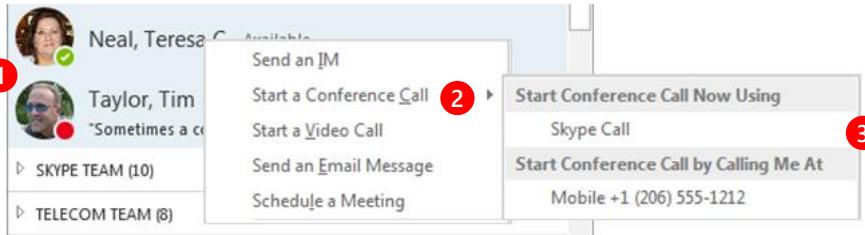


## Start an unscheduled conference call

Start an ad-hoc meeting to discuss a subject that requires immediate attention.

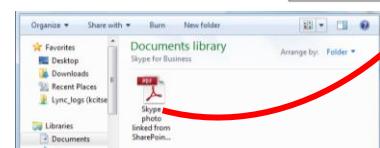
1. Click on the first contact that you want to invite, then hold down the **Ctrl** key and click each of the other contacts..
2. Right-click the selection and click **Start a Conference Call**.



3. Choose how you want to start the conference call:
  - **Skype Call** – Skype makes the call using computer audio.
  - **Mobile, Work**, or another number – Skype calls your contacts from the number you choose.
4. Your contacts receive a notification, and can accept or decline your invitation.

## Transfer a file or picture

If this is a two-person impromptu meeting, this 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**.

For more information:

[lync.training@kingcounty.gov](mailto:lync.training@kingcounty.gov)

206 263-2959

Skype Training at [www.kingcounty.gov/lync](http://www.kingcounty.gov/lync)



Skype for Business

Quick Start Guide

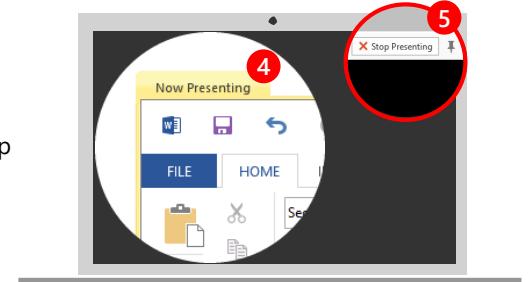
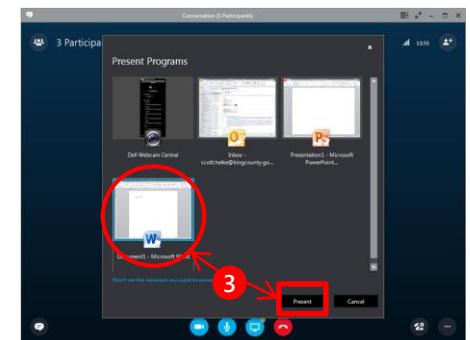
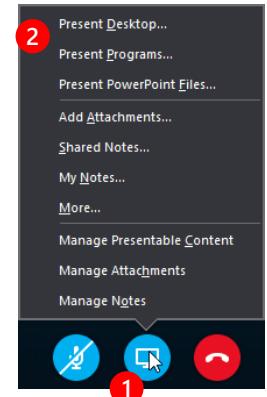
# Sharing and Collaboration

## Share your desktop or a program

Need to show everyone what you're talking about?

