



Unit 9

Presenting with Skype for Business, Part One

Learning Outcomes

By the end of this unit the learner will be able to:

- ✓ Display a PowerPoint presentation
- ✓ Display a whiteboard
- ✓ Share the screen with participants
- ✓ Share programs with participants



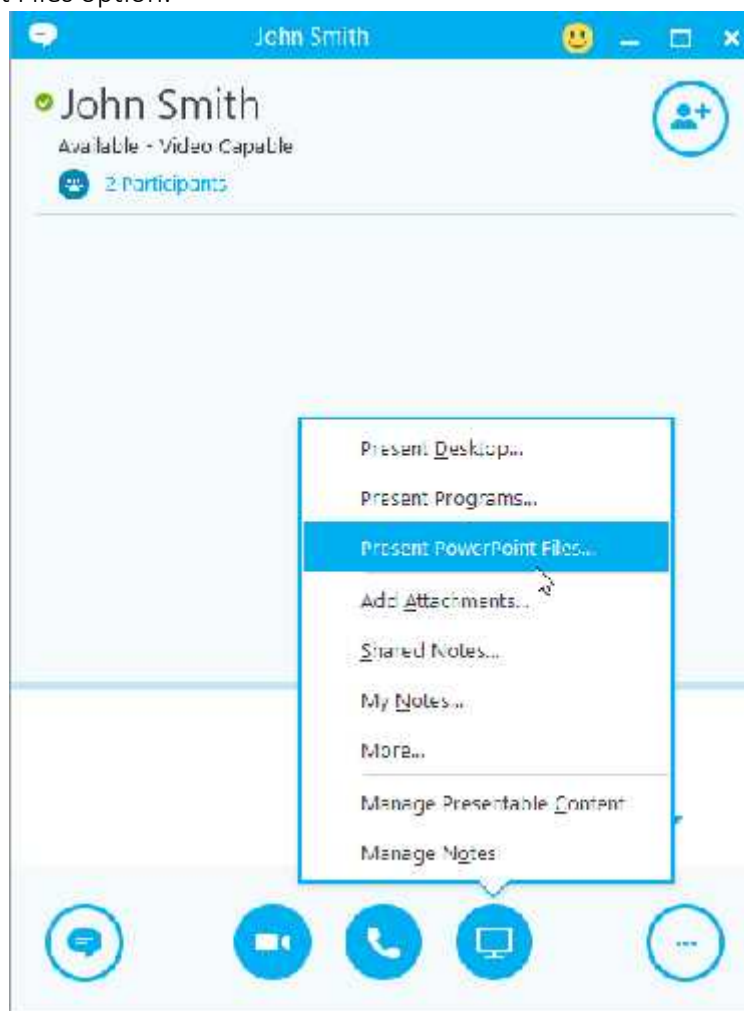
Unit 9

Presenting with Skype for Business, Part One

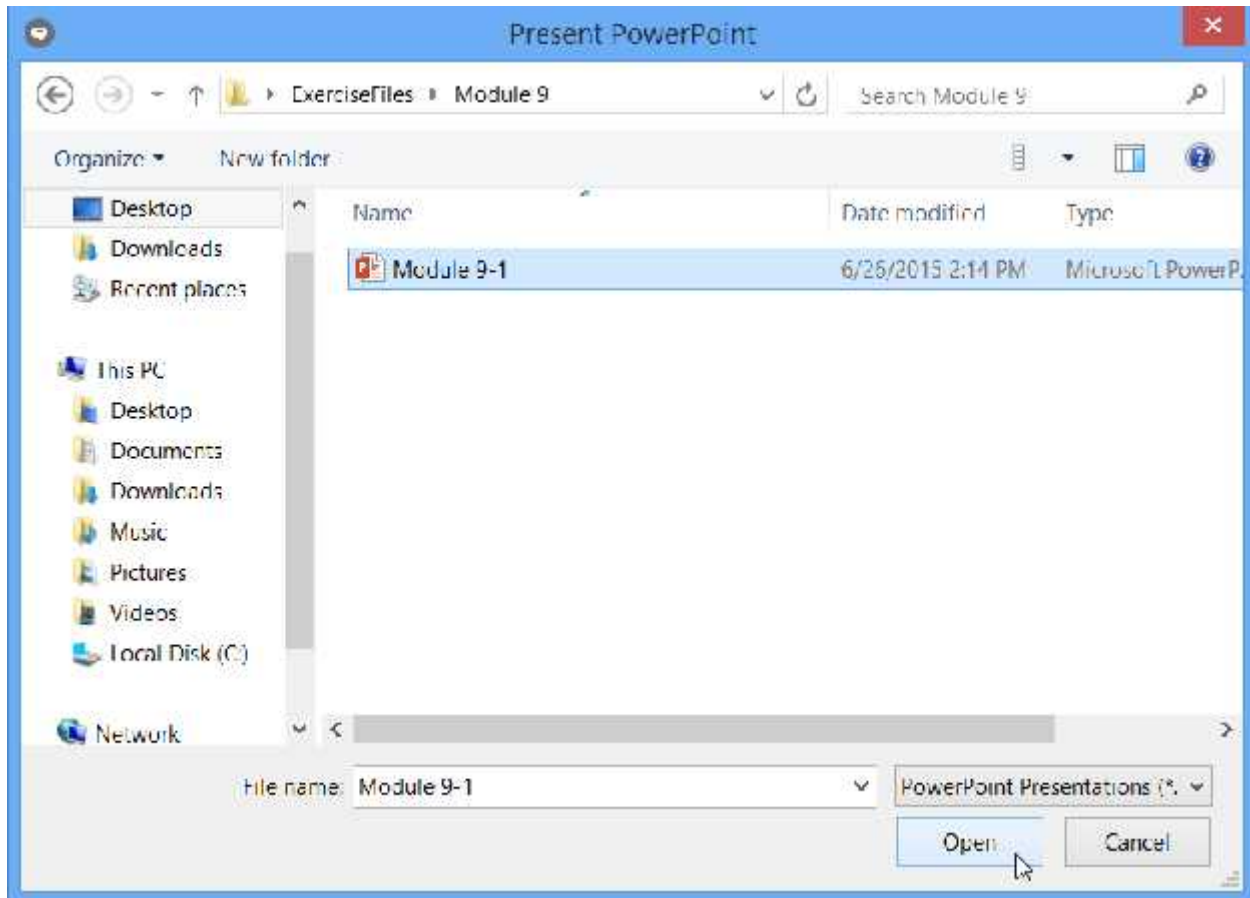
Displaying a PowerPoint Presentation

To begin, open and sign into Skype for Business. Open a conversation window for one of your contacts.

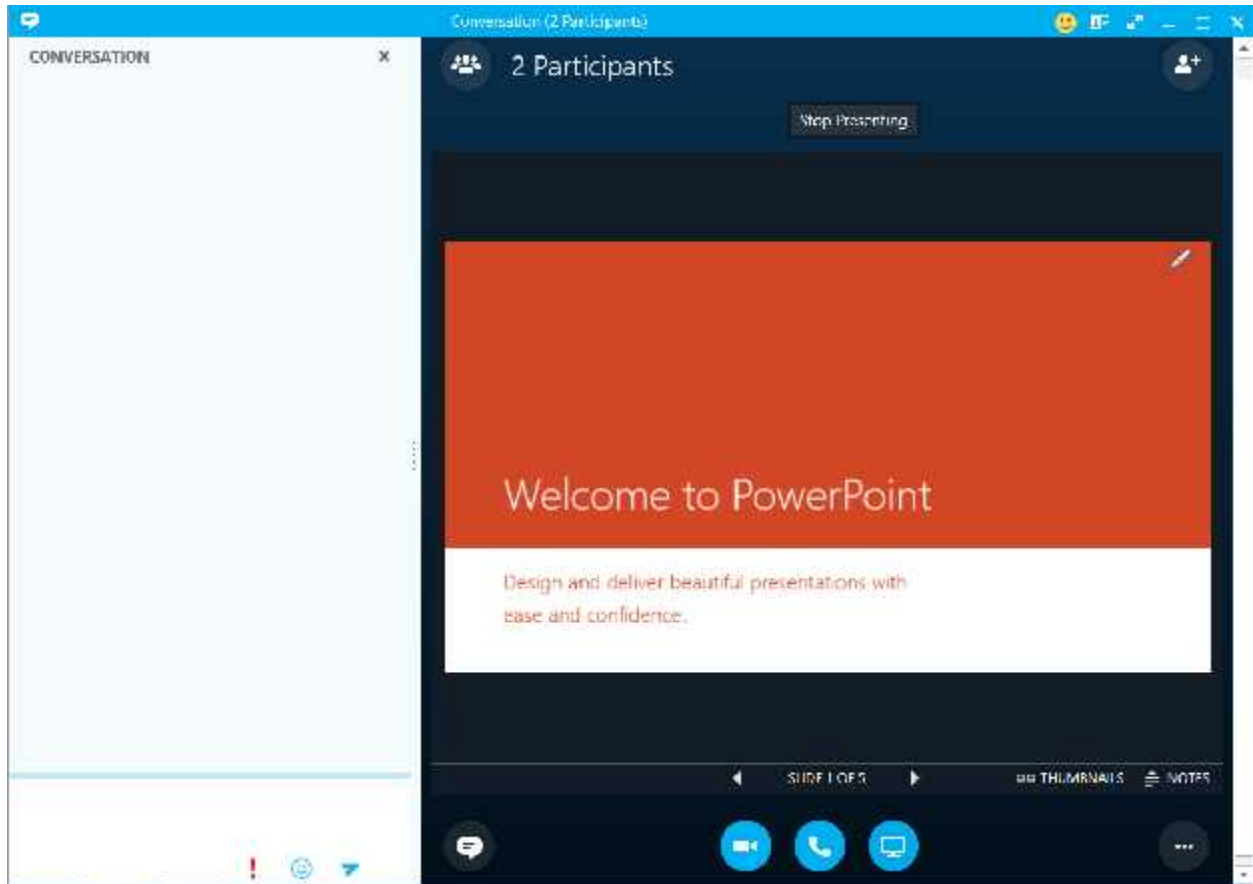
Skype for Business 2015 includes some powerful presentation components that allow you to broadcast PowerPoint presentations to any contacts that you are currently talking to (including audio, video, and text discussions). To display a PowerPoint presentation to all of the participants in the current discussion, click the Present button (🖥️). On the menu that appears, click the Present PowerPoint Files option:



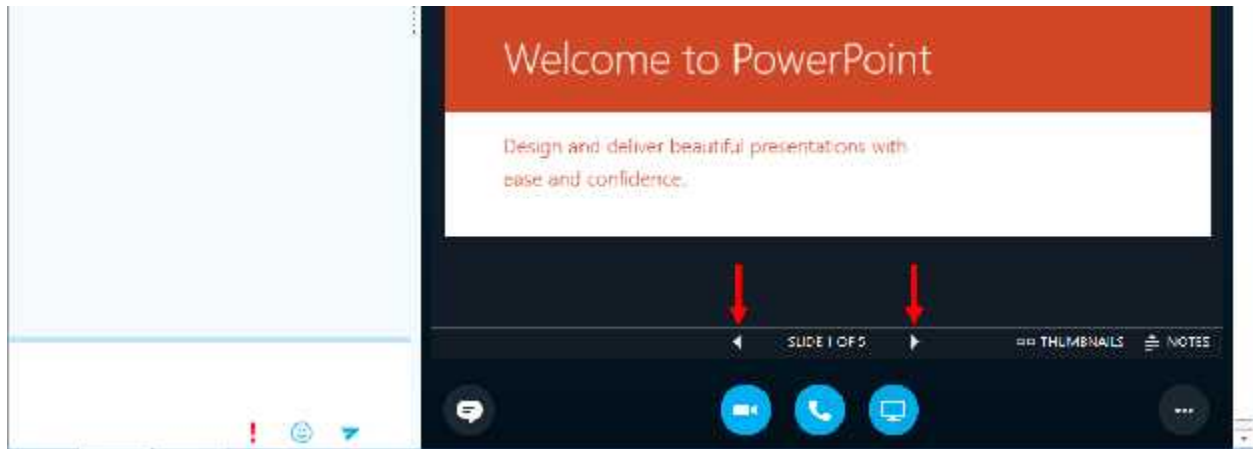
This action will open the Present PowerPoint finder dialog. Use its controls to open the Exercise Files folder on your desktop. Within the Module 9 folder, click to select Module 9-1. Click Open:



The contacts taking part in the presentation will be notified that you want them to join, and the selected PowerPoint presentation will be uploaded. Once the presentation is ready, the conversation window will expand to include the PowerPoint presentation that you selected:

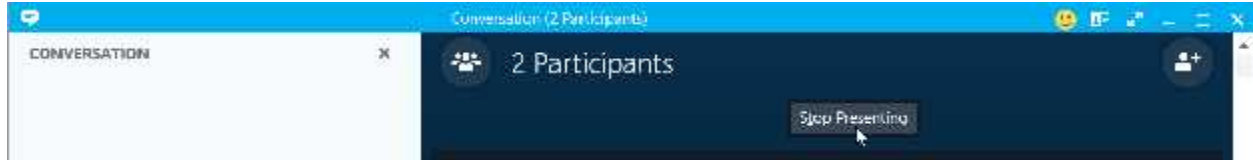


As the presenter you can move through the slides by clicking the forward (or backward) arrows that appear near the bottom of the presentation area:

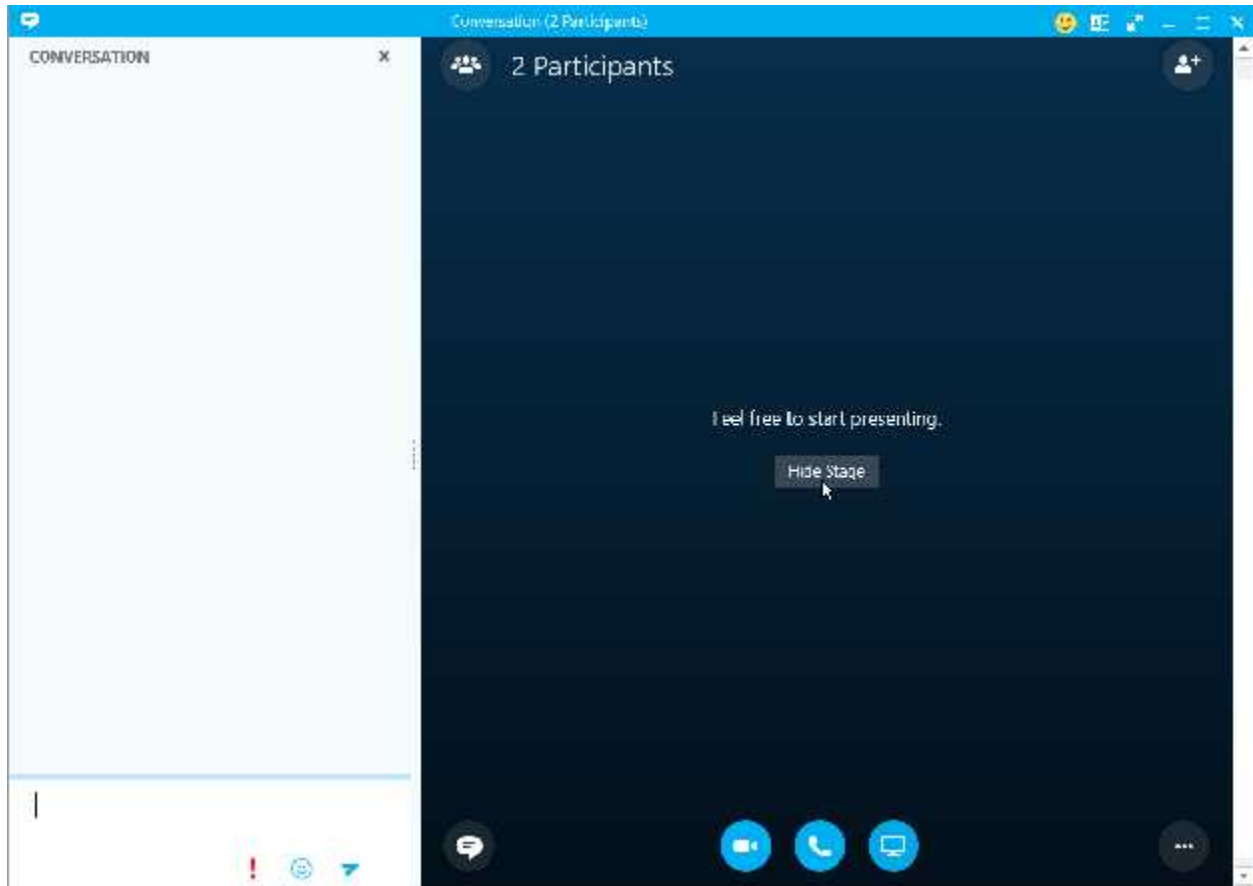


Instructor Tip: It is possible for participants to take over as the presenter for a presentation by clicking the “Take Over as Presenter” button that appears at the top of their dialog.

Once you have finished presenting, at the top of the Conversation dialog, click the Stop Presenting button:




While you will have stopped presenting, the conversation window will still be expanded so that you can present another presentation if you wish. Click Hide Stage to return the conversation window back to its default state:

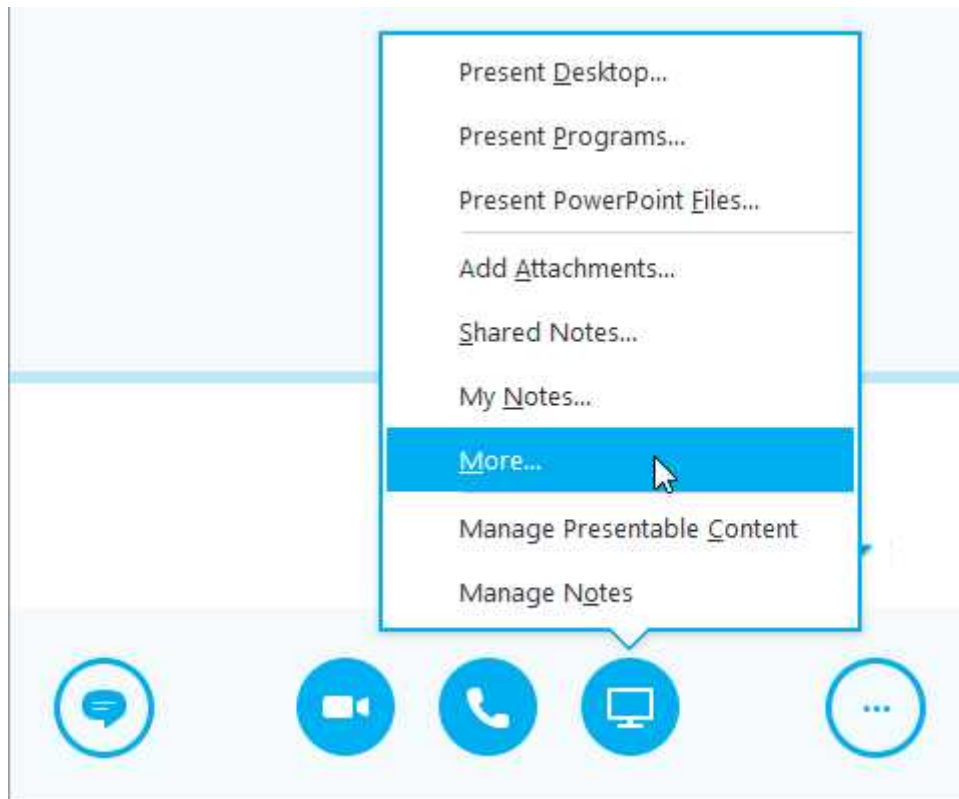


Close the conversation window to complete this exercise.

