

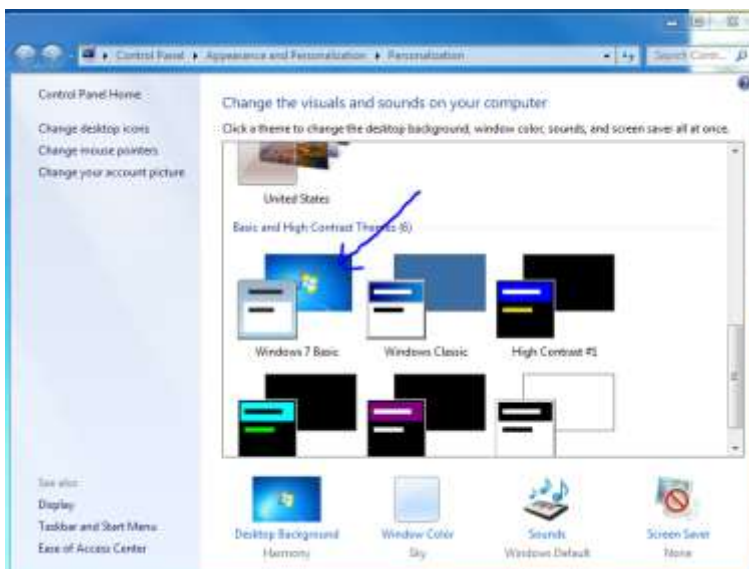
Steps to take when you want to switch from one program to another during your Skype for Business session

When You Have Two Monitors

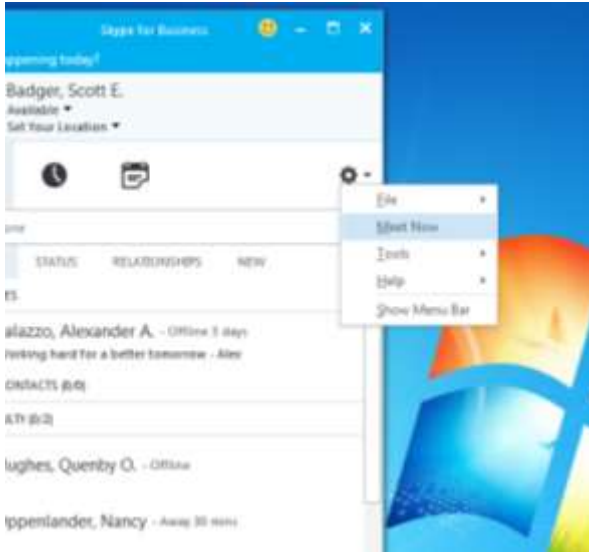
If you are running Windows 7 then do proceed to step 1. If your machine is not running Windows 7 then proceed to step 4.



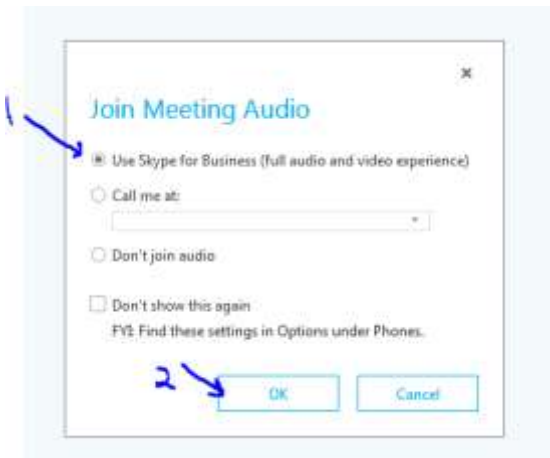
1. Right-click on your desktop and then select **“Personalize”**.



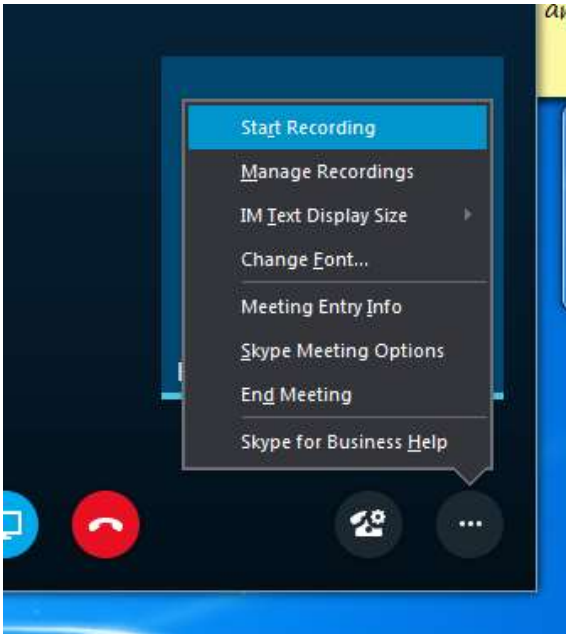
2. Select the **Windows 7 Basic** theme.
3. Close the window.



