Skype for Business

QUICKGUIDE

SHARING AND COLLABORATION

Business
Helt enkelt

HAND OVER CONTROL

When you're in a Skype meeting with others, you can hand over control to turn pages, make corrections, draw or contribute information with a single click. You can take back control at any time.

1. Click "Give Control"
2. Then select a specific person or choose "Give Control Automatically" in order to give control to those who request it automatically

TAKE BACK CONTROL

1. Click "Give Control" again
2. If "Give Control Automatically" is selected, click again to reset and then click "Take back control"

SELECT WHO MAY DOWNLOAD SHARED FILES

If you have planned a meeting, you can restrict who may download a copy of the files you share, if the information is confidential or hasn't been completed.

1. Click the "Present" button and then click the "Manage Presentable Material" button.
2. Click "Permissions," and then choose:
   - **Meeting Organiser** – only the person who has been invited to the meeting
   - **Presentation Host** – only the persons who the meeting organiser has chosen as presentation hosts
   - **Everyone** – All attendees

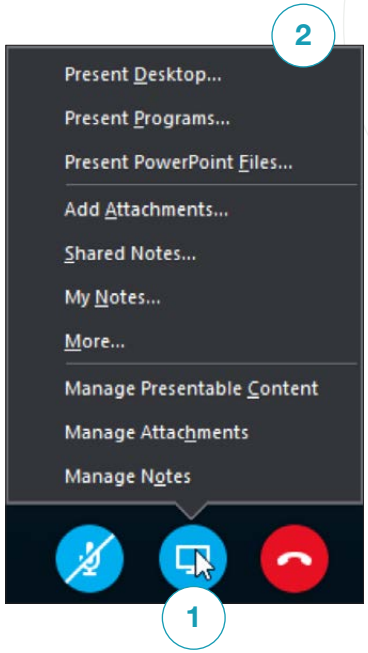
SHARE YOUR DESKTOP OR AN APPLICATION

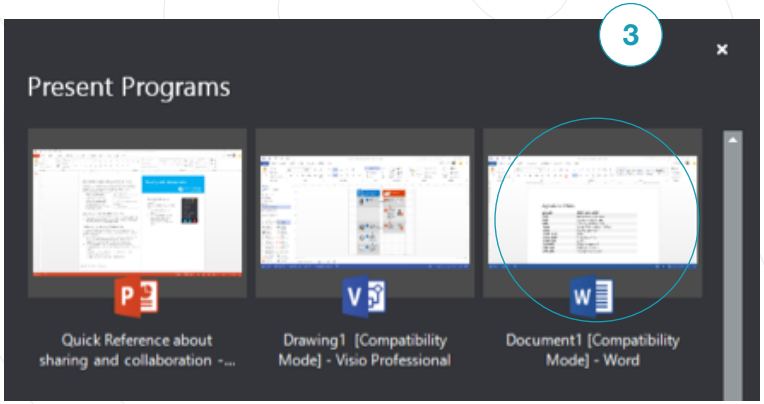
If you want to show everyone what you're talking about, do the following:

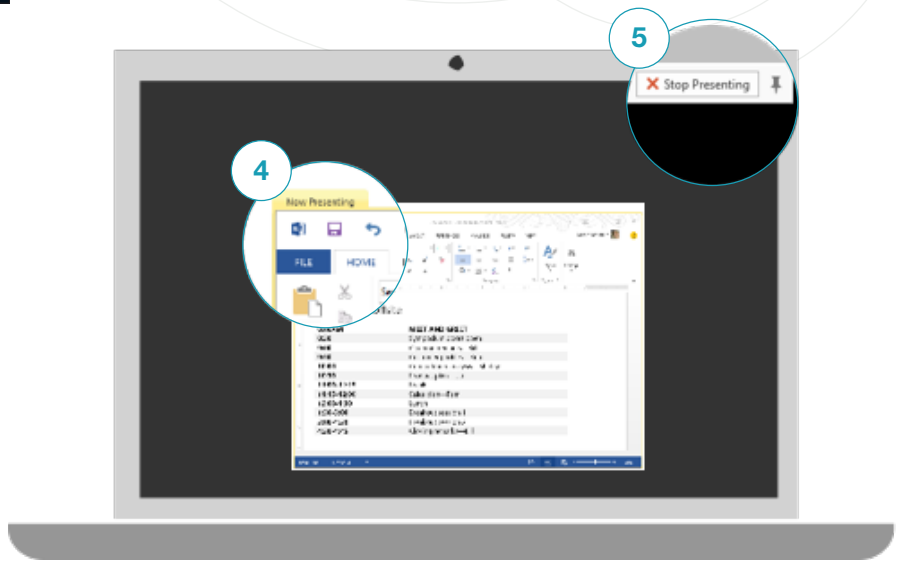
1. Click the "Present" button in the meeting window
2. Click "Present Desktop" to display the full content of your desktop

If you want to show the application you're talking about, do the following:

3. Click "Present Application," then double-click the application you want to share
4. When you're sharing your application, you can see a yellow border and a tab with "Present now" on your screen
5. 5. When you want to stop sharing, click "Stop Presentation" on the bar displayed at the top of your screen.