**Initiate a conversation** with a contact(s) using IM, Voice, or Video, and then:

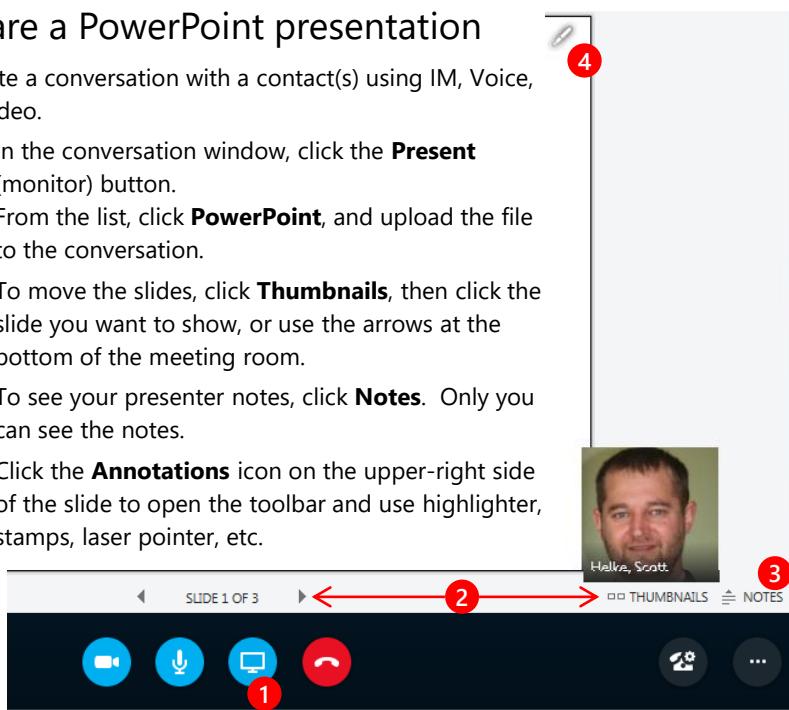
1. In the conversation window, click the **Present** button.
2. Click **Present Desktop** to show the entire contents of your desktop...  
or...  
Click **Present Programs** to select specific programs to share, and then...
3. Click the content you want to share and then click the **Present** button.  
**TIP:** you may see a pop-up window asking you to confirm that you wish to share this content.
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

Initiate a conversation with a contact(s) using IM, Voice, or Video.

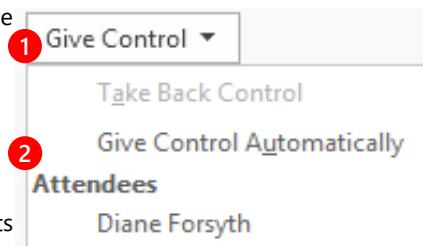
1. In the conversation window, click the **Present** (monitor) button.
2. From the list, click **PowerPoint**, and upload the file to the conversation.
3. To move the slides, click **Thumbnails**, then click the slide you want to show, or use the arrows at the bottom of the meeting room.
4. To see your presenter notes, click **Notes**. Only you can see the notes.
5. Click the **Annotations** icon on the upper-right side of the slide to open the toolbar and use highlighter, stamps, laser pointer, etc.



## Give control of your sharing session to other people

You can let other people control your sharing session, contribute information, change a document, or demonstrate an application.

1. On the sharing bar at the top of the screen, click **Give Control**.
2. Click the name of a person under **Attendees** to give them access, or click **Give Control Automatically** to automatically give access to anyone who requests control of your desktop.



## Take back control of a sharing session

1. To take back control of your desktop or program, click **Give Control** again.
2. If **Give Control Automatically** is selected, click it to clear. To take back control from a person, click **Take Back Control**.

## Share a whiteboard

A whiteboard is a blank page where you can type notes, draw, or import images that meeting participants can work on together.

In a conversation window, click the **Present** button, and from the list, click **More...** and then **Whiteboard**.

1. Use the annotation toolset on the right side of the whiteboard, which includes items such as highlighter, stamps, laser pointer, writing, and drawing tools.



## Start a group IM conversation

Start a group instant messaging (IM) conversation by selecting multiple contacts or a contact group from your **Contact List**.

1. Click on the first contact that you want to invite, then hold down the **Ctrl** key and click each of the other contacts.
2. Right-click one of the selections, and then click **Send an IM**.
3. In the conversation window that opens, type your message and then press **Enter**.
4. To add audio, click the **Phone** button and then click **Skype Call**.
5. To add video, click the **Camera** button.
6. To share your desktop or programs, click the **Present** button.
7. If you're in a single IM session and want to add more people, click **Invite More People**.