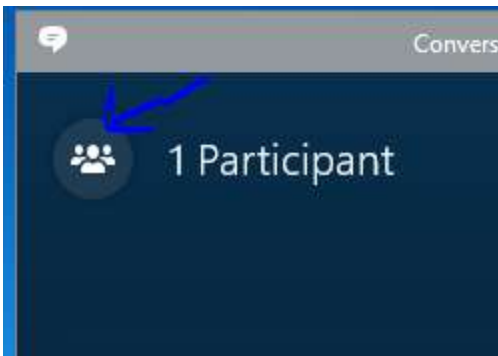
4. Click the down arrow to the right of the Options and select “Meet Now”.



5. Make sure that “Use Skype for Business (full audio and video experience)” turned on.
6. Click Ok.
7. Open up your programs that you’ll be using in your session and maximize them on your secondary monitor. (**Note:** If you have PowerPoint open, start the presentation.)



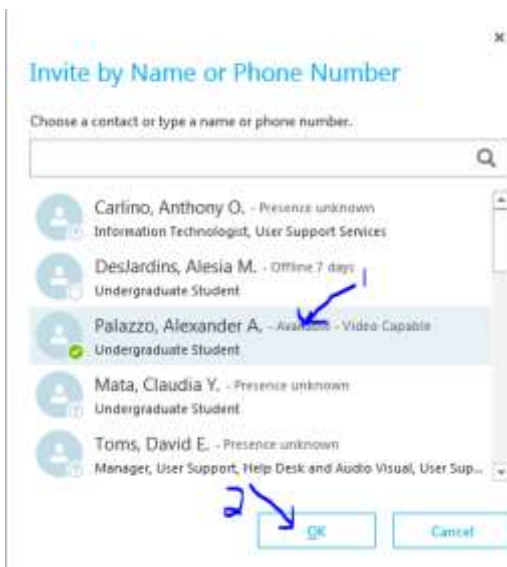
8. In the lower right corner of the window, click the three dots and then select “Start Recording”.



9. Add participants (students) to your session by clicking the participant button.

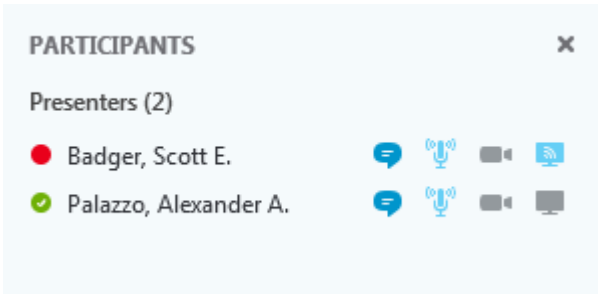


10. Click the “Invite More People” button.

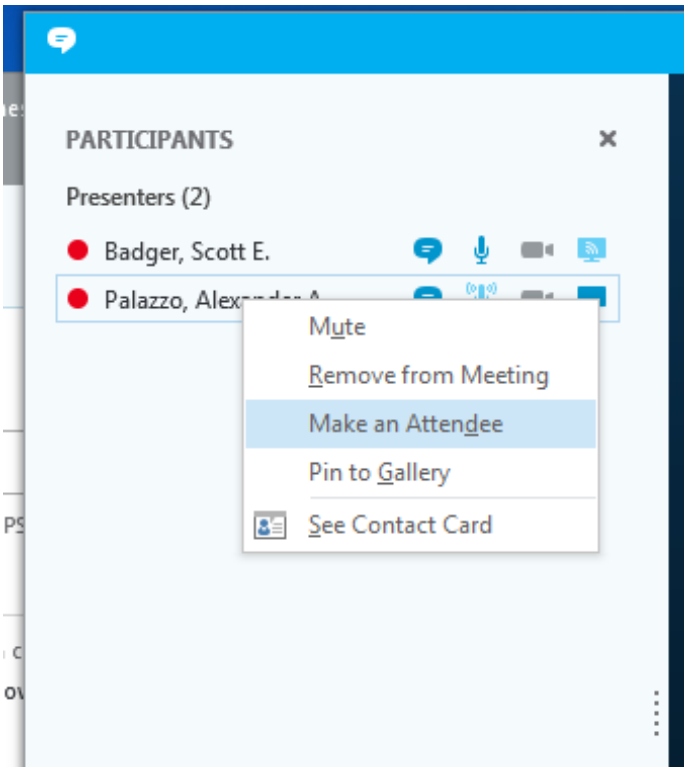


11. Select the participant’s name. (Note: If you want to select multiple people, hold down the Ctrl key when you select each of the participants.)

