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

3	Skype for Business 🗕	- 🗆 🗙
What's hap	opening today?	
	Green, Christina Available ▼ Set Your Location ▼	
.	O ii 🛱	¢-
		Q
GROUPS	STATUS RELATIONSHIPS NEW	4 +
.⊥ <mark>.</mark> (
2	Away 21 hours - No IM	
2 .,	- Out of Office 17 hours Hello,	•
& • (→•	CALL FORWARDING OFF	

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"

Present <u>D</u> esktop	1
Present <u>P</u> rograms	
Present PowerPoint <u>F</u> iles	
Add <u>A</u> ttachments	
<u>S</u> hared Notes	
My <u>N</u> otes	
More	
Manage <u>C</u> ontent	
	-

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."

Present Desktop			×
All Monitors	Primary Monitor	Monitor 2	
		Present Cano	el

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

File Home Insert Design Layout References Mailings Review View Acrobat 🖓 Tell me what you want to do	🛕 Green, Christina 🛛 🎗 Share
Calibri (Body) 12 A A A E	D Find * C Replace S Select * Create and Share Request Adobe PDF Signatures
Clipboard 😨 Font 😰 Paragraph 😨 Styles 😨	Editing Adobe Acrobat 🔨

- 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."