

## Give control of your desktop to others

When you start sharing your desktop or a program, you're the only one in control. When you're ready, you can allow others to use their own mouse and keyboard to navigate and make changes on your computer.

- 1 On the sharing bar at the top of the screen, click **Give Control**.



- 2 Click **Automatically accept control requests**, or click the name of an individual under **Attendees**.

## Take back control

- 1 To take back control of your desktop, monitor, or program:
- 2 Click **Give Control**. If **Automatically accept control requests** is selected, click it to clear it. To take back control from an individual, click **Take Back Control**.

## Know if you're sharing or presenting

Whenever you're actively sharing or presenting, a bar is shown at the top of the window that reads **You are sharing**.



## Stop sharing

To end a sharing session or presentation, click **Stop Sharing**.



**PRINT SETTINGS** For best results, set printer options to: Paper Size: Letter (8.5x11"); Orientation: Landscape; 2-sided printing options: Two-sided, flip on short side.

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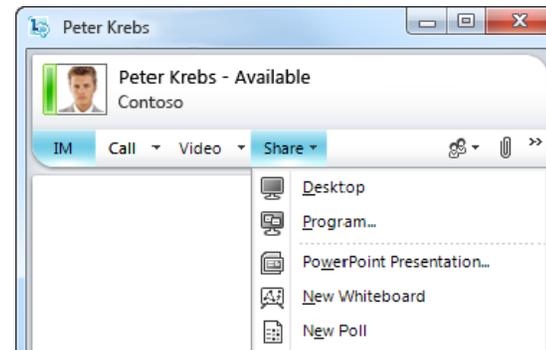
# Microsoft Lync 2010

## Sharing and Collaboration Quick Reference

During a Microsoft® Lync™ 2010 meeting or instant messaging (IM) conversation, you can share your desktop or a program, give Microsoft® PowerPoint® presentations, or collaborate on a virtual whiteboard.

### Share your desktop

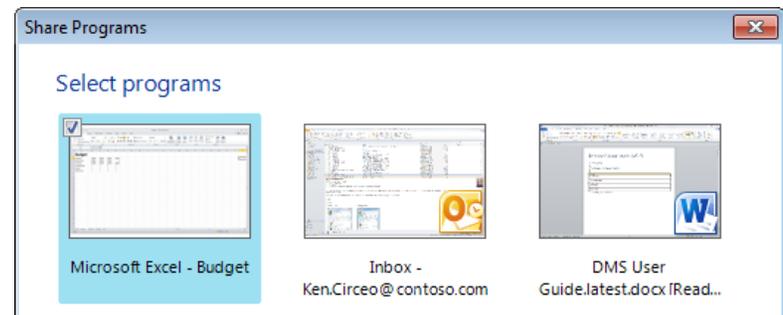
- 1 Open Lync 2010, and, in your Contacts list, double-click a contact.
- 2 When the conversation window opens, click **Share**.



- 3 If you have more than one monitor, click the one you want to share.

### Share a program

- 1 In the conversation window, click **Share**, and then click **Program**.
- 2 In the **Share Programs** dialog box, click the program you want to share, and then click **Share**.



## Share a PowerPoint presentation

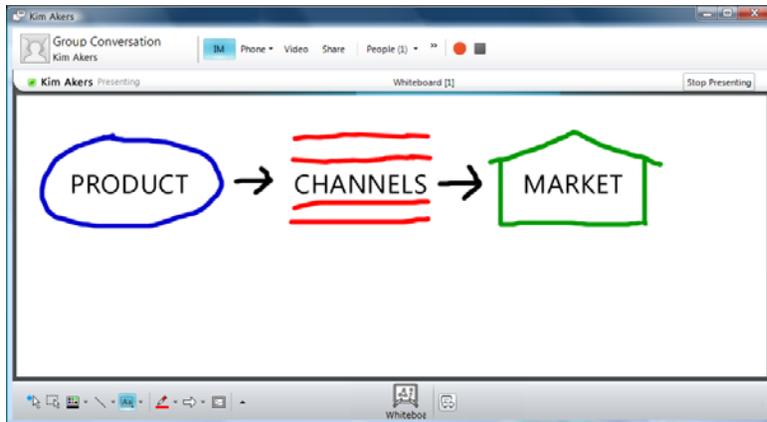
To give a presentation during a Lync meeting or IM conversation:

- 1 In the conversation window, click the **Share** menu, and then click **PowerPoint Presentation**.
- 2 In the **Share PowerPoint** dialog box, double-click the PowerPoint presentation that you want to share. When the content is prepared for presentation and uploaded, the other participants will be able to see your presentation. You can make annotations on the presentation using the annotation tools at the lower left of the presentation.

## Create a whiteboard

The whiteboard is a fresh page for notes and drawings that everyone in the meeting can use together.

- 1 In the conversation window, click the **Share** menu, and then click **New Whiteboard**.
- 2 To start writing or drawing on the whiteboard, use the annotation tools at the lower left of the whiteboard.



## Transfer a file

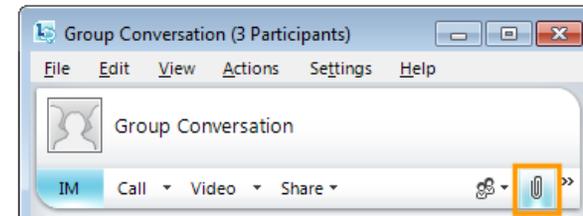
- From a Windows folder, drag the file that you want to send, and drop it into a conversation window or onto a contact in your Contacts list.

When you drop the file, a file transfer invitation is sent to the recipient. You will receive notification when the transfer is complete or declined.

## Attach a file to a meeting

You can share a file with multiple people in a group conversation, meeting, or conference call, but you don't send it in the same way that you transfer a file to an individual contact. Instead, you add attachments to the meeting that other participants can download and view.

- 1 In the conversation window, click the **Add or view Attachments** button to upload a file.



- 2 In the **Attachments** dialog box, click **Add Attachments**.
- 3 Select the file that you want to add, and then click **Upload**.

## Conduct a poll

Polling allows you to quickly gather information or compile the preferences of meeting participants. A poll in Lync consists of one question and up to seven Lync Lypossible choices.

A meeting can contain many polls, but only one poll at a time can appear on the sharing stage, visible to all meeting participants. Only meeting presenters can create and manage polls. If you are not already a presenter, the meeting organizer or another presenter can make you one.

- 1 In the meeting window, click the **Share** menu, and then click **New Poll**.
- 2 In the **Create a Poll** dialog box, type a name for your poll, your question, and two or more possible answers.
- 3 Click **OK**.

If no one else in the meeting is sharing, your poll appears immediately to everyone in the meeting with the words **Polls are open** at the bottom of the stage. If other sharing is taking place, you have the option to share your poll immediately, which would end the current sharing session, or save your poll in the content bin for later.

When polling is complete, save the poll results by clicking **Save poll** at the bottom of the sharing stage, and then click **Close the poll**.