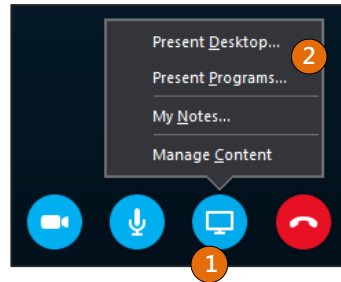


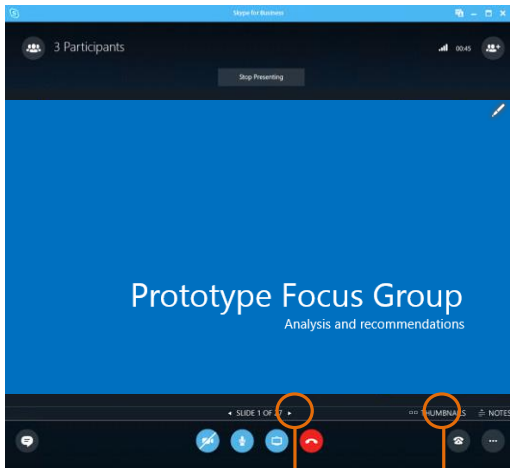
## Share your desktop or a program

Need to show everyone what you're talking about?

1. In the meeting window, click the **Present** button.
2. Click **Present Desktop** to show the entire contents of your desktop, or click **Present Programs** and double-click the program you want to share.



## Share a PowerPoint presentation



Advance to the next slide

Show thumbnails of the slides and select the next one to present

1. In the meeting window, click the **Present** button.
2. Click **Present PowerPoint Files**.
3. Browse to the file you want to present and click **OK**.

**Done presenting?** Click the **Stop Presenting** at the top of your conversation window.

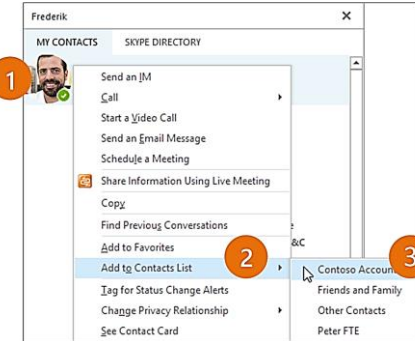
## Logging in from your desktop for the first time

1. Open your Windows Start Menu  and select **All Programs**.
2. Find **Skype for Business 2016** and open the application.
3. Enter your primary UHN email address and select **Sign In**.

## Add a contact

You can connect with anyone at UHN!

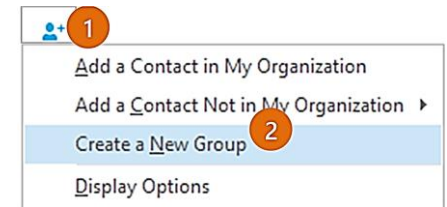
1. Type a name in the search box and right click on the colleague's name you're searching for.
2. Click **Add to Contact List**.
3. Pick a group to add your new contact to.



## Create a group

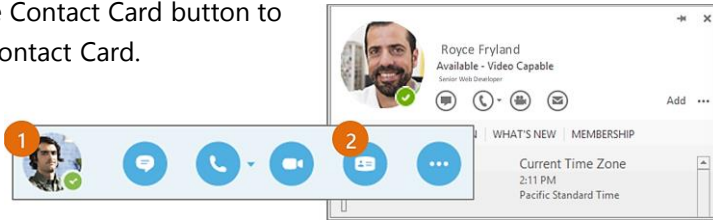
Set up a group for each team you work so you can quickly connect and communicate with the colleagues you work with regularly.

1. Click the **Add a Contact** button.
2. Select **Create a New Group**.
3. Type your group's name.



## View a contact card

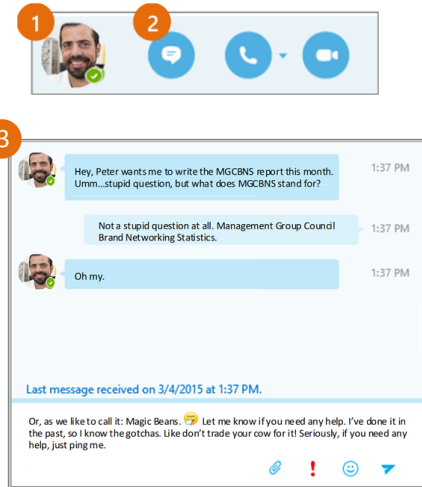
1. Tap a contact picture.
2. Tap the Contact Card button to open Contact Card.




## Send an instant message

Use instant messaging (IM) to touch base with your contacts right away.

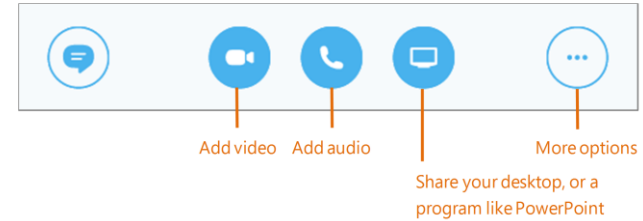
1. In your Contacts list, point to the contact you want to IM. If you want to IM with more than one contact, hold down the **Ctrl** key and click each contact name.
2. Click the IM button or double click the contact name.
3. Type your message and press the **Enter** key on your keyboard.



## Need to add someone to the conversation?

- a. Select the Invite button  in your conversation window.
- b. From the main Skype window, drag a contact pic onto the conversation window.

## Add audio, video and share files in an IM conversation



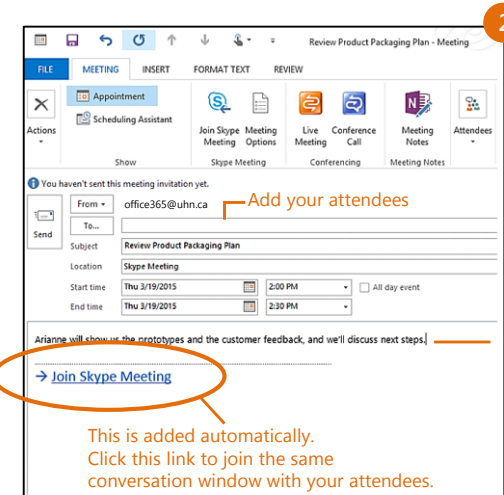
**TIP:** Make sure you have a webcam and microphone. To order one, submit a Hardware Order Form on the UHN Corporate Intranet.

## Schedule a Skype for Business meeting

1. Open your Outlook **Calendar**, click the **Home** tab, and click **New Skype Meeting**.



2. Complete the meeting request as you normally would.



This is added automatically. Click this link to join the same conversation window with your attendees.