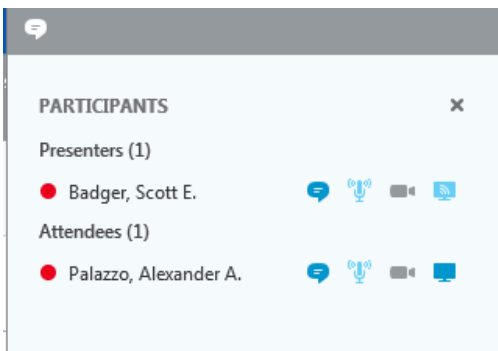
12. Click Ok.



13. By default, once the participant(s) have accepted the meeting invitation, they will be in as presenters.

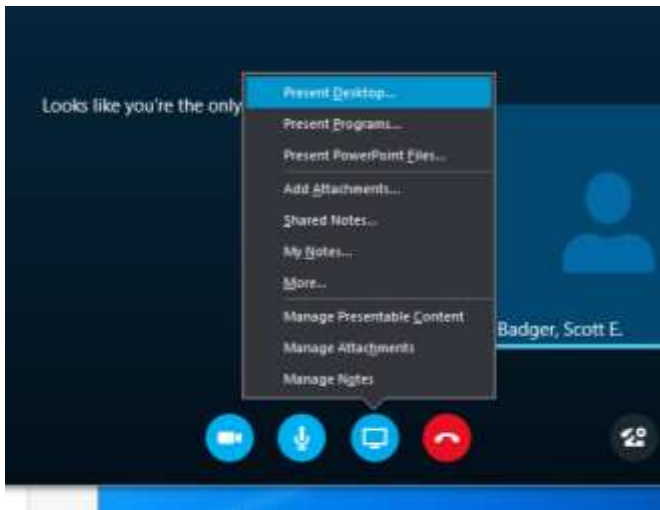


14. Right-click the participant's name and then select "Make an Attendee".

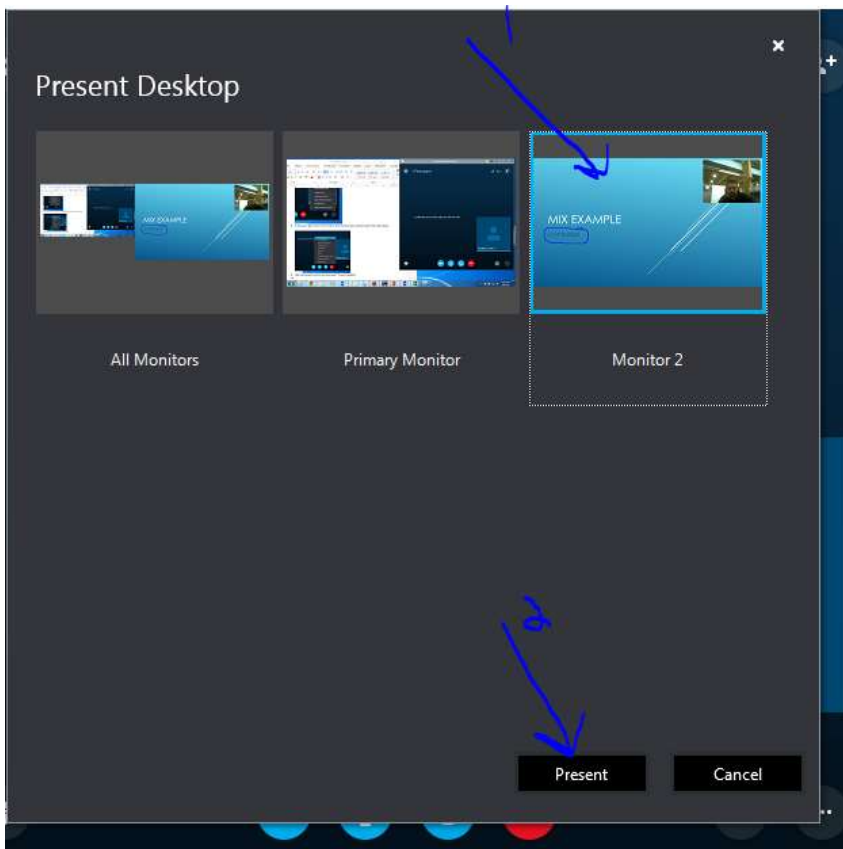


15. Now the participant is an attendee in the current Skype for Business meeting (session). **(Note:** If you want a specific participant to have the ability to add additional participants to the current

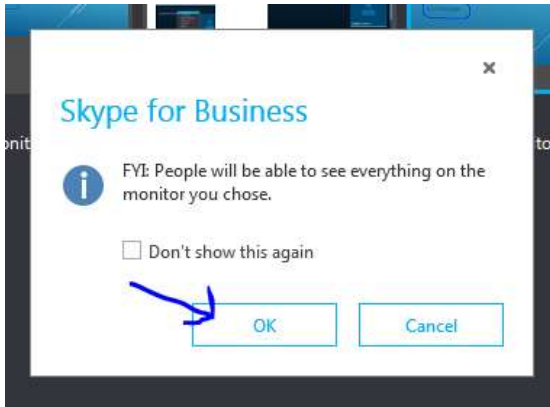
meeting (session) and/or share out his or her monitor then you want to leave that participant as a presenter.)