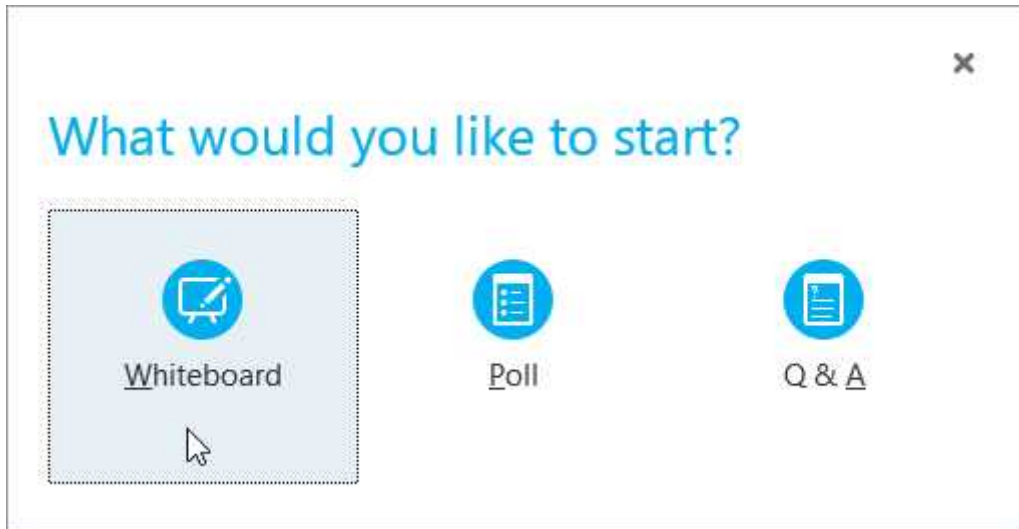
Displaying a Whiteboard

To begin, open and sign into Skype for Business. Open a conversation window to send a message to one of your contacts.

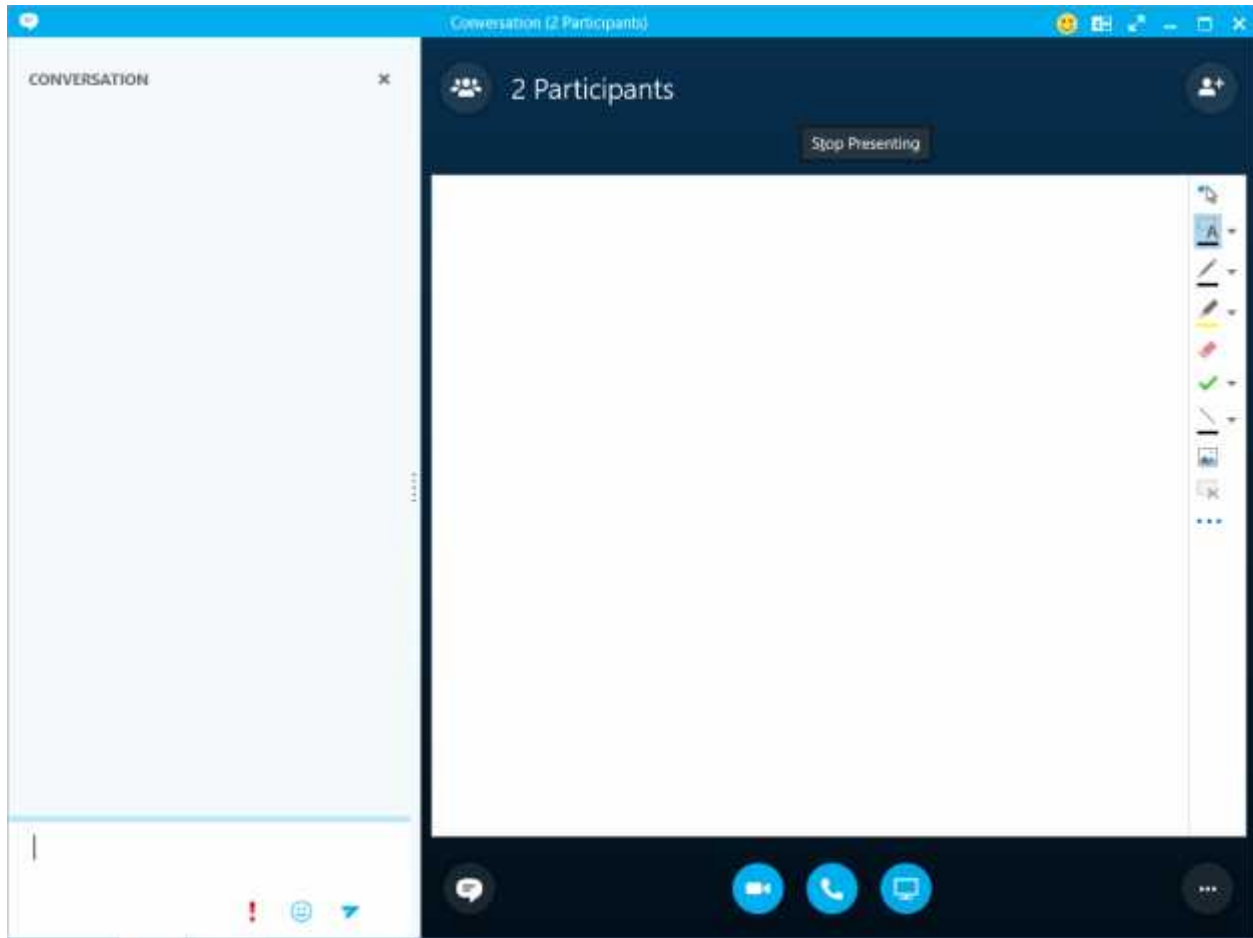
The Whiteboard in Skype for Business acts as a drawing area where all participants in a conversation can draw and add notes that everyone can see. To display the Whiteboard in a conversation, click the Present button () . On the menu that appears, click the More option:



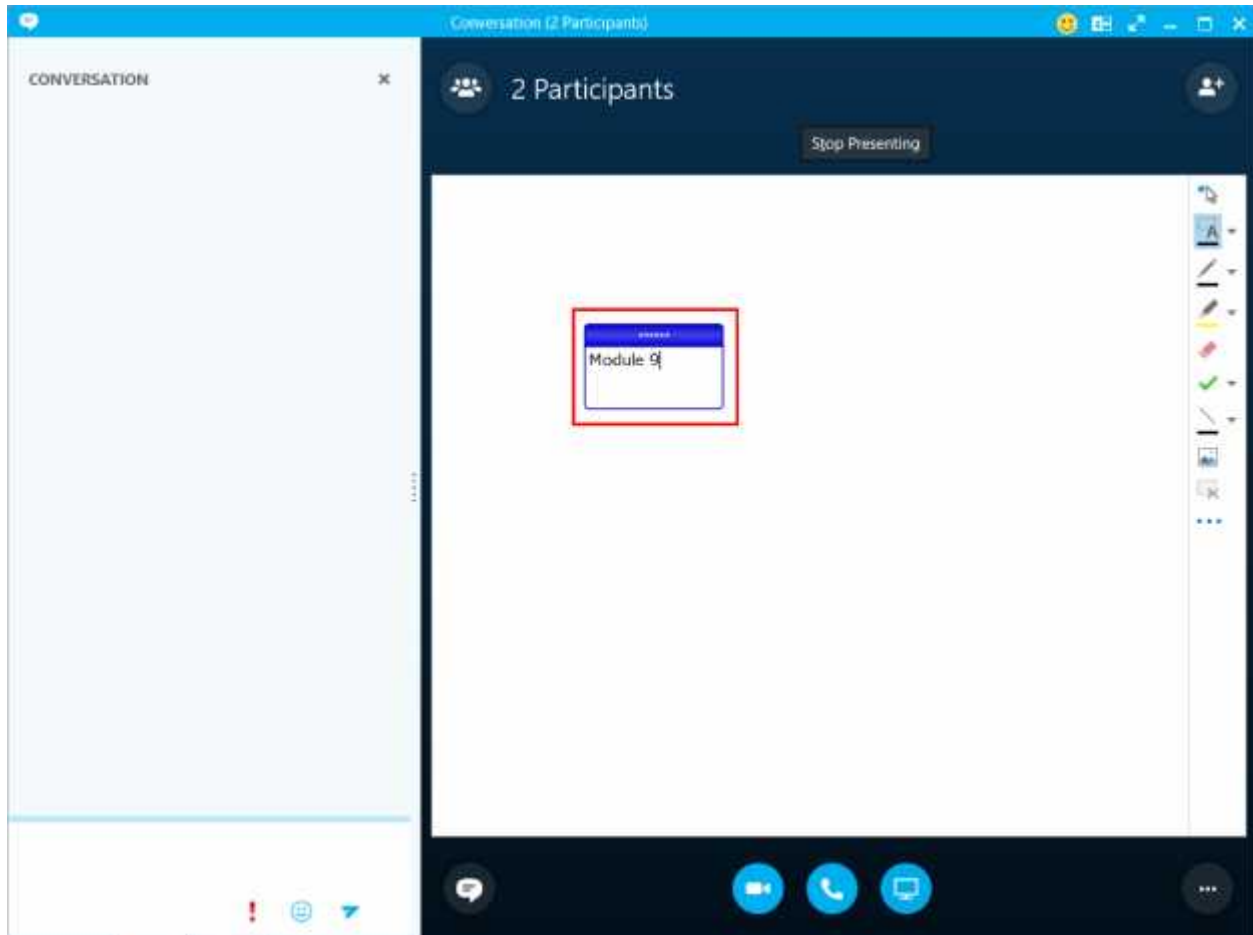
A pop-up dialog box will be displayed with a few different options. Click Whiteboard:



The conversation window will expand to include the whiteboard and all of its controls:



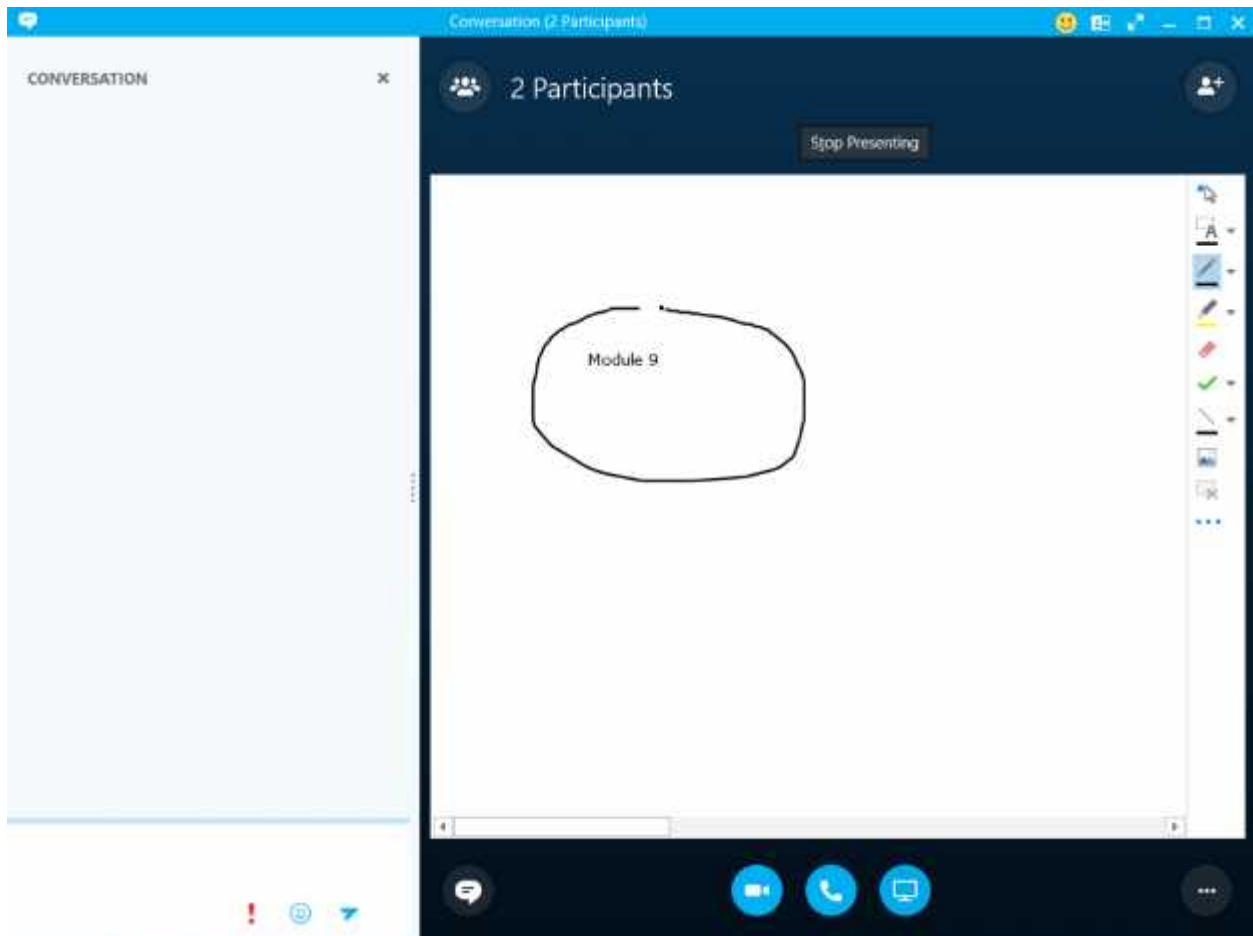
The Whiteboard works in a similar way to a page in a OneNote notebook. By default, the Text tool will already be selected, so click anywhere on the working area and type "Module 9." This text will be added to the whiteboard in a text container that can be moved around:




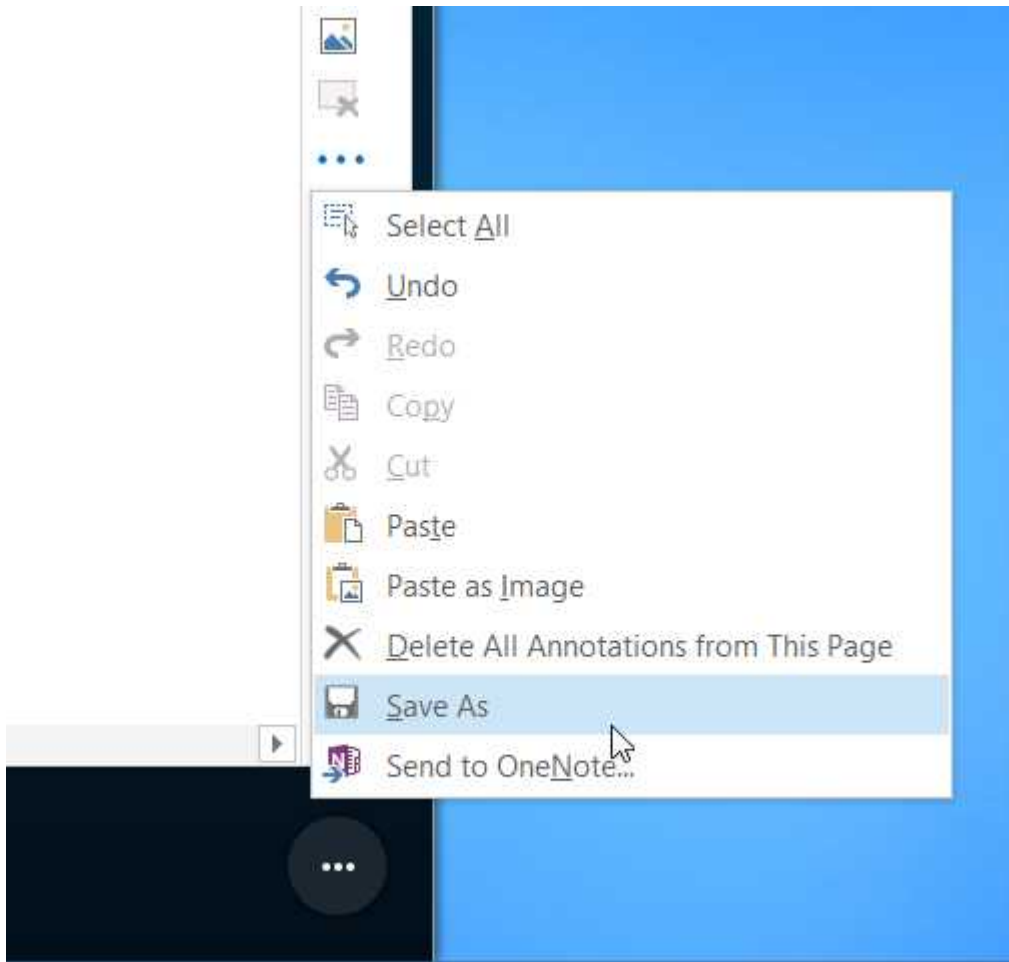
The Whiteboard also includes a number of different tools that you can use to add content. On the right side of the working area, click the Pen tool:



Click and drag on the working area to begin drawing:

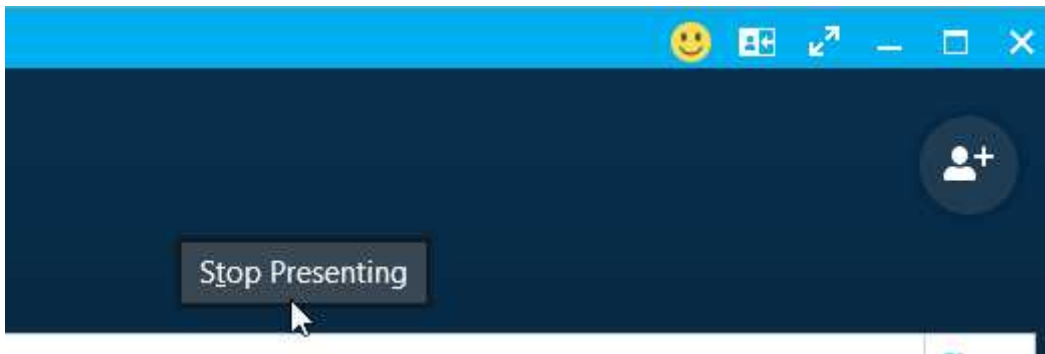


If you wish to save your whiteboard for later review, on the toolbar that appears on the right hand-side of the whiteboard, click More Options button () → Save As, or Send to OneNote:

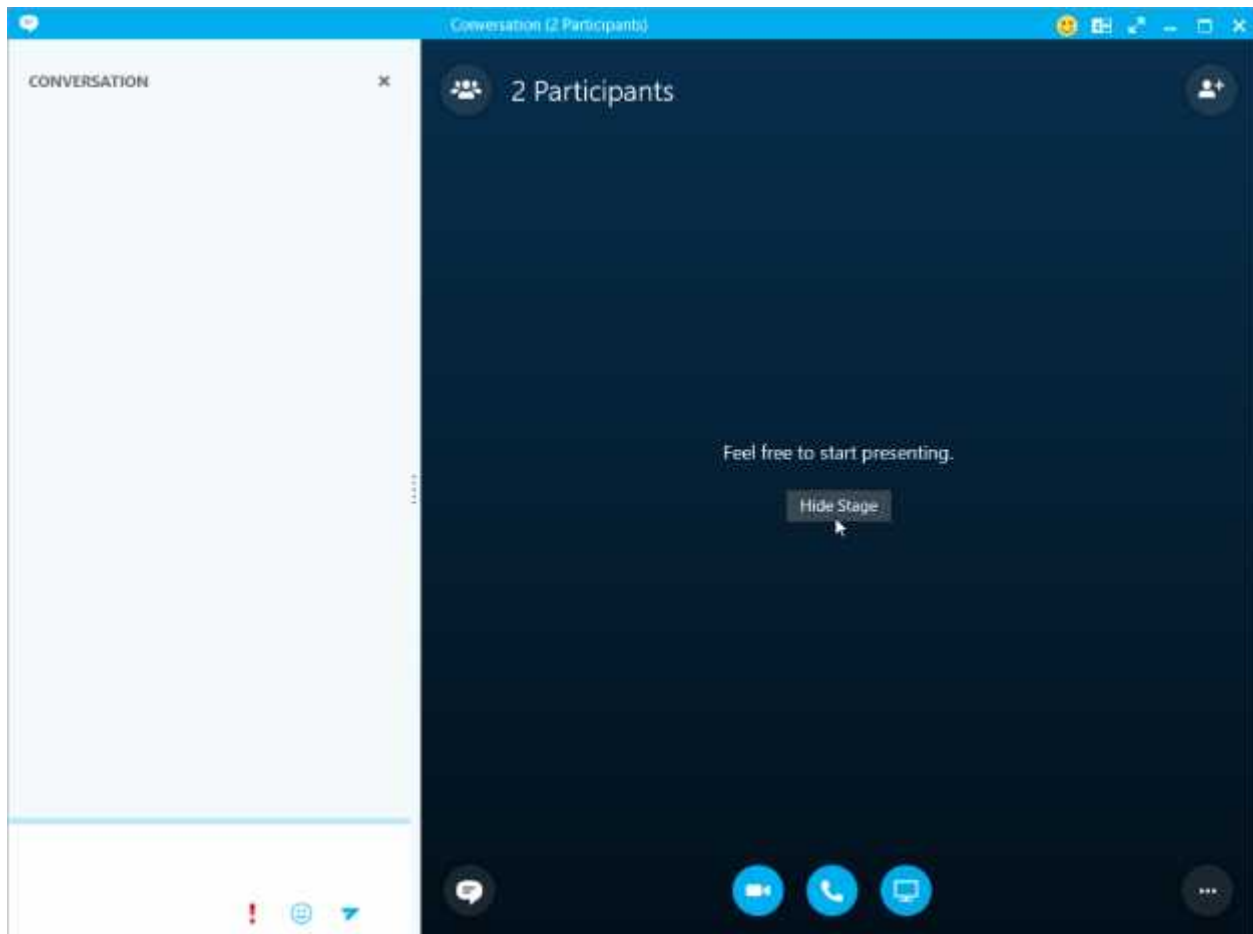


Instructor Tip: Remember that every participant can add content to the whiteboard.

