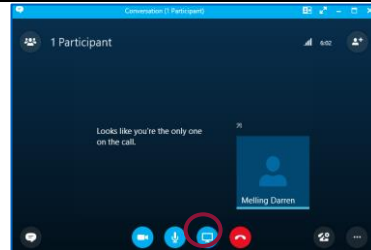


# Present in a Skype meeting

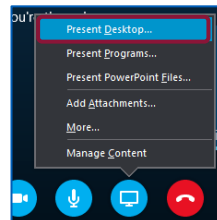
Delegates can Present their screen to attendees in a Skype Meeting

## Quick Reference Guide

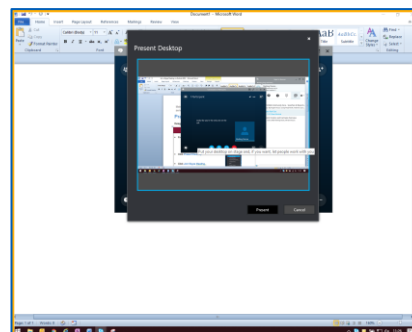
- From the Meeting, click Present:




- Click Present Desktop:



- A border will appear around the screen to be presented.



 Be aware of information on the desktop to ensure that anything confidential cannot be seen.

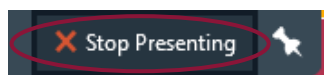
- Click Present



- The Desktop is now being Presented and the Border remains to show the area being presented to others



- The Toolbar at the top of the screen allows the presenter to Give Control of the screen to another delegate.



- To stop sharing the Desktop with the meeting, click Stop Presenting

To book training or speak to a trainer, please get in touch via:  
t 0151 317 8408 e [training@imerseyside.nhs.uk](mailto:training@imerseyside.nhs.uk)