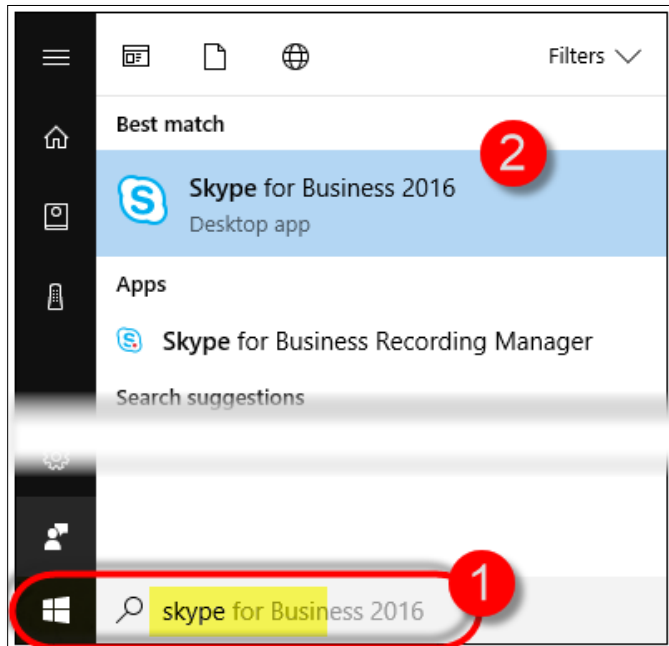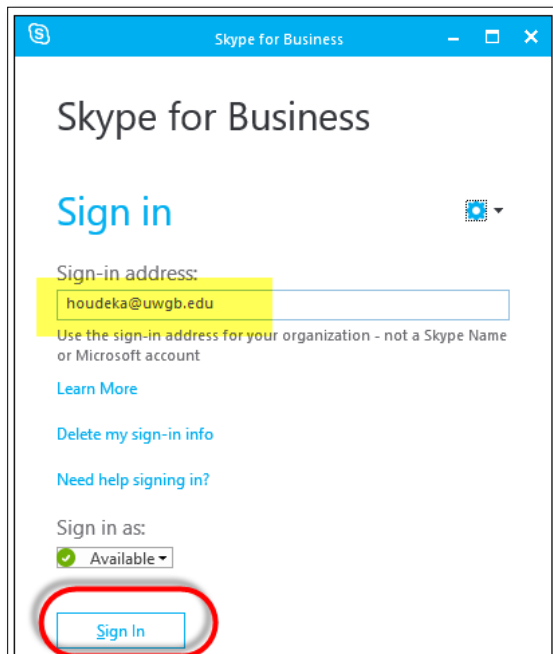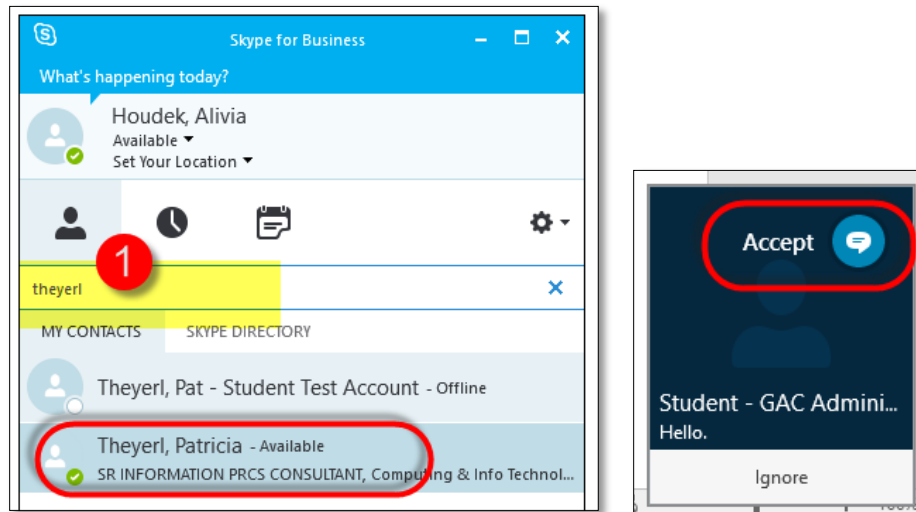# Sharing your Screen via Skype

In order to run Skype for the first time, you will need to start **Skype for Business**. From the start menu type "Skype" (or a portion of the word) and then click on the Program "Skype for Business 2016".
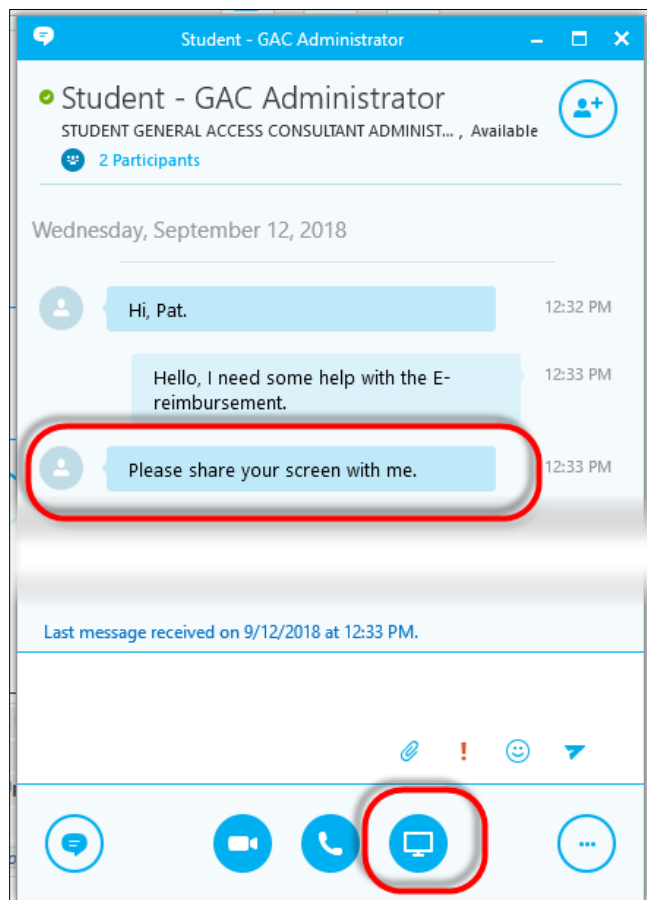

