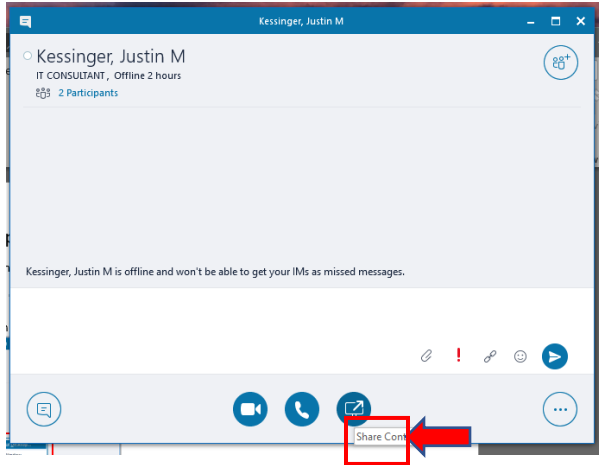


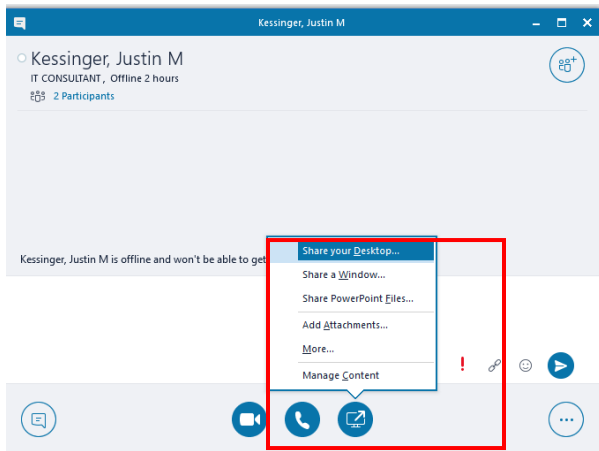
# Skype Content Screen Sharing

To Share your Screen (this can be done through Instant Message, Call, or in a Skype Meeting)

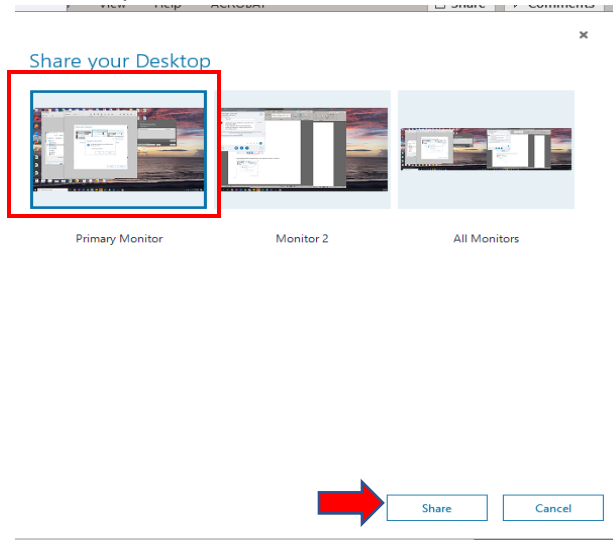
1. **Initiate** Instant Message, Call or Join a Skype Meeting (instructions in other documents through this website)
2. **Click the Share Screen Icon** in your IM, Call, or Meeting Window.



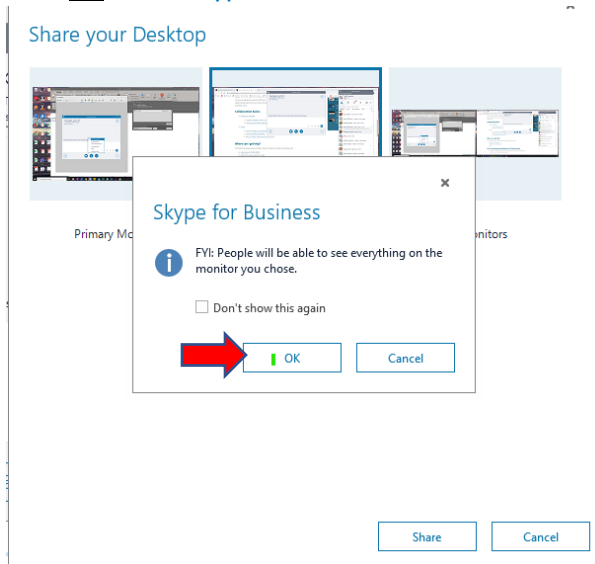
3. **Select from the Share Options** available.