Once you are done with the whiteboard, click the Stop Presenting button at the top of the conversation window:



While the whiteboard will be hidden, the conversation window will still be expanded to include the stage area. Click Hide Stage to return the conversation dialog back to its default state:



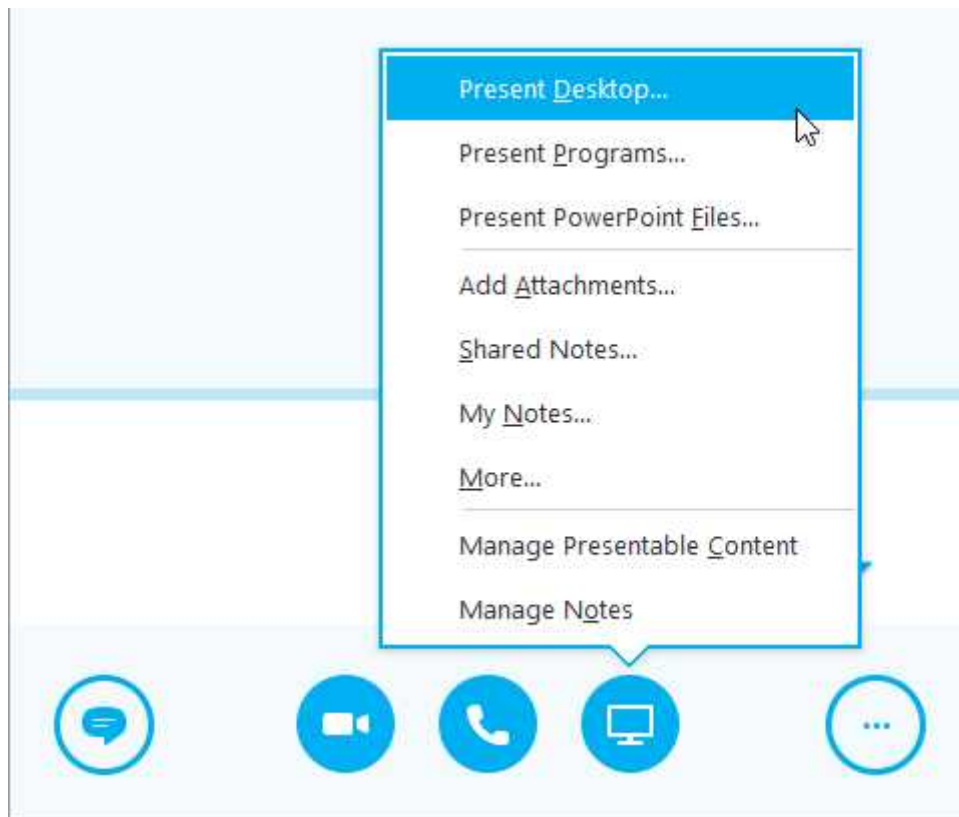
Close the conversation window to complete this exercise.



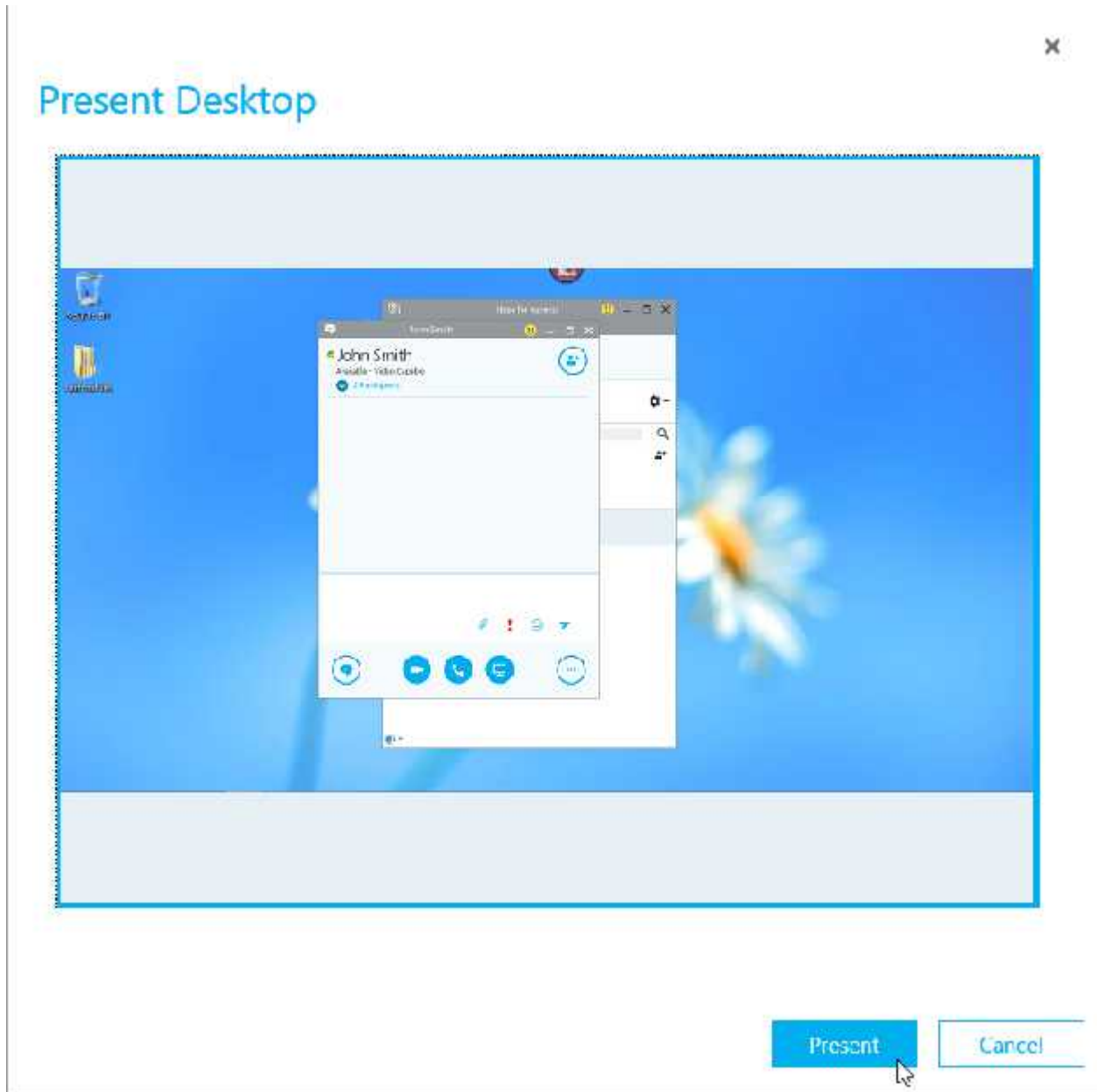
Sharing Your Screen

To begin, open and sign into Skype for Business. Open a conversation window to send a message to one of your contacts.

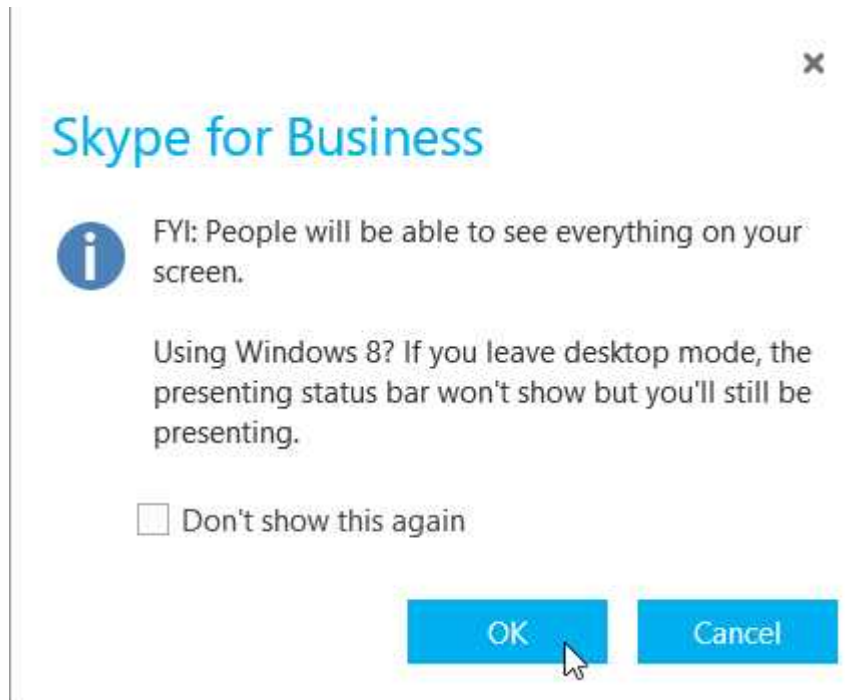
To facilitate presentations and show step-by-step instructions, you have the option to share what is on your screen with the participants of the conversation. To share your screen with other people in the current conversation, click the Present button (🖥️). On the menu that appears, click the Present Desktop option:



