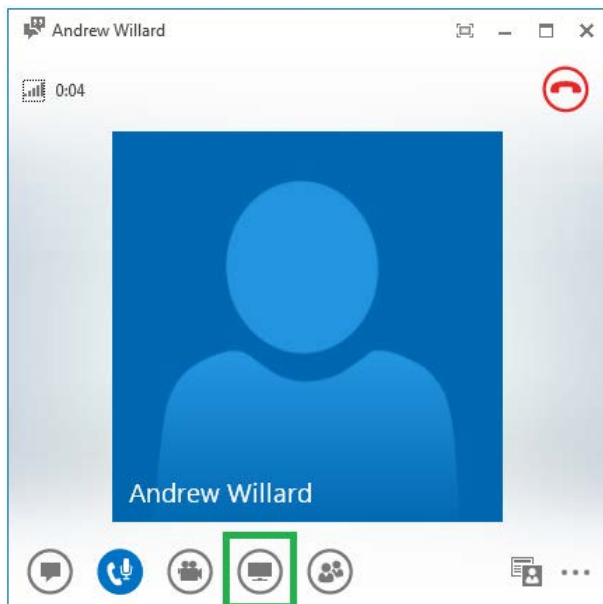


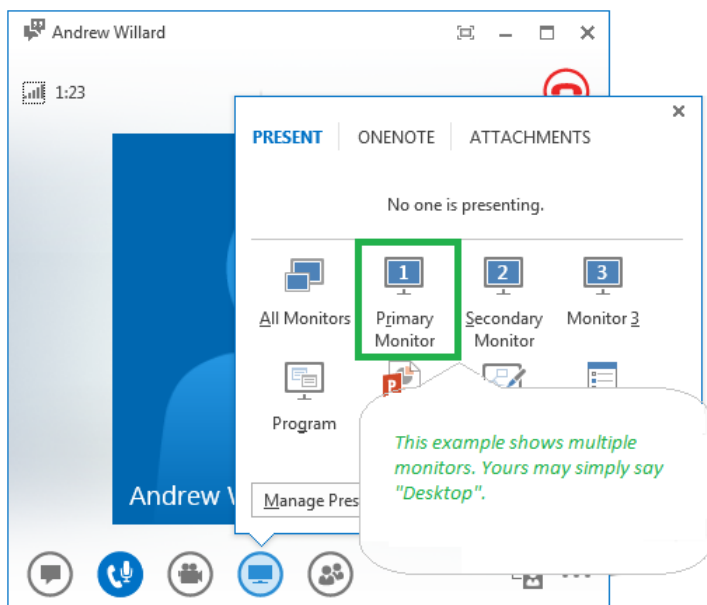
How to share your screen with a caller via Lync

Microsoft Lync 2013

1. Click on the **Manage Presentable Content** icon at the bottom of the Lync screen (highlighted in green below).

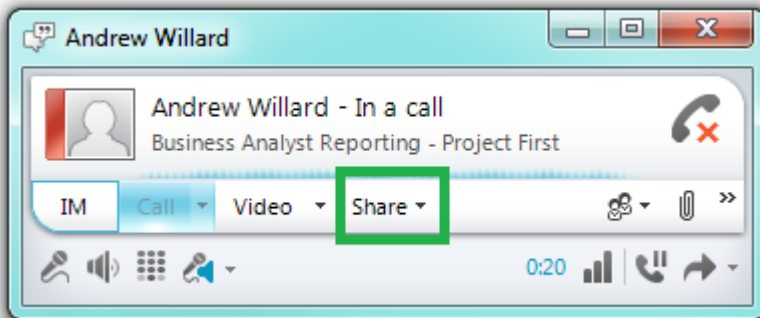


2. Click on the screen you wish to share. (The example below shows 3 monitors).

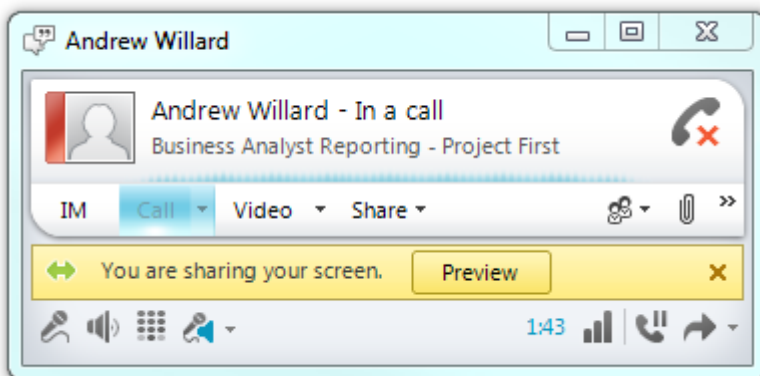


Microsoft Lync 2010

1. Click on the **Share** icon at the bottom of the Lync screen (highlighted in green below).



2. Select the screen you wish to share from the dropdown menu. Once you have selected it, the call window will display the notification "You are sharing your screen."



3. Whilst sharing your screen, you are able to give control to the caller at any time by clicking the **Give Control** button at the top of your screen.