16. Click the Presenter button and then select **“Present Desktop”**.



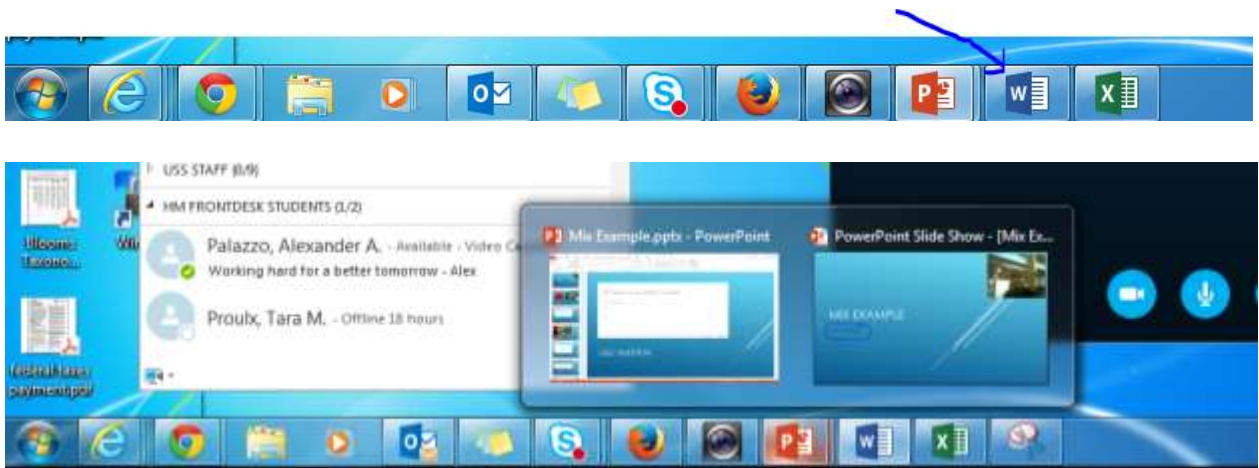
17. Select your secondary monitor and then click the **“Present”** button.



18. Click **Ok**.

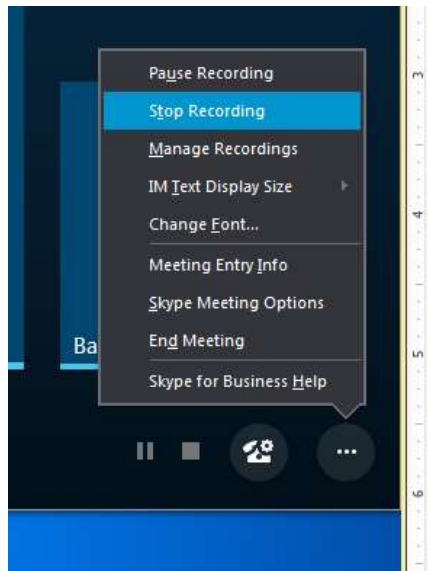


19. You will notice at the top of the secondary monitor has the “**Currently Presenting**” tab.

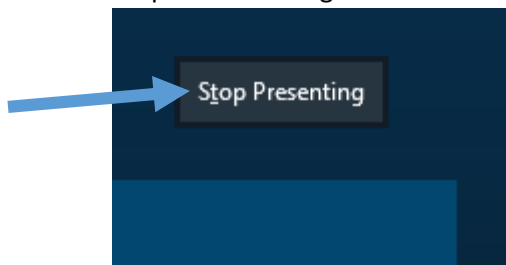


20. Now when you want to switch to another open program on your secondary monitor, go back to the main monitor and click the program icon on the task bar. (**Note:** If the associated program icon has multiple pages, then hover over the program icon and then select the page thumbnail that you want to view.)

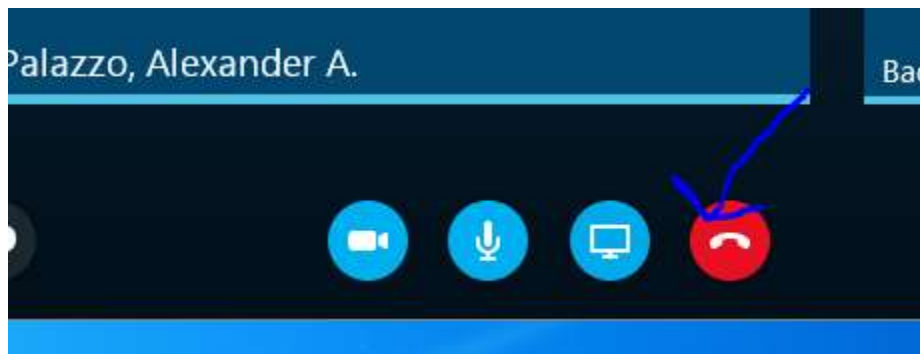
21. When you are done with the session, you want to the following:



a. Stop the recording.



