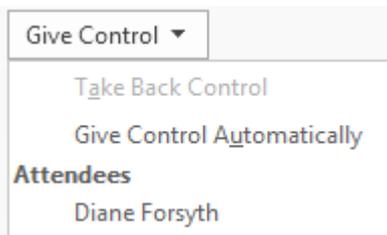


Give control of your sharing session to others

Allow others to flip through slides, contribute information and make changes to a whiteboard or OneNote, PowerPoint or other kind of file, or demonstrate a program with just a couple of clicks. Take back control at any time.

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 asks for 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 it. To take back control from a person, click **Take Back Control**.

Select who can download shared files

In a scheduled meeting, while you're presenting, you can restrict who can download a copy of the file you're sharing, if, for example, the information isn't final or is confidential.

1. During a sharing session, point to the present (monitor) button, and then click the **Manage Presentable Content** button. **TIP:** You know you're sharing when you see the Sharing bar at the top of your screen.
2. Click the **Permissions** menu, and then select one of the following:
 - **Organizer**, to allow only the person who set up the meeting to download the file.
 - **Presenter**, to allow only the people who the organizer set up as presenters to download the file.
 - **Anyone**, to allow all participants to download the file.

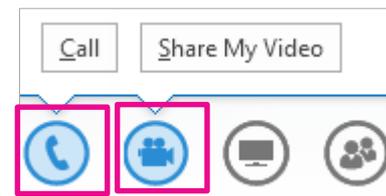
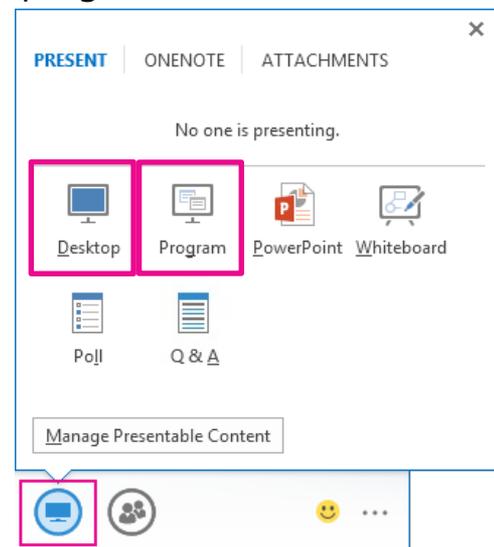


With Lync you can start collaborating without having to schedule a meeting. You can start an impromptu meeting, share something on your computer (a file, a website, and so on), take and share notes, brainstorm together on a whiteboard, give or work on a PowerPoint presentation, or send a file.

Or you can schedule a Lync Meeting and share and collaborate from there. For details about setting up and joining Lync Meetings, see either <http://office.microsoft.com/HA102827058> and <http://office.microsoft.com/HA102828887> or, if you use Office 365 operated by 21Vianet, <http://office.microsoft.com/HA104042994> and <http://office.microsoft.com/HA104042985>.

Share your desktop or a program

1. In your Contacts list, double-click a contact to start an IM conversation, and add people or groups by dragging them into the window from your Contacts list. **Or**, join a scheduled Lync Meeting.
2. Point to the present (monitor) button, and, on the **Present** tab, either:
 - Click **Desktop** to show the entire content of your desktop.
 - Click **Program** if you want to share just an open program, and then double-click the program you want.
3. (Optional) To add audio, click the phone button.
4. (Optional) To add video, click the camera button.

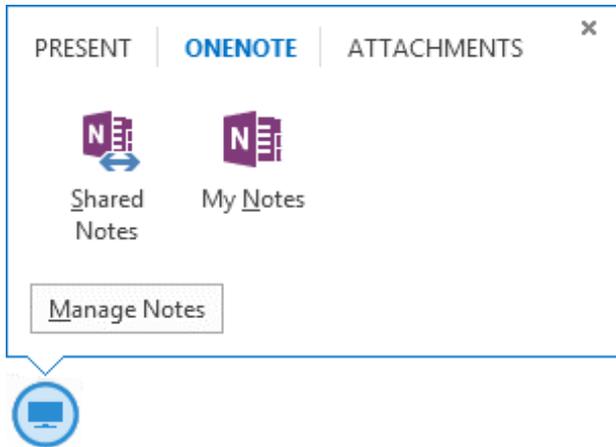


Share notes

Often, you want to take notes during a meeting. If you use OneNote, you can take notes that everyone can see, work collaboratively on those notes, and/or, share notes you've already taken.

1. In a conversation window, point to the present (monitor) button, and click the **OneNote** tab.
2. Click **Shared Notes**, and then, in the note picker, select a notebook or note page, or click **New Notebook** to create a new one.

The page you select docks on your desktop, and the other participants receive a notification about the shared notebook. Let them add notes, if you want (see the section "Give control" for details).



Share a whiteboard

A whiteboard is a blank area where you can type notes, draw, or import images that meeting participants can work on together. It's great for brainstorming.

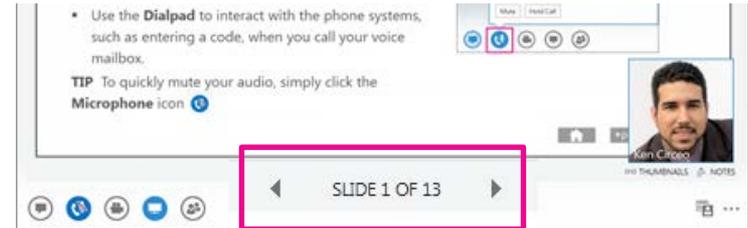
- In a conversation window, point to the present (monitor) button, and, on the **Present** tab, click **Whiteboard**.

Use the annotation toolset on the right side of the whiteboard for highlight, stamps, laser pointer, writing, drawing, and other tools.



Share a PowerPoint presentation

1. Point to the present (monitor) button, and, on the **Present** tab, click **PowerPoint**.
2. Do any of the following:
 - To move the slides, click **Thumbnails**, then click the slide you want to show, or use the arrows at the bottom of the meeting window.



- To see your presenter notes, click **Notes**.
- To use highlights, the laser pointer, and other annotation tools, click the **Annotations** button on the upper-right side of the slide. Annotating doesn't change the actual file, although, you can save an annotated copy, if you want.
- To prevent someone from skipping ahead or using annotations, in the meeting window, click **More Options**, click **Lync Meeting Options**, and then select the permissions level for the participant(s)

Share a file or a picture

Simply drag and paste saved files, including images, or copy and paste a file or any image into the text input area of a conversation window. A small version of the picture or file type will appear that the user can save or open to view in detail.

Or, you can use the file transfer option.

- In a conversation window, click the present (monitor) button, and then use the **Attachment** tab.

Lync sends a file transfer invitation to the participants, and the file is sent if the invitation is accepted.

TIP You can also drag the file onto a contact's name, which sends a notification to the recipient to accept or decline the file transfer.

