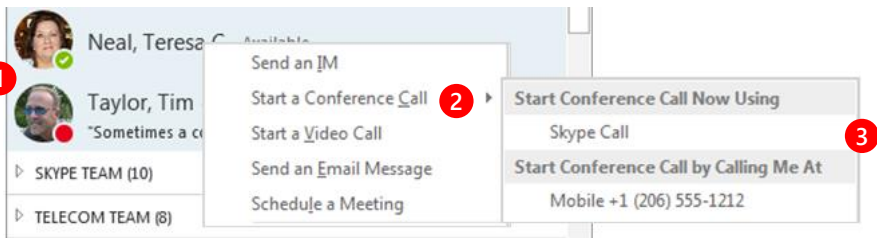


Start an unscheduled conference call

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

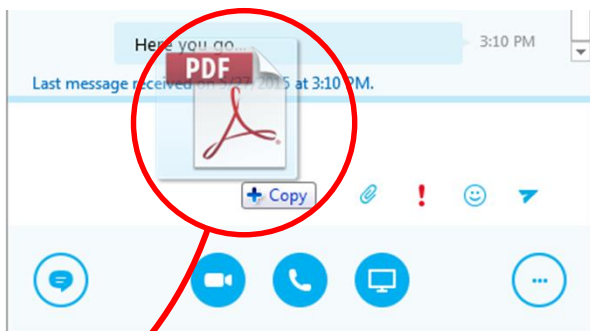
1. Click on the first contact that you want to invite, then hold down the **Ctrl** key and click each of the other contacts..
2. Right-click the selection and click **Start a Conference Call**.



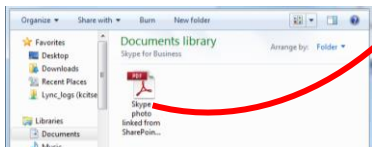
3. Choose how you want to start the conference call:
 - **Skype Call** – Skype makes the call using computer audio.
 - **Mobile, Work**, or another number – Skype calls your contacts from the number you choose.
4. Your contacts receive a notification, and can accept or decline your invitation.

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

206 263-2959

Skype Training at www.kingcounty.gov/lync

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...

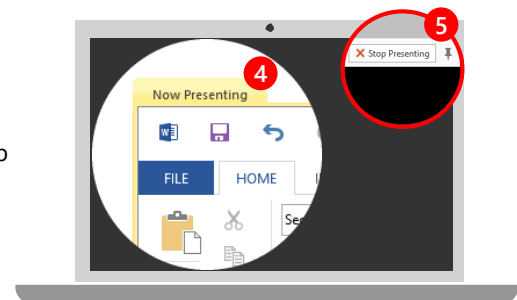
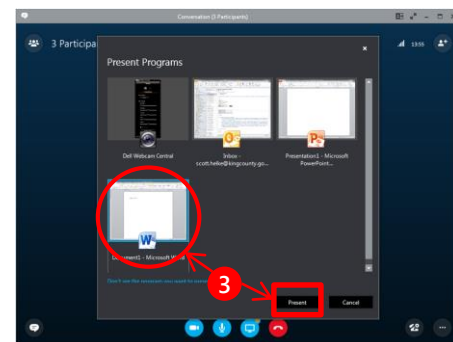
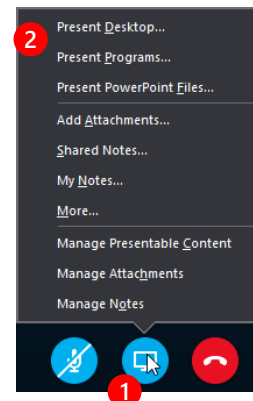
or...

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.

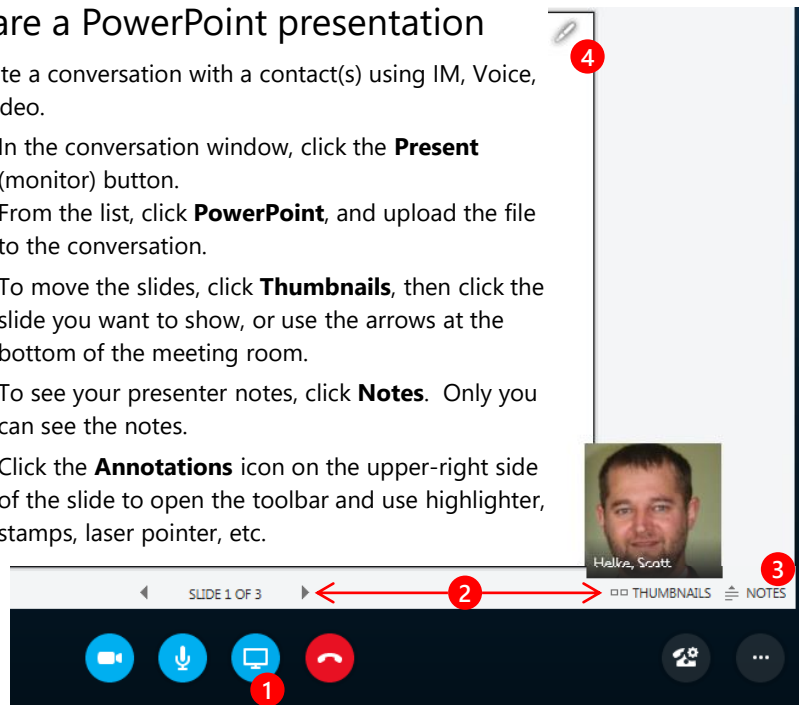
4. If you share a program, it will have a yellow border and a **Now Presenting** tab on your desktop.
5. To stop sharing, click **Stop Presenting** on the bar at the top of your screen, or at the top of the conversation window.



Share a PowerPoint presentation

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

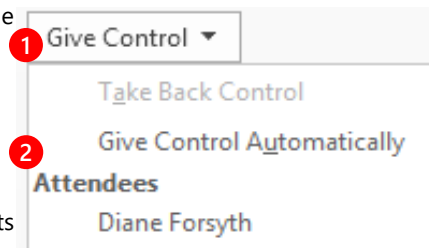
1. In the conversation window, click the **Present** (monitor) button.
From the list, click **PowerPoint**, and upload the file to the conversation.
2. To move the slides, click **Thumbnails**, then click the slide you want to show, or use the arrows at the bottom of the meeting room.
3. To see your presenter notes, click **Notes**. Only you can see the notes.
4. 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**.