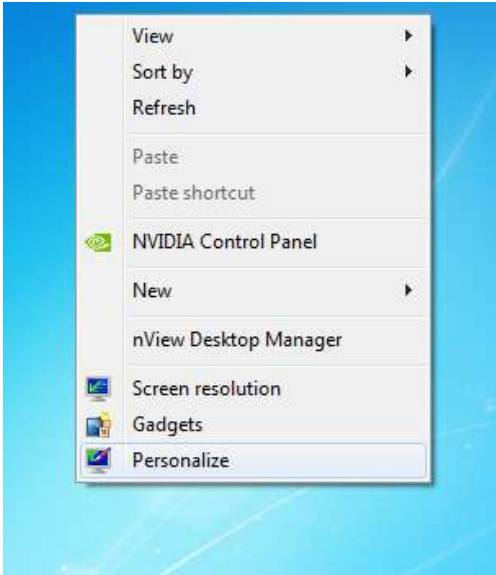
b. Stop Presenting.



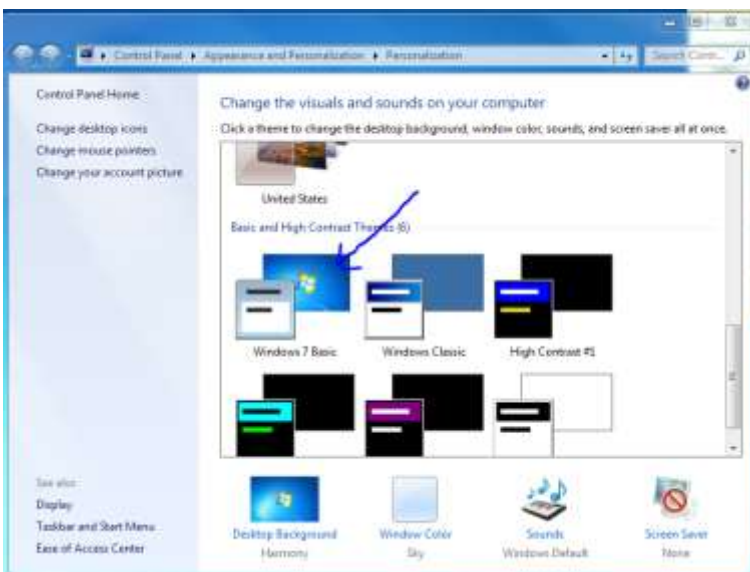
c. End the meeting (session).