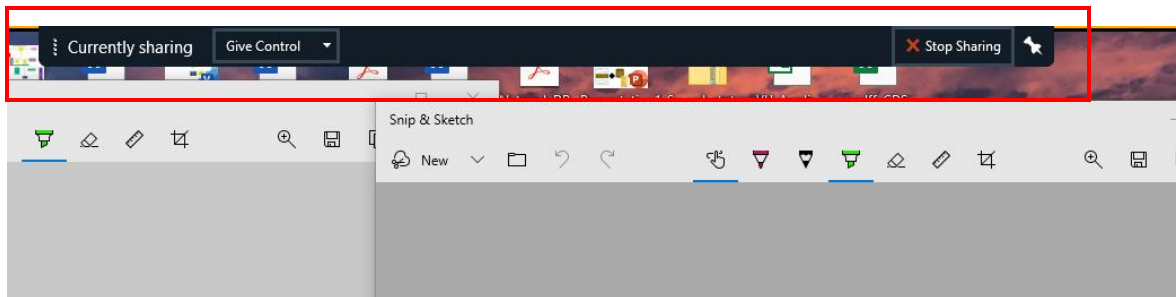
4. **Share Desktop** (Shares everything open on your desktop or monitor). If you have multiple monitors **Select the Monitor** you want to share. **Click Share**



5. Click **OK** in the **Skype for Business** information window.

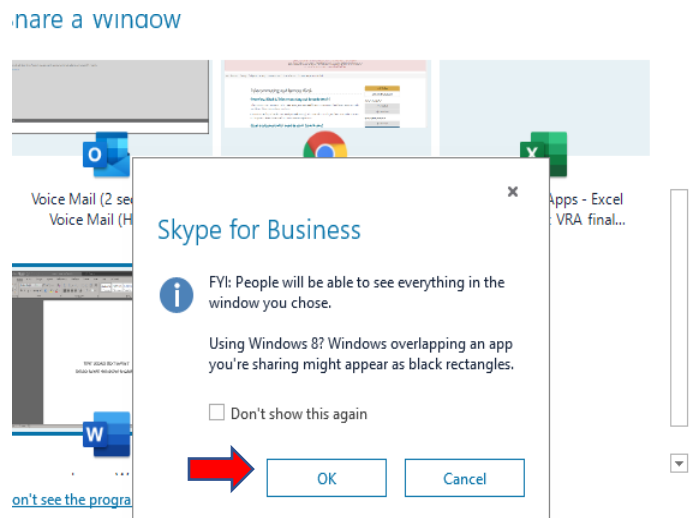
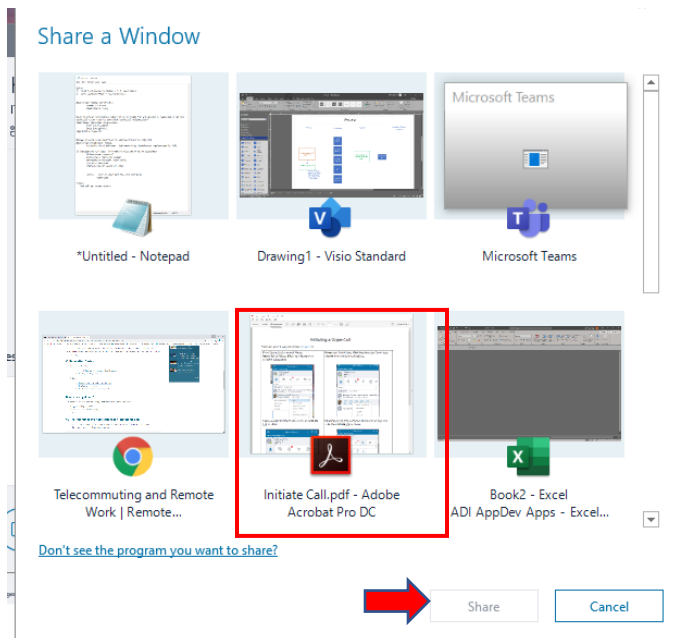


6. There will be a yellow box around the monitor screen you are sharing and at top of screen controls to manage sharing session.

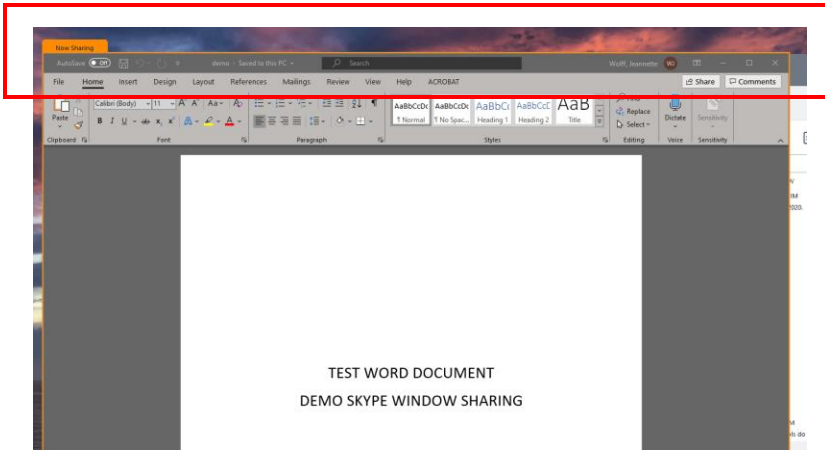


### Other Sharing Options:

**Share a Window:** Shares a single application that is currently open. Follow the sharing steps 1 through 3 above then **Select the Application to share; Click Share; Click OK in the **Skype for Business** information window.**



The application shared is outlined in orange.



**Share PowerPoint Files:** Follow the sharing steps 1 through 3 above then **Select** a PPT file saved on your computer and **Click Open**. PowerPoint Presentation is opened and shared (shares only the PowerPoint Presentation)