Log into **Skype for Business** with your email address.
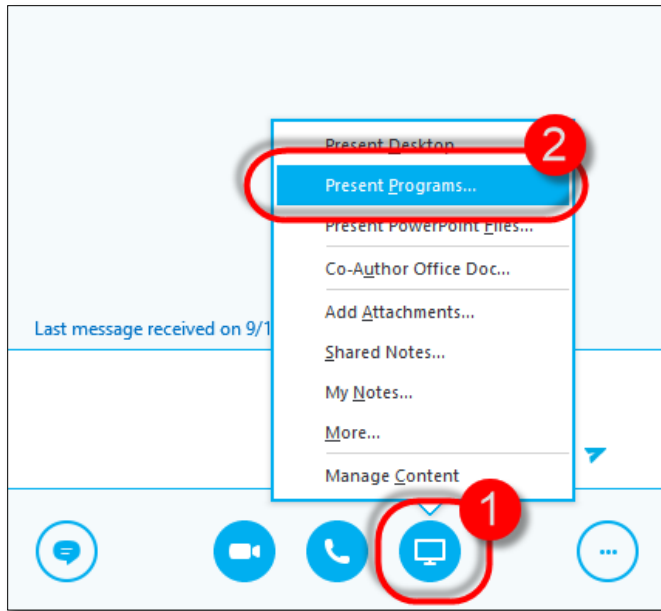
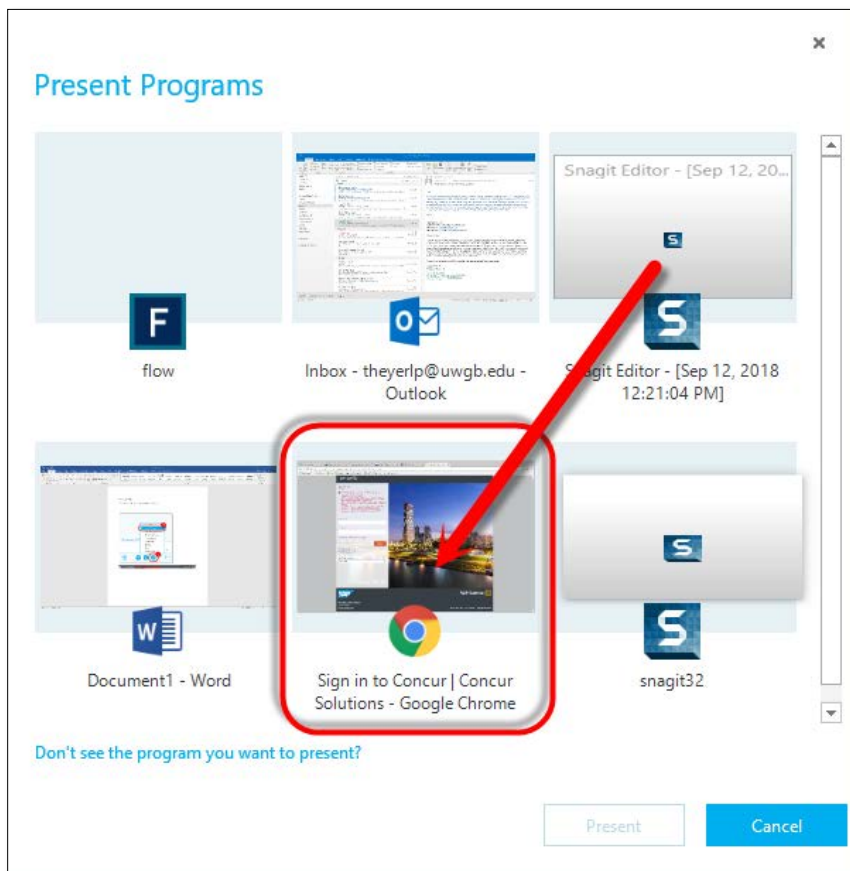Search for a contact and send an IM or **Accept** the Skype IM from another user.

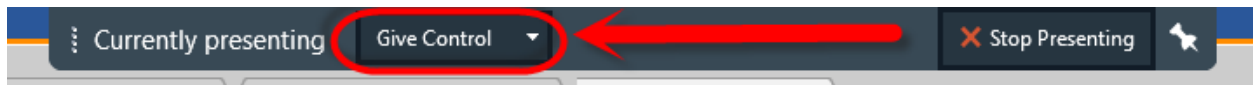You may IM back and forth with the contact. At some point you may want to share your screen for assistance:

Select the correct program to share. (Most likely the web browser.)

You can give the other person control of the screen my clicking the down arrow to "give control".

When finished sharing the screen, press "Stop Presenting" and the screen sharing will end.