When You Have One Monitor

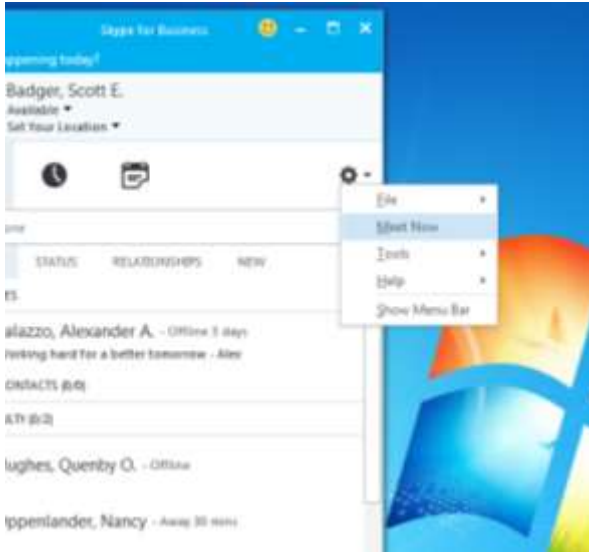
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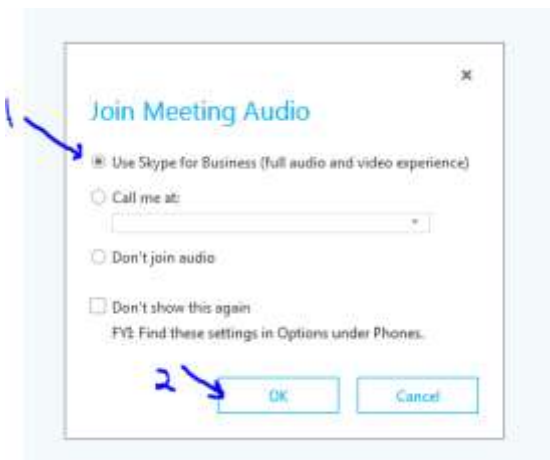
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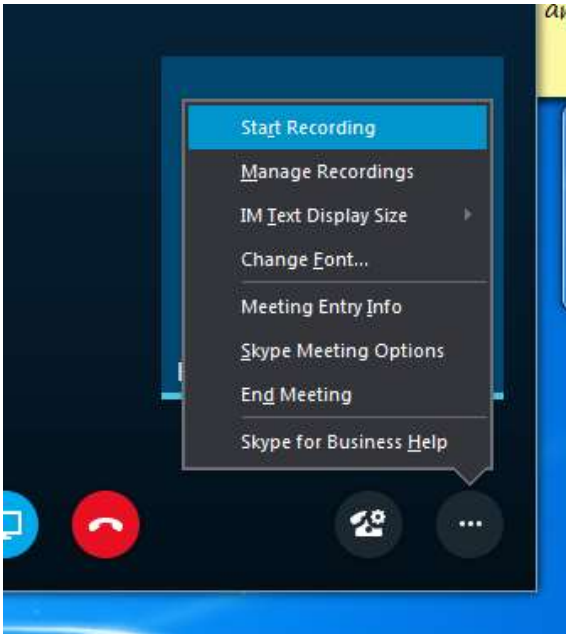
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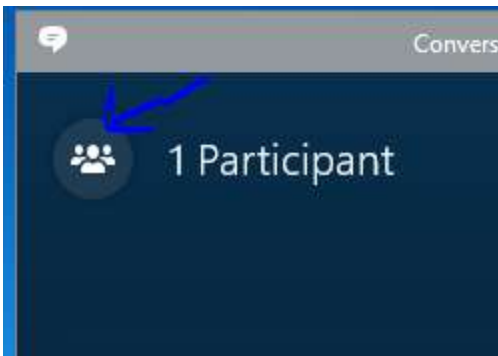
4. Click the down arrow to the right of the Options and select “Meet Now”.



5. Make sure that “Use Skype for Business (full audio and video experience)” turned on.
6. Click Ok.
7. Open up your programs that you’ll be using in your session and maximize them on your monitor. (Note: If you have PowerPoint open, don’t start the presentation yet.)



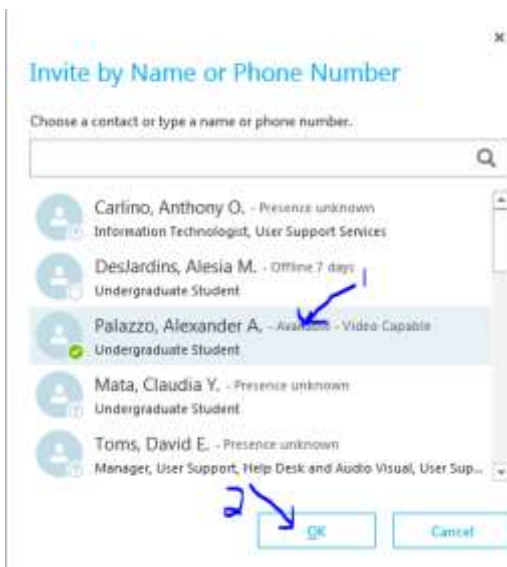
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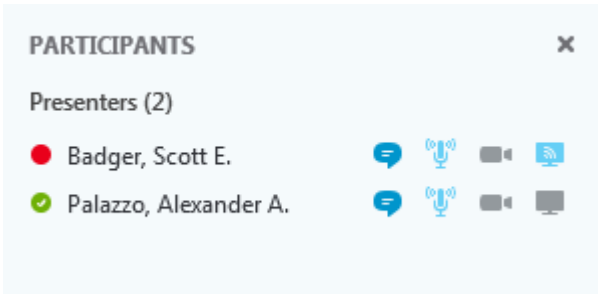


