

Share your desktop and programs

You can have working sessions and share and edit files with others by using desktop and program sharing. It only takes a couple of clicks to share your screen with a colleague in another location.

Share your desktop

Let everyone in the conversation or meeting view your desktop, or choose a specific monitor to share.

Do one of the following:

- To share in a meeting, open Microsoft Outlook Calendar, open the meeting invitation, and click the **Join online meeting** or meeting link.
- To share in an instant-messaging conversation, open Microsoft Lync 2010, and double-click a contact that you want to share with. To add contacts, in the Conversation window, click the **People Options** menu, click **Invite by Name or Phone Number**, and select contacts to add.

In the Conversation window, click **Share**. If you have only one monitor, click **Desktop**. Otherwise, click the monitor that you want to share.

Note Whenever you're actively sharing, a bar is shown at the top of the window that reads **You are now sharing**. The meeting stage, in the right pane, shows a preview of what attendees are seeing, and a glow appears around the area being shared.

For a video demonstration of how to share your desktop, see [Video: Share your desktop](#).

Choose an open program to share

You might want to share only a particular program and its associated windows.

1. In a Conversation window, click **Share**, and then click **Program**.
2. In the **Share Desktop or Applications** dialog box, under **Select applications you want to share**, click the program that you want to show, and then click **Share**.

Stop sharing your desktop, monitor, or program

To stop sharing, do the following:

- On the sharing bar at the top of your screen, click the **Stop Sharing** button.

Give control to others

When you start sharing your desktop, a monitor, or a program, you're the only one in control. When you're ready, you can allow others to use their own mouse and keyboard to navigate and make changes to whatever you're sharing. You can take back control at any time.

1. On the sharing bar at the top of your screen, click the **Give Control** button on the sharing bar at the top of your screen, and then do one of the following:
 - To allow anyone in the meeting to automatically take control of your computer, click **Automatically accept control requests**.
 - To give control only to an individual, click the person's name under **Attendees**.

Note If you choose an individual, this person can immediately control your mouse and make edits using his or her keyboard. If you choose the **Automatically accept control requests** option, people will automatically get control when they click **Request Control**, on the sharing bar.

Take back control at any time

You can take back control at any time by doing the following:

- On the sharing bar at the top of your screen, click **Give Control**, and then click the selected option, either **Automatically accept control requests** or **Take Back Control**.

Stop people from being able to share

If you have presenter privileges, you can prevent other people from sharing by doing the following:

- In the Conversation window, click the drop-down list beside the **People Options** menu, and then click **Make Everyone an Attendee**.

Request control

When another person is sharing, you can request to take control.

- On the sharing bar at the top of your screen, click **Request Control**. The person sharing must accept your request before you can take control.