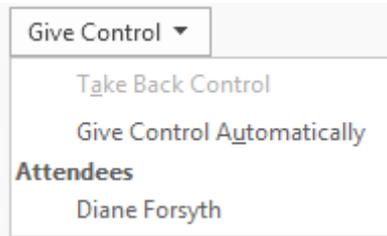


Give control of your sharing session to others

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.

Fold



Microsoft Lync 2013 Sharing & Collaboration For Windows

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.

This is one Quick Start Guide of a series. We encourage you to view more guides, step-by-step instructions and instructional videos at technology.ku.edu/lync.

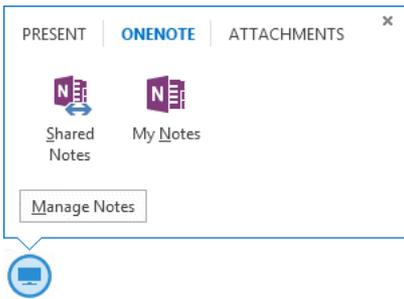


Share notes

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.

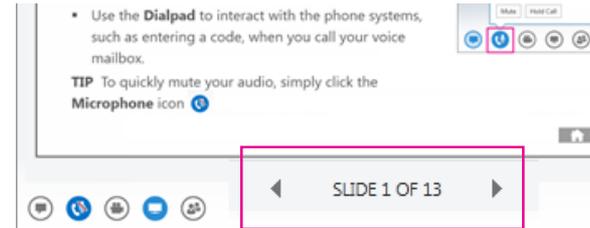
- In a conversation window, point to the present (monitor) button, and, on the **Present** tab, click **Whiteboard**.

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.