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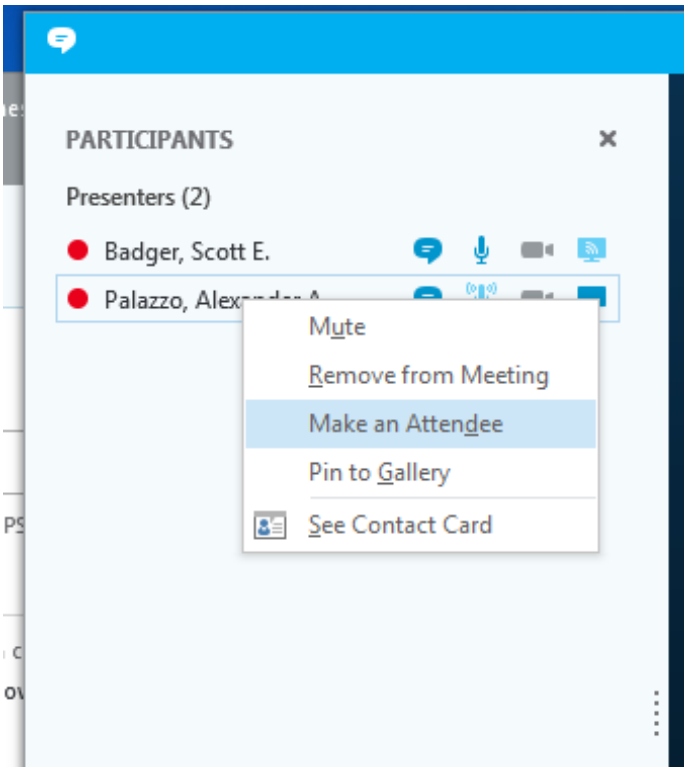


11. Select the participant’s name. (**Note:** If you want to select multiple people, hold down the Ctrl key when you select each of the participants.)

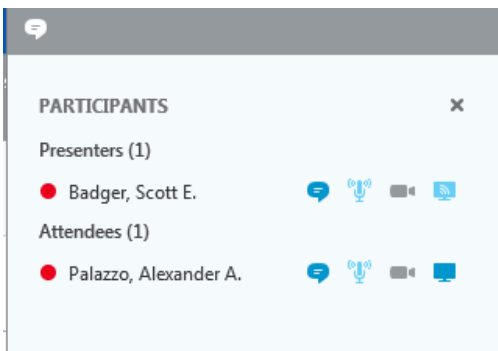
12. Click **Ok**.



13. By default, once the participant(s) have accepted the meeting invitation, they will be in as presenters.

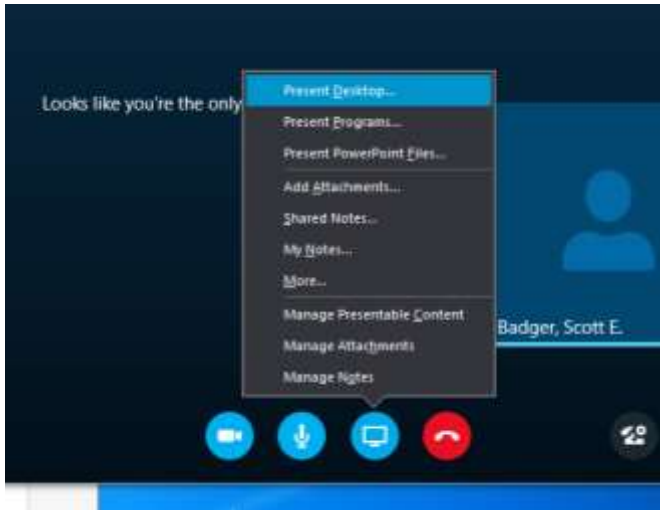


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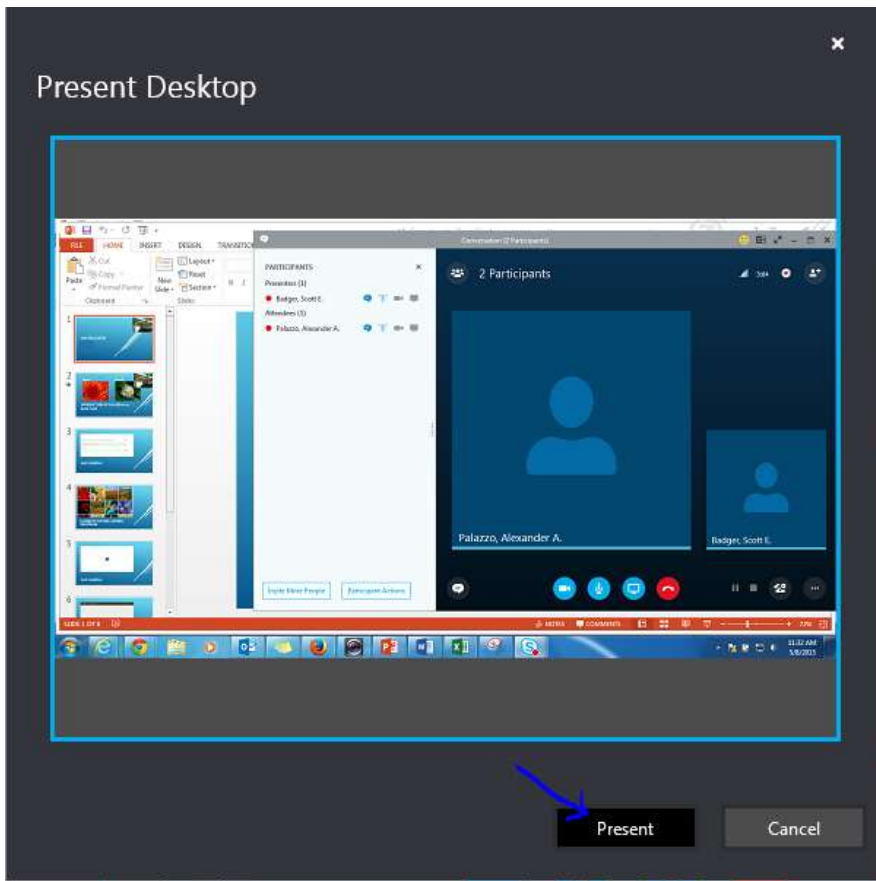


