Quick Start: Share your desktop or a program

Microsoft® Lync™ 2010 communications software makes it easy for you to share your desktop with others remotely. During a Lync 2010 conversation or online meeting, you can show your screen to everyone in the conversation or meeting. Not only can you show them your desktop, you can choose to show only one program.

You can also deliver Microsoft® PowerPoint® presentations and collaborate with others on a virtual whiteboard, which is a fresh page for notes and drawings that everyone in the meeting can use together. When you start to share your desktop or a program, you’re the only one in control. If you want, you can allow others to navigate and make changes on your desktop with their own mouse and keyboard.

Share your desktop with others

To share your desktop with others:

1. Open Lync, and, in your Contacts list, double-click a contact’s name.
2. When the conversation window opens, click the Share menu.
3. If you only have one monitor, click Desktop. Otherwise, choose which monitor(s) to share.
A bar that reads **You are sharing** appears at the top of your screen.

4. (Optional) To see how your screen looks to participants, click **Preview**. To close the preview, click **Hide Stage**.
5. When you want to stop sharing, on the sharing bar at the top of your screen, click the **Stop Sharing** button.

### Share a program

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

A bar that reads **You are sharing** appears at the top of your screen.

3. (Optional) To see how your screen looks to participants, click **Preview**. To close the preview, click **Hide Stage**.
4. When you want to stop sharing, on the sharing bar, click the **Stop Sharing** button.

![Image of sharing controls]

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**Share a PowerPoint presentation**

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.

**Note** You can make annotations on the presentation using the annotation tools at the lower left of the presentation.

A bar that reads **You are sharing** appears at the top of your screen.

5. (Optional) To see how your screen looks to participants, click **Preview**. To close the preview, click **Hide Stage**.
6. When you want to stop sharing, on the sharing bar, click the **Stop Sharing** button.

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**Create a whiteboard**

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.

![Image of whiteboard with annotations]
Give control to others

1. While sharing your desktop, monitors, or a program, on the sharing bar, click the Give Control menu.

![Give Control Menu](imageattendance.png)

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

3. In the Lync dialog box confirming that you want to give control, click **OK**.

4. When you want to take back control, press Ctrl+Alt+Spacebar. If **Automatically accept control requests** is selected, click it to clear it.