SHARE A POWERPOINT PRESENTATION

1. Click the “Present” button in the meeting window
2. Then click “Present PowerPoint”
3. Then navigate to the file you want to present, and click ”OK”

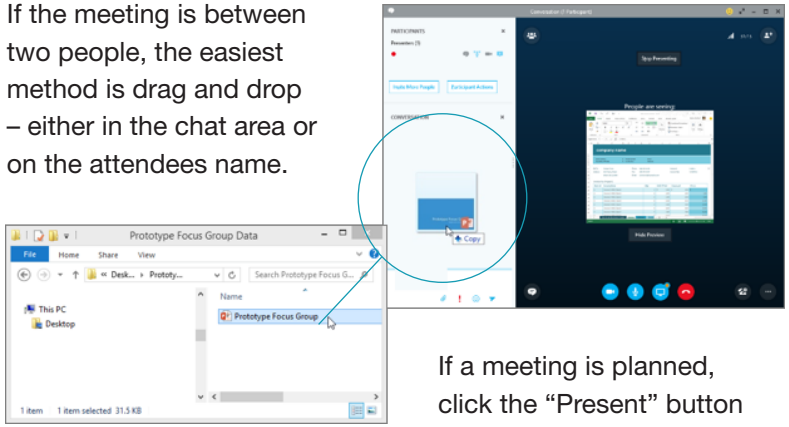
See the presentation host’s notes (just you—the other attendees can’t see them)

Proceed to next slide

Show thumbnails of slides and choose the next one to display

SHARE A FILE OR AN IMAGE

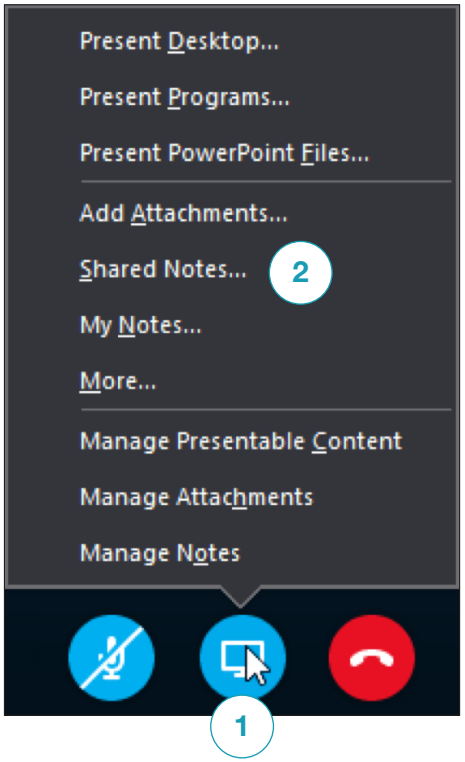
If the meeting is between two people, the easiest method is drag and drop – either in the chat area or on the attendees name.



If a meeting is planned, click the “Present” button and then choose “Add attached file”

Færdig med at præsentere?

Klik på:



SHARE NOTES USING ONENOTE

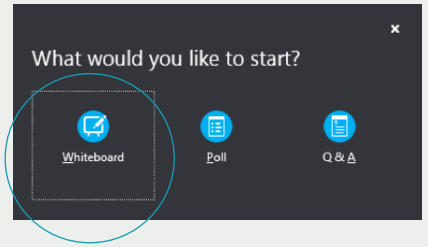
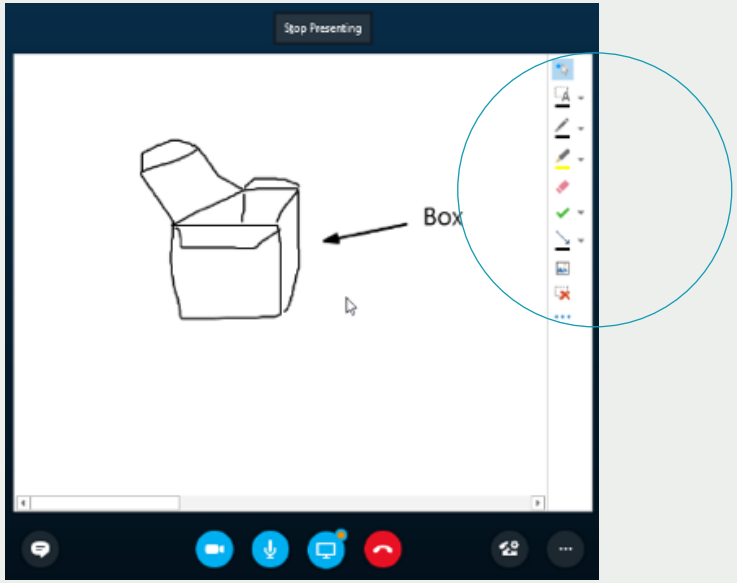
OneNote is fully integrated with Skype for Business You and everyone you grant permission can access the OneNote file and take notes.

1. Click “Present” in the meeting window and then choose “Shared Notes”
2. Select an existing Notebook or click “New Notebook” to create a new one.

Attendees who are attending via Skype for Business are automatically included in the attendee list in OneNote.

SHARE A WHITEBOARD

If you need to show what you’re talking about, you can use the whiteboard. It’s also good for brainstorming.

- Click the “Present” button in the chat window
- Then click “More,” and choose the whiteboard.

Then you can use the various tools to the right.