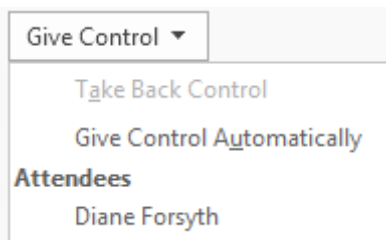


## Give control of your sharing session to other people

You can let other people control your sharing session, contribute information, change a document, or demonstrate an application.

1. On the sharing bar at the top of the screen, click **Give Control**.
2. Click the name of a person under Attendees to give them access, or click **Give Control Automatically**, to automatically give access to anyone who requests control of your desktop.

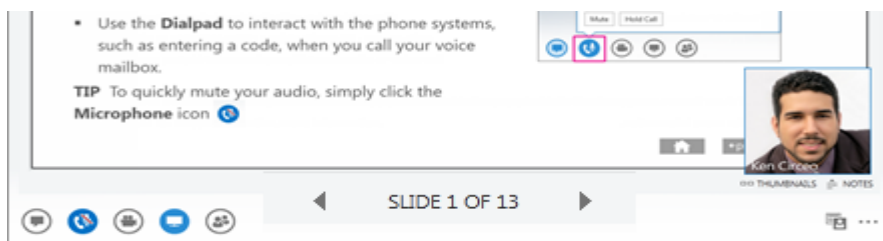


## Take back control of a sharing session

1. To take back control of your desktop or program, click **Give Control** again.
2. If Give Control Automatically is selected, click it to clear. To take back control from a person, click **Take Back Control**.

## Share a PowerPoint presentation

1. Double-click a contact's name to start an IM session.
2. Pause on the present (monitor) button.
3. On the **Present** tab, click **PowerPoint**, and upload the file in the IM.
4. To move the slides, click **Thumbnails**, then click the slide you want to show, or use the arrows at the bottom of the meeting room.
5. To see your presenter notes, click **Notes**.
6. Click the Annotations button on the upper-right side of the slide to open the toolbar, and use highlights, stamps, laser pointer, and so on.



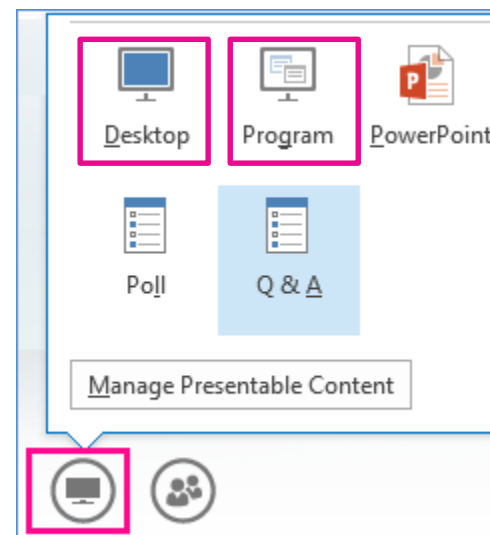
# Lync 2013 Quick Reference

## Sharing and Collaboration

With Lync you can start collaborating without having to schedule a meeting. You can start an impromptu meeting, share a PowerPoint presentation, collaborate on a whiteboard, or share your screen from within an IM conversation.

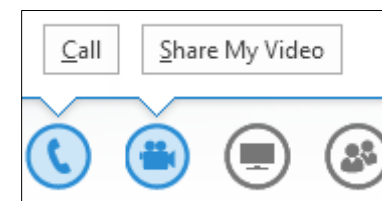
## Share your desktop or a program

1. Double-click a contact's name to start an IM session.
2. Pause on the present (monitor) button, and on the **Present** tab:
  - Click **Desktop** to show all the content of your desktop.
  - Click **Program**, and double-click the program you want.



A sharing toolbar appears at the top of the screen and you'll be notified that you're sharing.

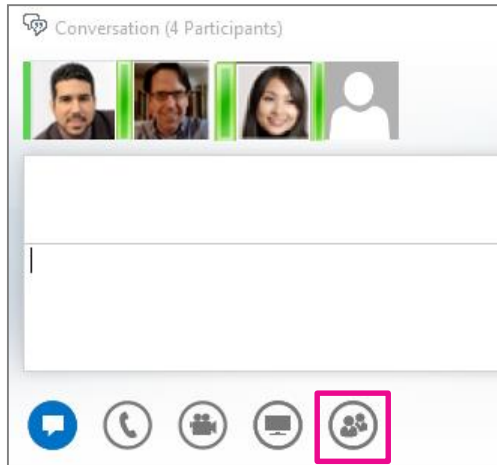
3. To add audio, click the **Phone** icon.
4. To add video, click the **Camera** icon.
5. To end the sharing session, click **Stop Sharing** on the toolbar.



## Start a group IM conversation

Start a group instant messaging (IM) conversation by selecting multiple contacts or a contact group from your **Contact** List. You can also turn a single IM conversation into a group conversation.

1. Hold down the Ctrl key, and click each contact that you want to invite.
2. Right-click the selection, and then click **Send an IM**.
3. Type your message and then press **Enter**.
4. To add audio, click the **Phone** button.
5. To add video, click the **Camera** button.
6. If you're in a single IM session and want to add more people, pause on the **People** icon, and select **Invite more people**.



## Share a whiteboard

A whiteboard is a blank page where you can type notes, draw, or import images that meeting participants can work on together.

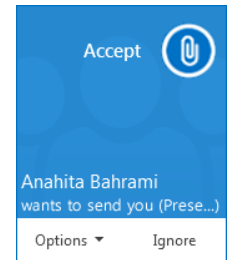
1. In a conversation window, pause on the present (monitor) icon, and on the **Present** tab, click **Whiteboard**.
2. Use the annotation toolset on the right side of the whiteboard, that includes items such as highlight, stamps, laser pointer, writing, and drawing tools.



## Transfer a file

Use the file transfer option to send documents to your contacts in an IM.

1. Double-click a contact's name to open an IM conversation.
2. Drag the file from your computer onto the conversation window, or use the **Attachments** tab on the presentation menu.



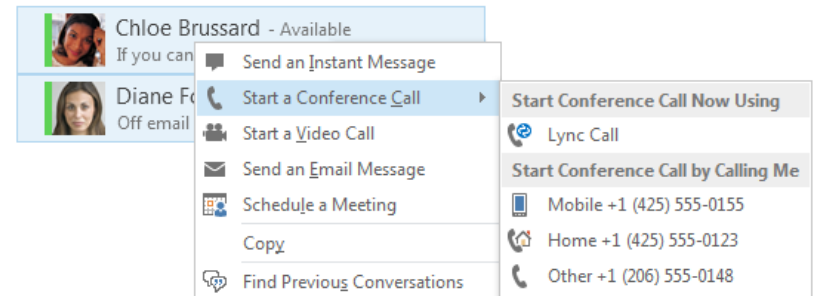
Lync sends a file transfer invitation to the recipient, and the file is sent if the invitation is accepted.

**TIP** You can also drag the file onto a contact's name, which sends a notification to the recipient to accept or decline the file transfer.

## Start an unscheduled conference call

Start an ad-hoc meeting to discuss a subject that requires immediate attention.

1. Select the contacts by holding the **Ctrl** key and clicking the names.
2. Right-click the selection and click **Start a Conference Call**.



3. Choose how you want to start the conference call:
  - **Lync Call** – Lync makes the call using computer audio.
  - **Mobile, Work**, or another number – Lync calls your contacts from the number you choose.
4. Your contacts receive a notification, and can accept or decline your invitation.