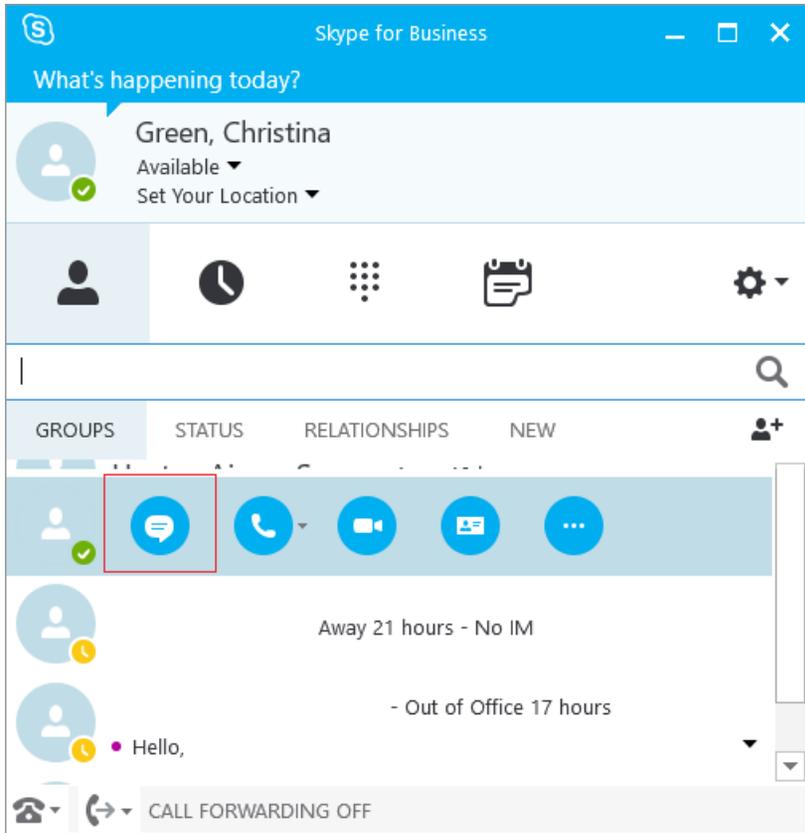
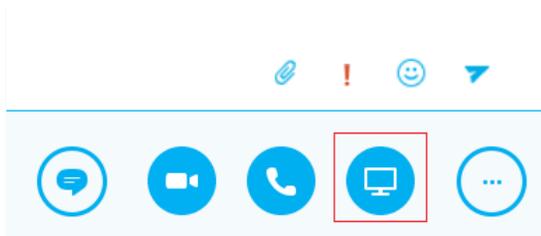


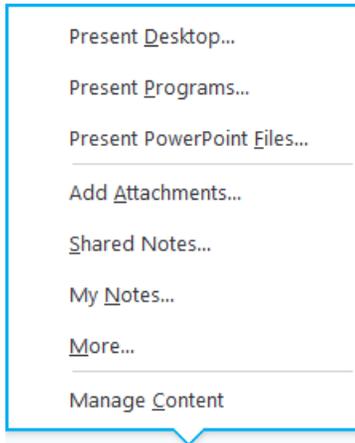
1. Click the IM icon to open up an instant message box with the person you want to share your screen with.



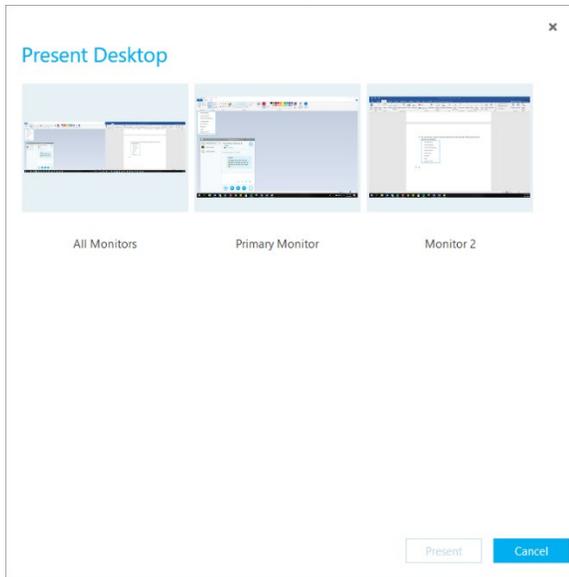
2. Click the icon that looks like a monitor to start the process of sharing your monitor.



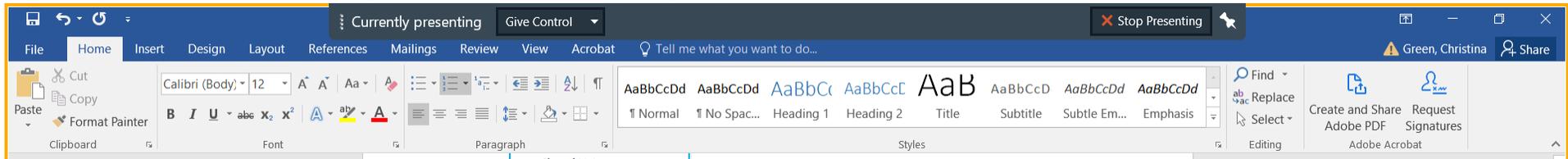
3. You can choose a variety of present options but in this example I will show you how to present your desktop, choose “present desktop”



4. Once you select “present desktop” you can choose which monitor(s) you want to share. Choose which monitor(s) you would like to share and click “present.”



5. You are now sharing your monitor(s) so anything on your screen is available for view.



6. If you need to give control to the person you are sharing your screen with click “give control.” This is very helpful if you need your IT Professional to assist you with a computer issue.

7. When you are done presenting click “stop presenting.”