15. Now the participant is an attendee in the current Skype for Business meeting (session). **(Note:** If you want a specific participant to have the ability to add additional participants to the current

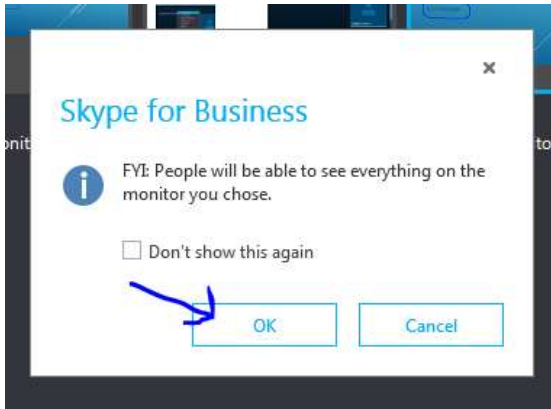
meeting (session) and/or share out his or her monitor then you want to leave that participant as a presenter.)



16. Click the **Presenter** button and then select **“Present Desktop”**.



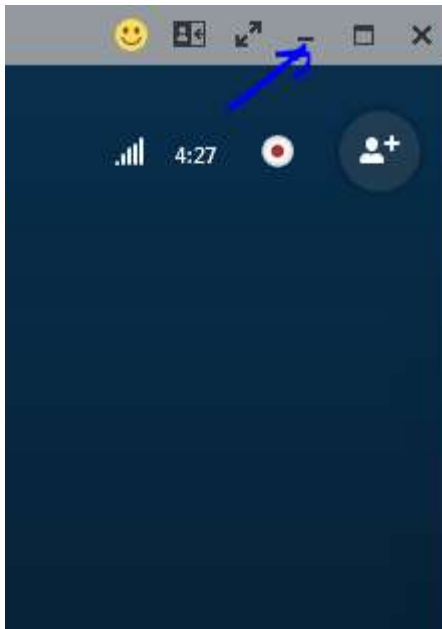
17. Click the **“Present”** button.



18. Click Ok.



19. You will notice at the top of the monitor has the **"Currently Presenting"** tab.



20. Minimize the Skype for Business meeting (session) window so that it's out of the way.

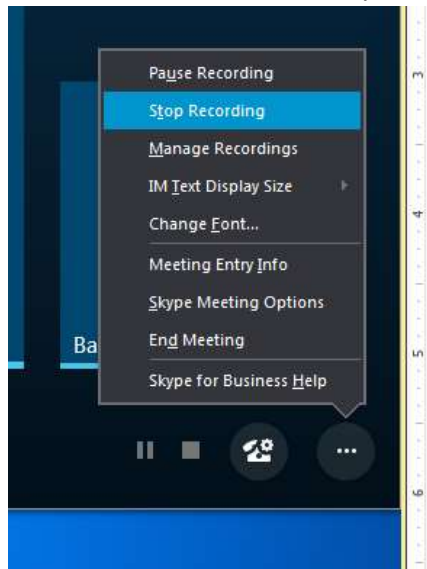




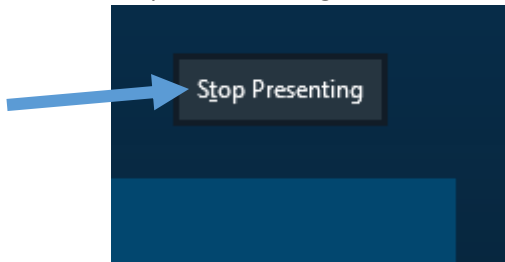
21. Now when you want to switch to another open program on your secondary monitor, go back to the main monitor and click the program icon on the task bar. (**Note:** If the associated program icon has multiple pages, then hover over the program icon and then select the page thumbnail that you want to view.)

(Important: If you start your PowerPoint presentation and you want to switch to another program, press the window key (key to the right of the Ctrl key) and then the taskbar will appear. Click on the program icon that you want to be activated.)

22. When you are done with the session, you want to the following:



a. Stop the recording.



b. Stop Presenting.



- c. End the meeting (session).