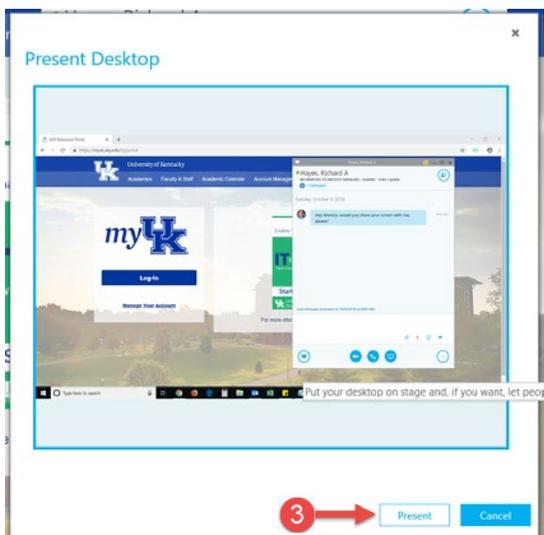


Skype for Business: Share your desktop in an IM

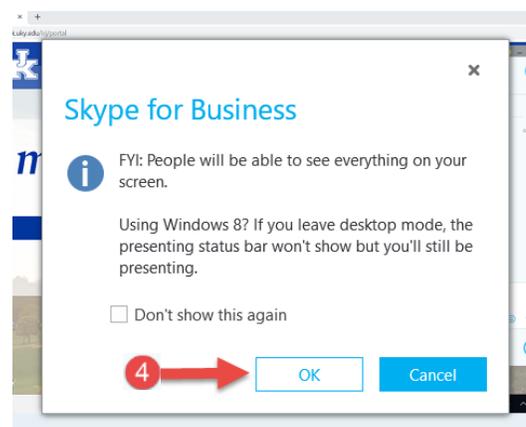
When you want to share your screen quickly, you can do so through Skype for Business chat.

1. Click the Present icon (looks like a monitor) at the bottom of the chat window.
2. Click **Present Desktop**.

3. A preview of the monitor you are about to present will display. If you have more than one monitor, click on the one you would like to display to select it. Then click **Present**.



4. A pop up will remind you that you are about to share. Click **OK**.



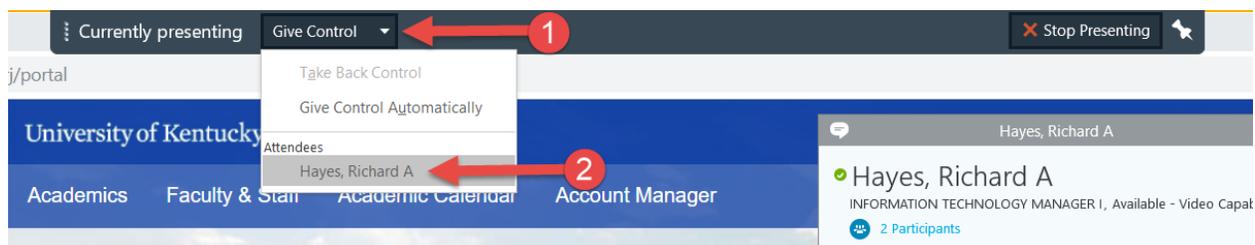
You are now sharing your screen.

Skype for Business: Give control of your screen

While sharing you can grant others permission to control your desktop.

At the top of the shared monitor, you will see an options bar with **Currently presenting**, **Give Control** dropdown and a **Stop Presenting** button.

1. Click the **Give Control** dropdown.
2. Select the name of the person you would like to take over your computer screen and mouse.
3. Let go of your mouse.



When you are ready to take back control, click the **Take Back Control** option on the same dropdown.

Be sure to click on **Stop Presenting** when you are finished sharing your monitor.

Skype for Business: Share your screen while in an online meeting or Skype Call

Use Skype for Business to share your desktop starting with an audio or video call or an online meeting.

Click the Present icon (circled below) and you will be prompted to share your monitor or monitors as instructed on the previous page.

