

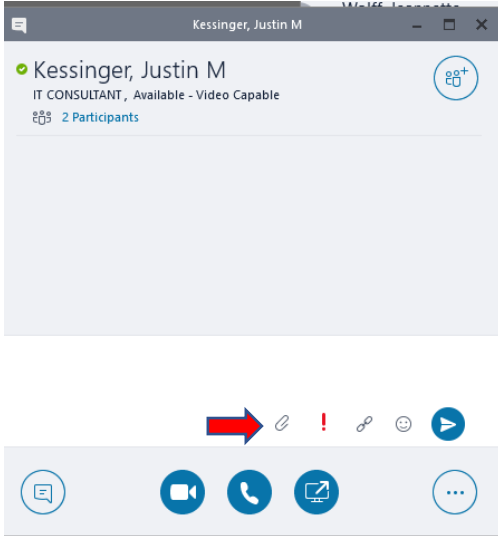
# Skype Document Sharing Options

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

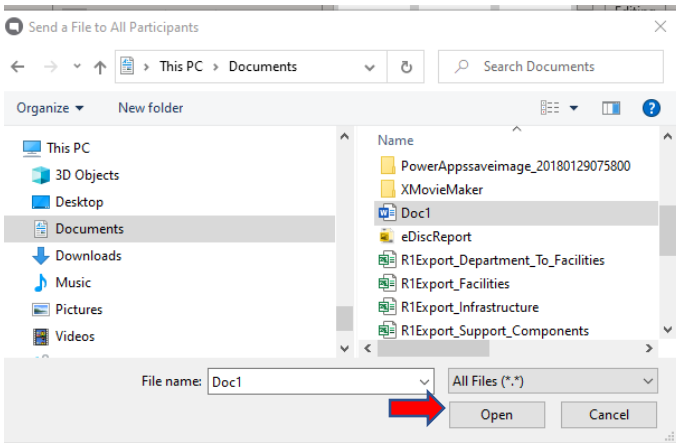
1. **Initiate** Instant Message, Call or Join a [Skype Meeting](#) (instructions in other documents through this website)

## Share Document through an IM window:

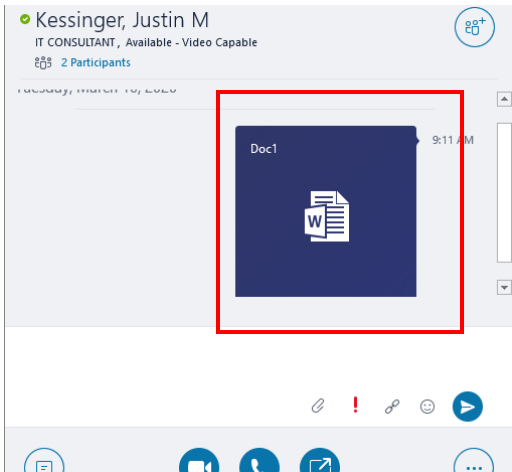
1. **Click the Paper Clip Icon** in the [Skype IM](#) window



2. **Select Document** to share; **Click OK**.

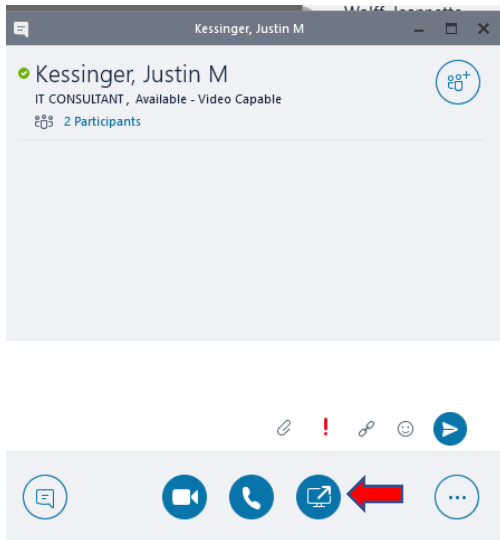


3. The Document is sent and available in the [Skype IM](#) window. **Click on the Document** to download and open.

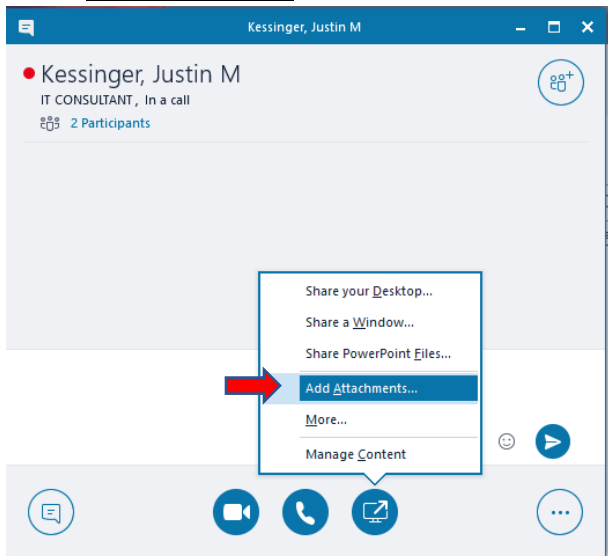


## Share Document with the Window Share Icon:

1. Click on the Share Screen Icon



2. Select Add Attachments



3. Follow steps 2 and 3 from above.