

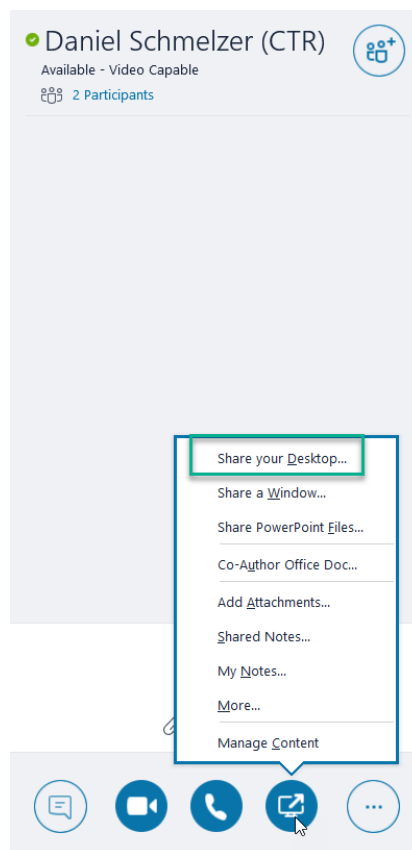
Share your desktop or application using Skype for Business

You can show your entire desktop or just a program to everyone in a Skype for Business Meeting, call, or instant messaging (IM) conversation.

- **Share your desktop** when you need to switch between programs or work on files from different programs.
- **Share a program** when you need to present specific programs or files and don't want people to see anything else on your computer.

Share your desktop

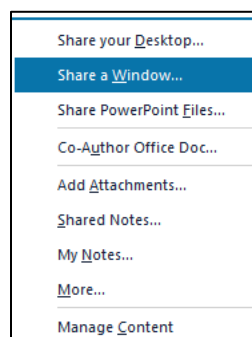
1. At the bottom of the conversation window, click the presentation (monitor) icon.
2. Select the Share your Desktop menu to share your entire desktop.



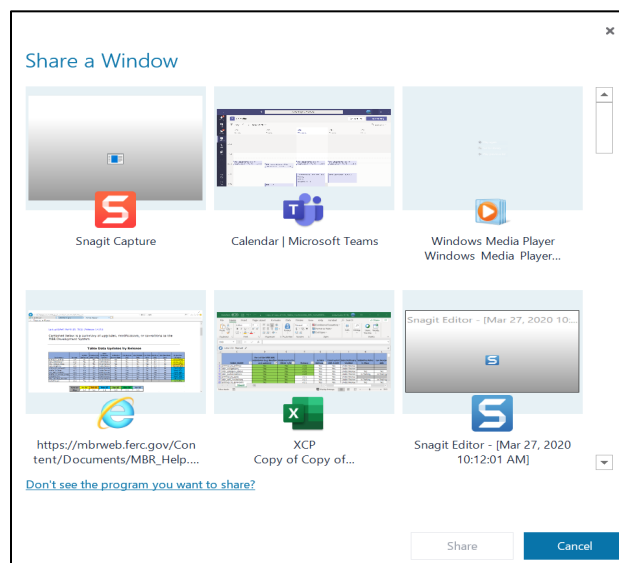
Attention: When sharing your desktop, everyone in the meeting can see your programs, files, and notifications. If you have confidential information or files that you don't want people to see, close them or use program sharing instead.

Share an Application or a Window

1. Select the Share a Window menu to choose a specific application or window to share.



2. Select from the available windows or applications.



3. Click the share button after selecting the application.
4. Use the sharing toolbar at the top of the screen to stop sharing or give control to participants.

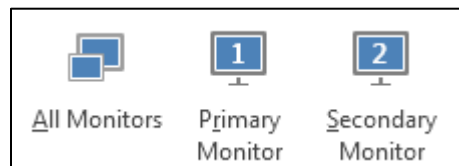


Notes: While you are sharing, your Skype for Business status changes to Presenting, and you won't receive instant messages or calls.

Share primary, secondary or all monitors

If you have more than one monitor, they will all display on the presents tab.

1. Choose which monitor to share.



When sharing programs or a desktop with multiple monitors, the sharing toolbar opens on the primary monitor.

Give and take control of a sharing session

If you want another meeting participant to change a file, help you present, or demonstrate something, you can grant control to that person. You will both be in control of the sharing, and you can take back control anytime.

1. On the sharing toolbar, click **Give Control**.
2. Select the name of the person you want to give control to.
3. Skype for Business sends a notification to that person to let them know you're sharing control.
4. To take control back, click **Give Control** again, and then click **Take Back Control**.

Tip: You can allow people to automatically take control of your sharing session at any time, by clicking **Give Control Automatically** on the sharing toolbar. We recommend you choose this option only in small and casual meetings. To take back automatic permission, click **Give Control**, and clear the **Give Control Automatically** check box.