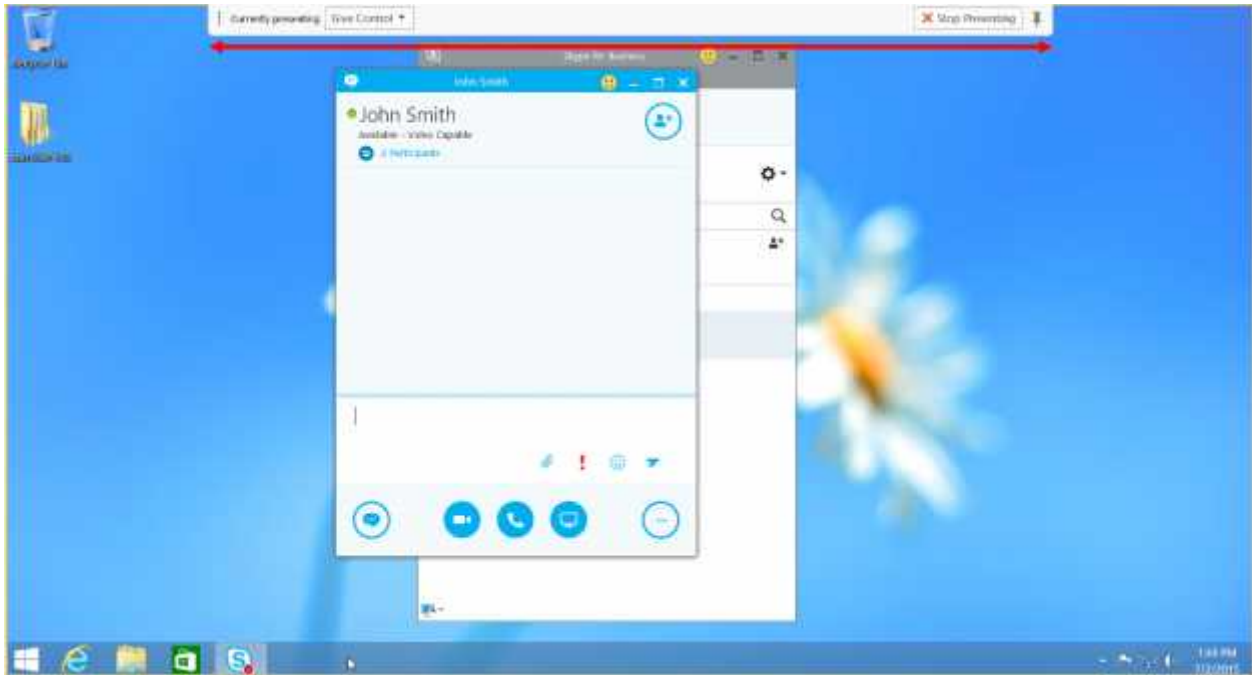
A pop-up dialog will now be displayed. In this dialog box will be a preview of what will be visible to the other members of the conversation. Click Present to continue:



A Skype for Business pop-up dialog will now be shown. It reminds you that everyone in the conversation will be able to see everything on your screen. Additionally, it describes how this feature works with Windows 8. Review this information and then click OK to continue:

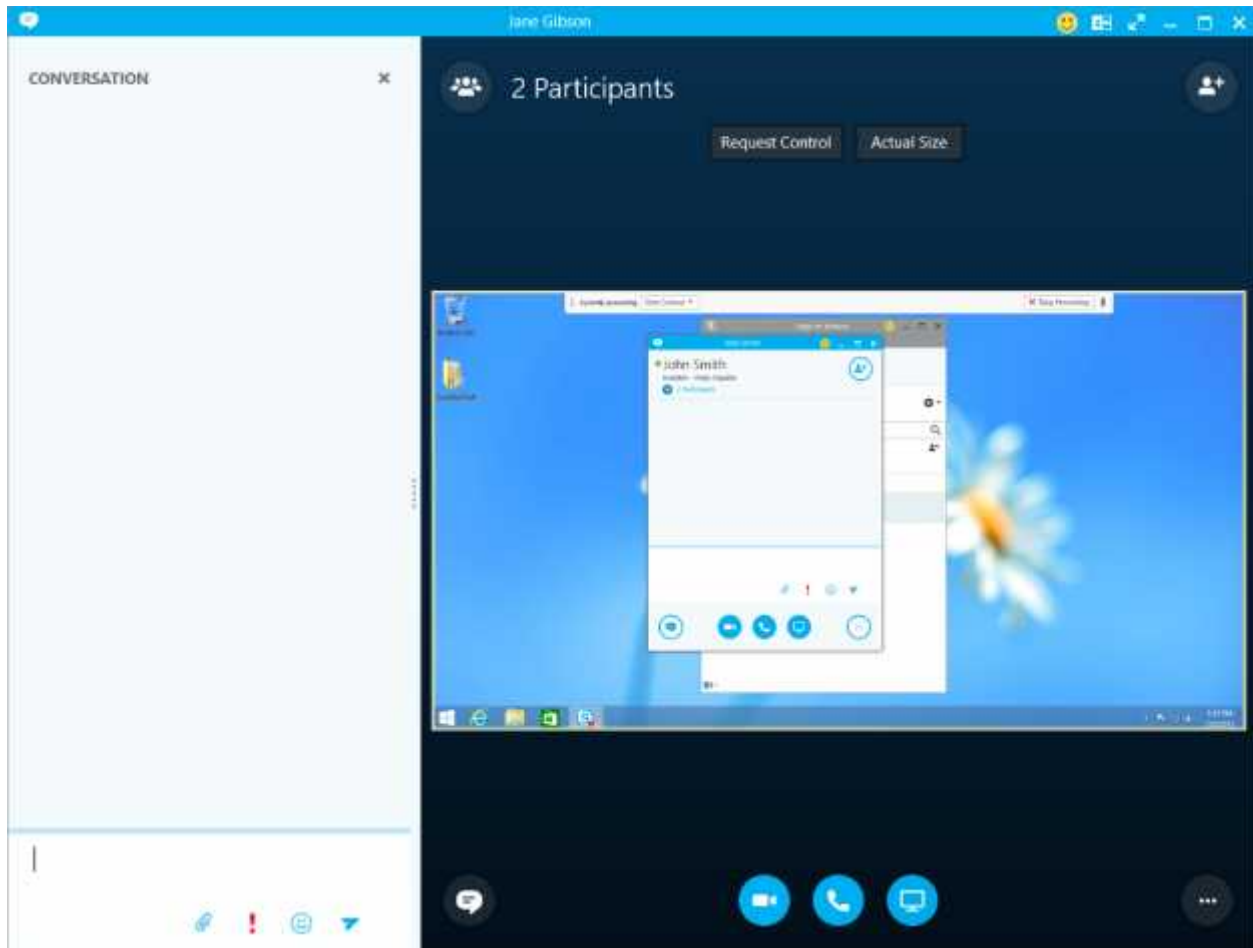


As the presenter, the Presenting status bar will be displayed along the top of the screen, while the screen itself will have a yellow border:

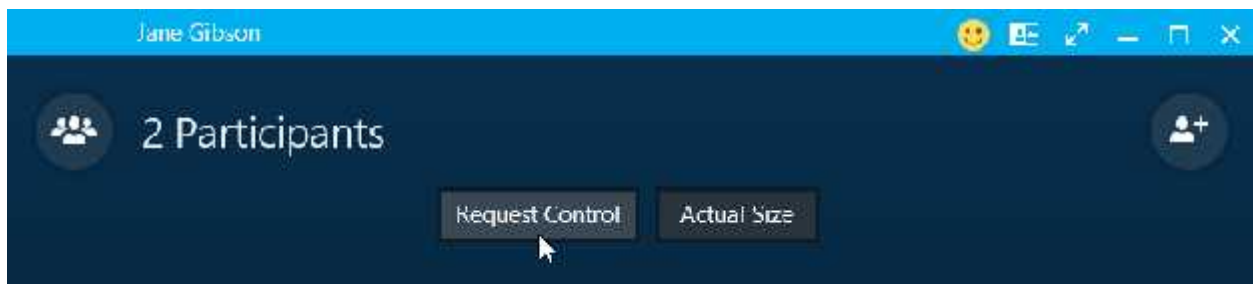


Instructor Tip: Note that while you are sharing your screen, your presence status will automatically be changed to Presenting. This is a variation of the Do Not Disturb status and will block the majority of alerts.

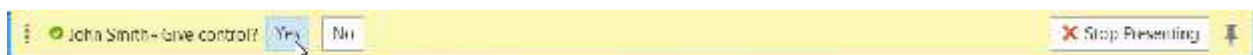
The contact(s) that are currently in this conversation will have their conversation windows expanded to show what's on your screen:



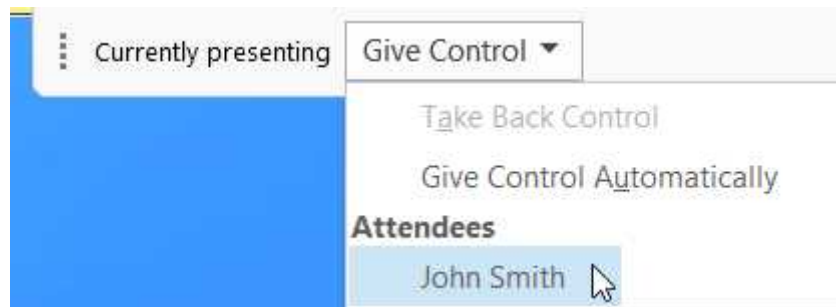
Any contact can request control of the presenter's computer by clicking the Request Control button that is near the top of their dialog:



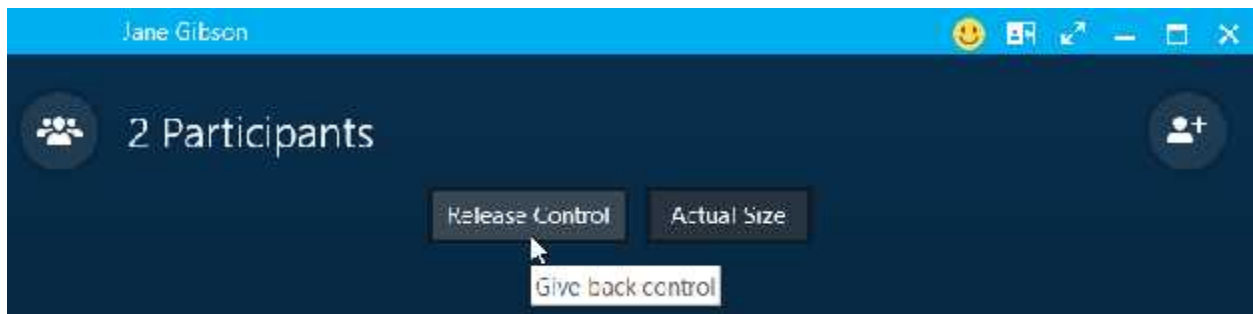
When a contact requests control, you will be notified on the Presenting status bar. Click Yes to allow for this contact to control your computer remotely or click No to deny this request:



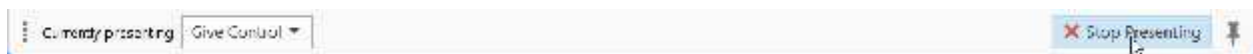
Alternatively, as the presenter, you can give control to any of the current participants by clicking Give Control → [Attendee Name] on the Presenting status bar:



Participants who are given control over the presenter's computer can then interact with the presenter's computer remotely. When they are done, they can release that control back to the presenter by clicking Release Control at the top of the conversation window:



Once you are done presenting, click the Stop Presenting button at the top of the conversation window:



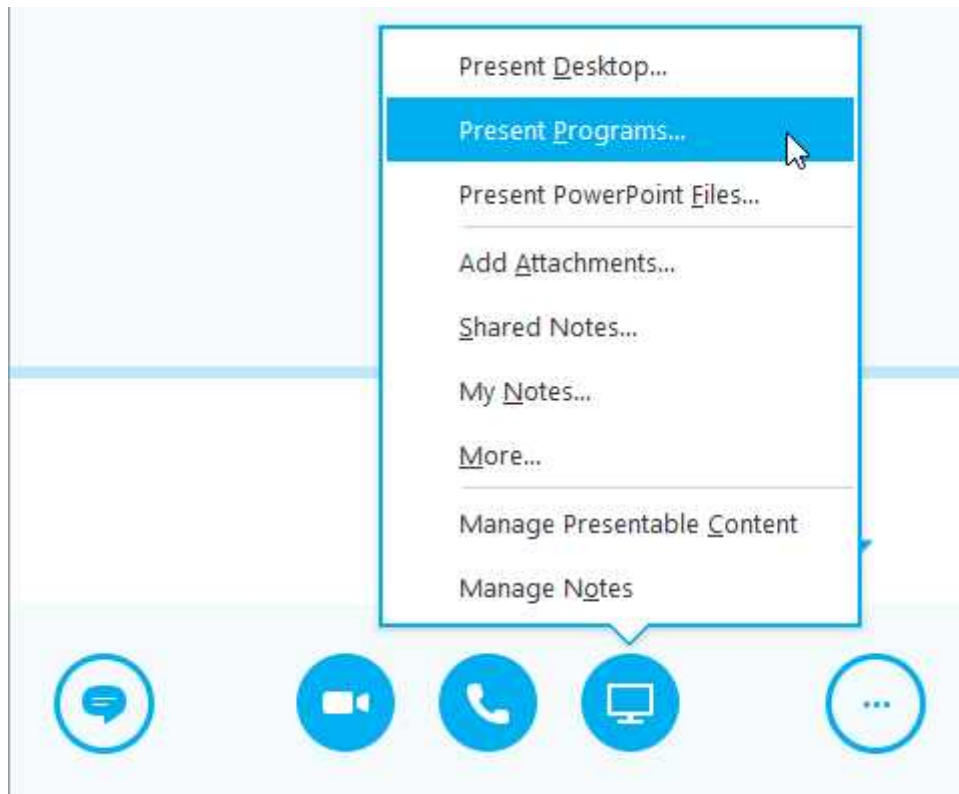
Close the conversation window to complete this exercise.

Sharing Programs

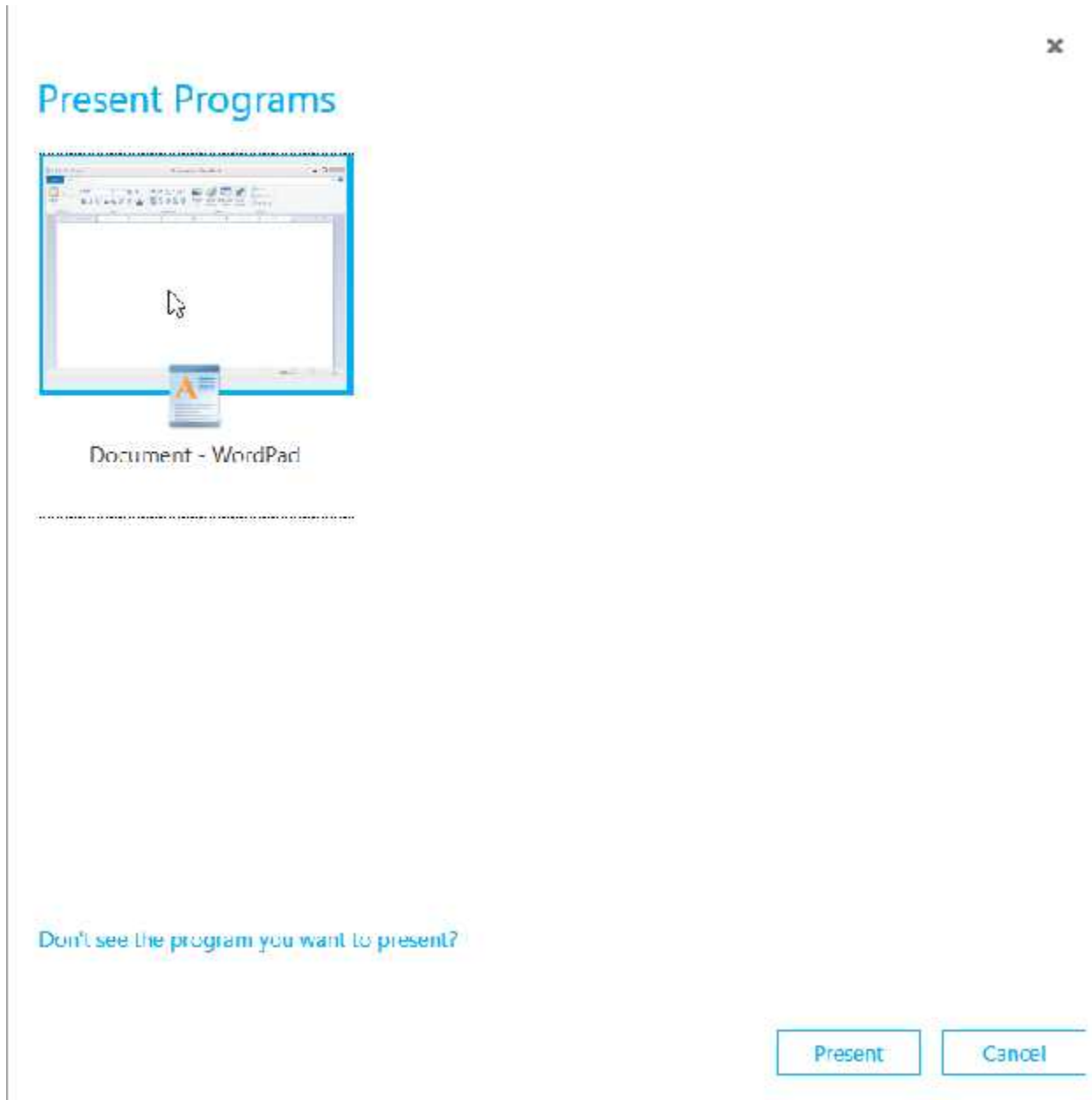
To begin, open and sign into Skype for Business. Open a conversation window to send a message to one of your contacts. Open the WordPad application.

Similar to sharing your screen, you can also share programs. This allows users to see and interact with a specified program that is open on your computer. It works in a similar way to sharing a screen, but it is limited to a selected program.

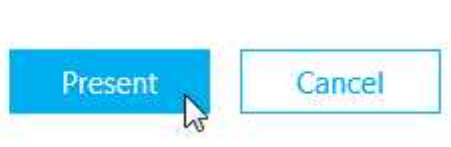
To begin sharing a program window with any participants in the current conversation, click the Present button (🖥️). On the menu that appears, click the Present Programs option:



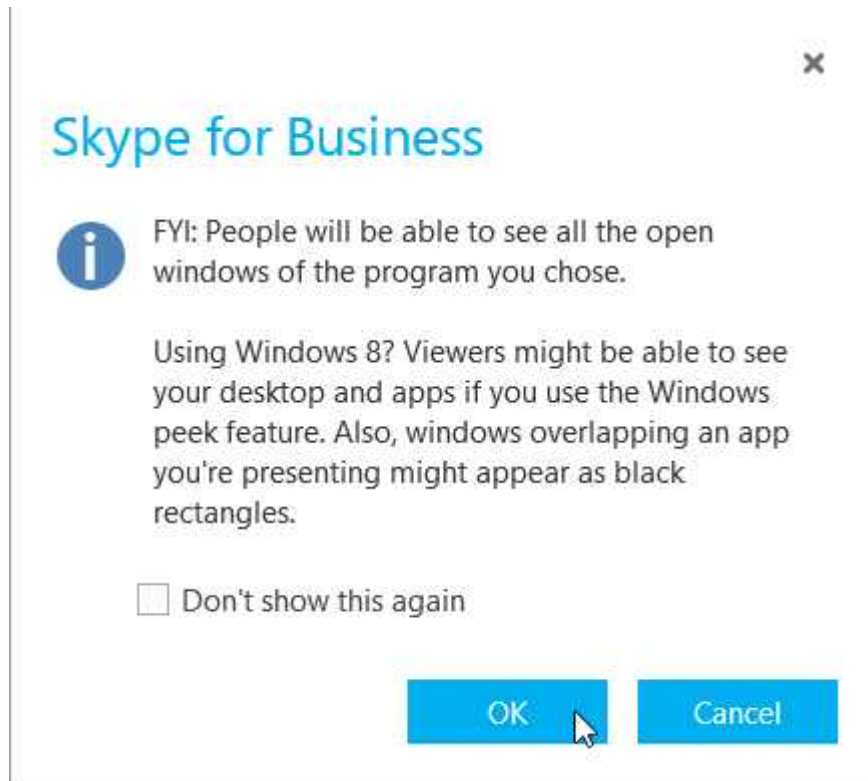
The Present Programs pop-up dialog will now be displayed. Listed will be any currently open programs on your computer. For this example, click to select WordPad:



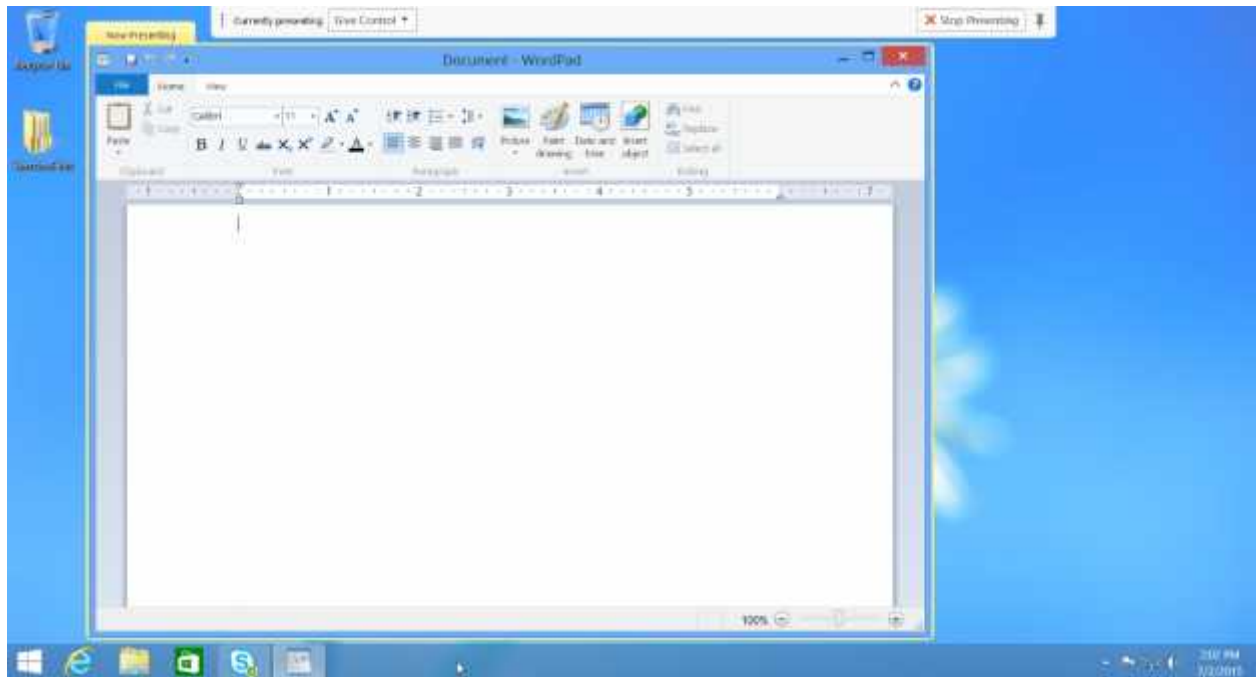
With a program selected, click the Present button:



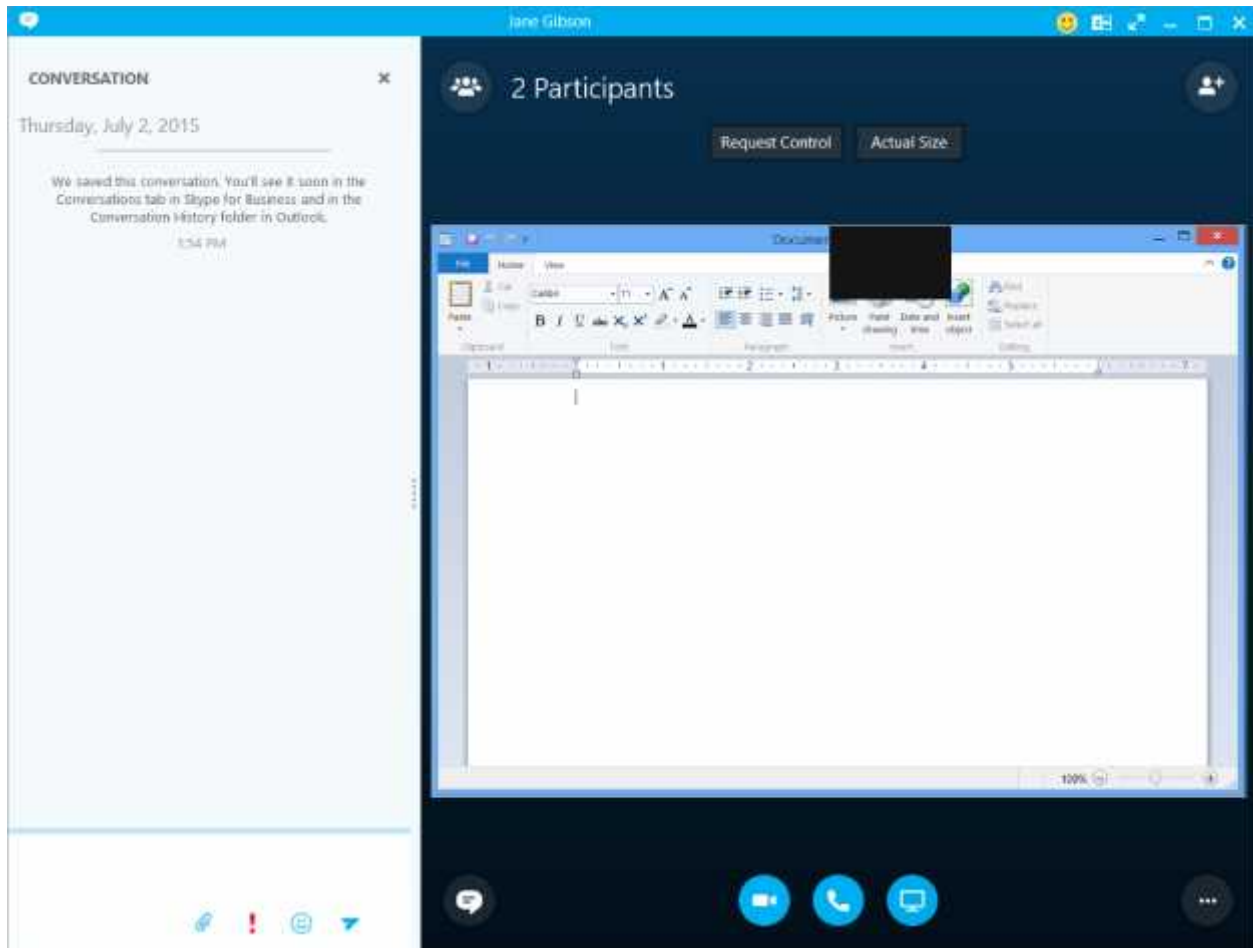
A Skype for Business dialog will be displayed, reminding you that everyone in this conversation will be able to see everything that you do in the selected program. Additionally, you will see some additional information on how this feature works with Windows 8. Click OK to continue:



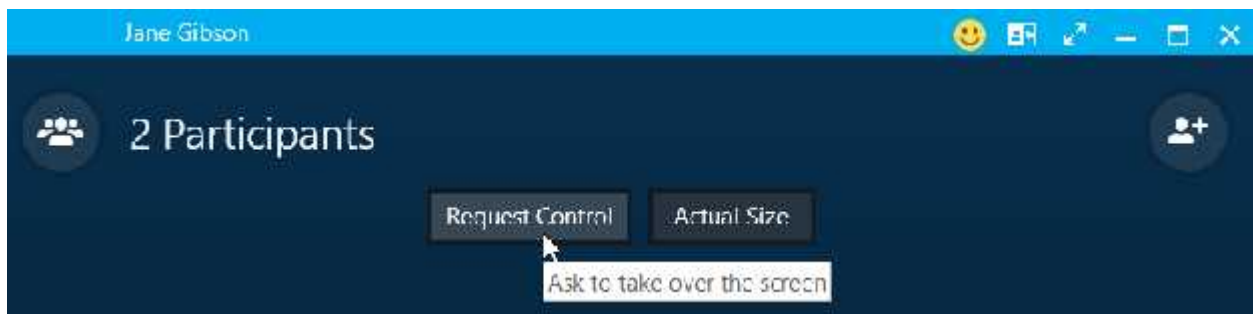
As the presenter, the Presenting status bar will be displayed along the top of the screen and a yellow border will appear around the program in question (WordPad in this example):



The contact(s) that are currently in this conversation will have their conversation windows expanded to show what the currently selected program is displaying:



Any contact can request control of the current program by clicking the Request Control button that is near the top of the dialog:



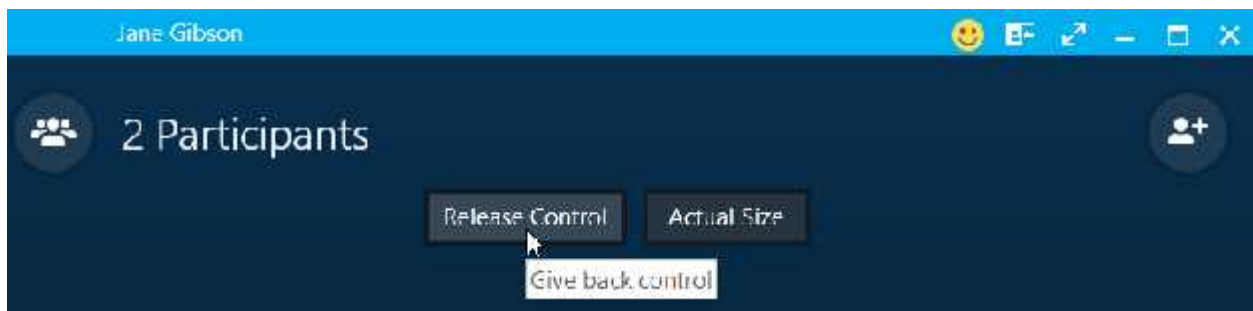
When a contact requests control, you as the presenter will be notified on the Presenting status bar. Click Yes to allow for this contact to control your cursor and use the current program or click No to deny this request:



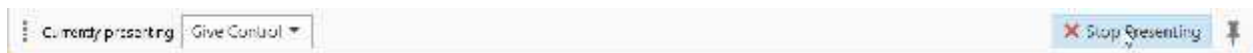
Alternatively, as the presenter, you can give control to any of the current participants by clicking Give Control → [Attendee Name]:



Participants who are given control over the presenter's computer can release that control back to the presenter by clicking Release Control at the top of the conversation window:



Once you are done presenting and sharing a program, click the Stop Presenting button at the top of the conversation window:



Close the conversation window and WordPad to complete this exercise.