

# Presenting using Skype for Business

All staff and students have access to Skype for Business and is UNE Corporate communication tools. Information for signing in or downloading the application can be found on the IT Services [Skype for Business](#) webpage.

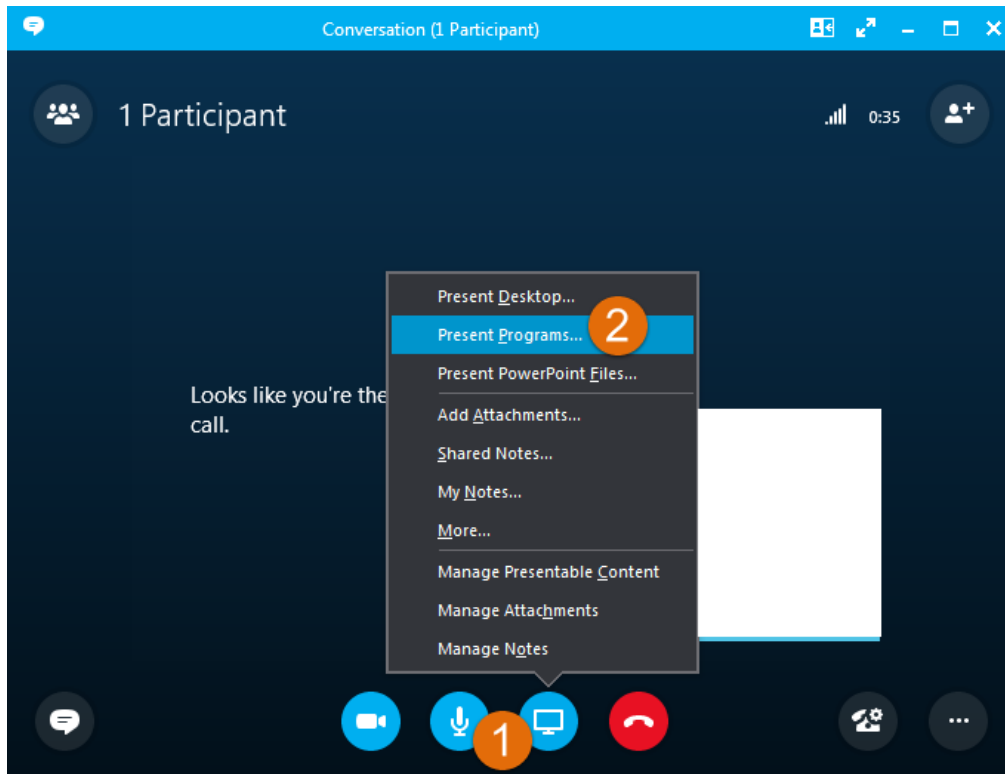
For assistance please contact the IT Service Desk via phone 02 6773 5000 or email [servicedesk@une.edu.au](mailto:servicedesk@une.edu.au).

## Share your desktop or a program

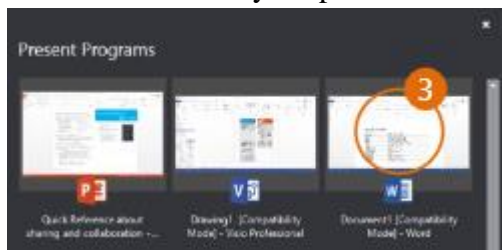
Steps to present your PowerPoint presentation online.

Make sure you have your Presentation opened on your desktop.

1. In the Skype for Business conversation window, click on the **Present** button.
2. Click on the **Present Programs** to display all the opened files



3. The *Present Program dialog box* will display showing your opened programs. **Double-click** on your presentation – the one you want to share.



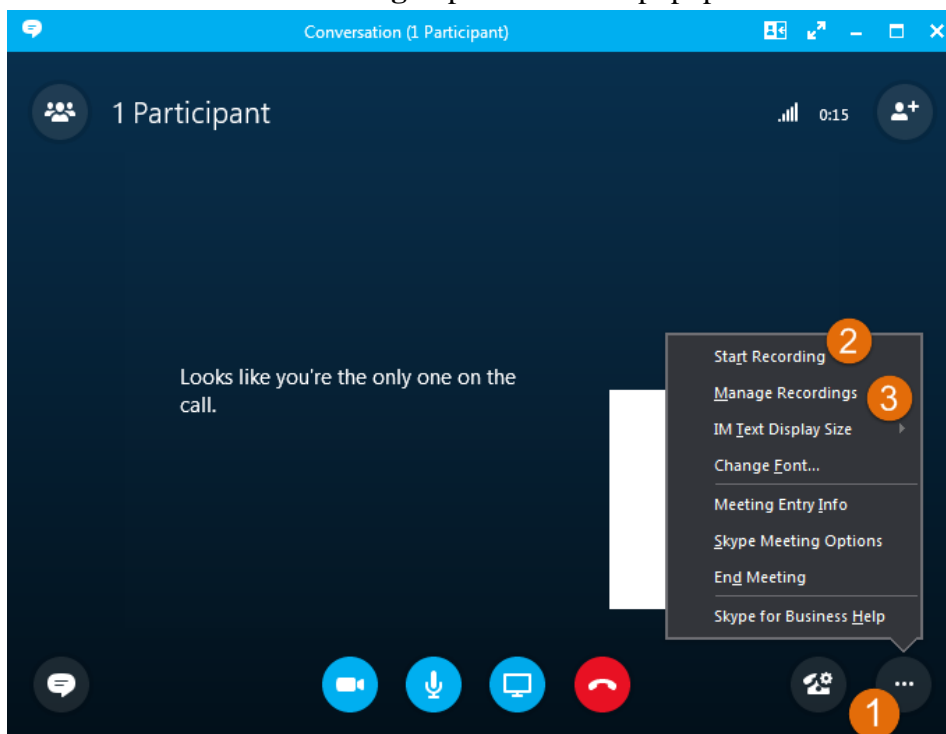
4. Once you have shared your presentation it will have a yellow border around the program and a Now Presenting tab on your desktop.

- To stop sharing, click Stop Presenting on the bar at the top of your screen, or at the top of the conversation window.



## Recording your presentation

- In the Skype for Business conversation window, click on the **More Options** button.
- Click on the **Start Recording** option from the popup menu.



- After you have finished your presentation, go to the **Manage Recordings** to publish, play, rename your recording.

