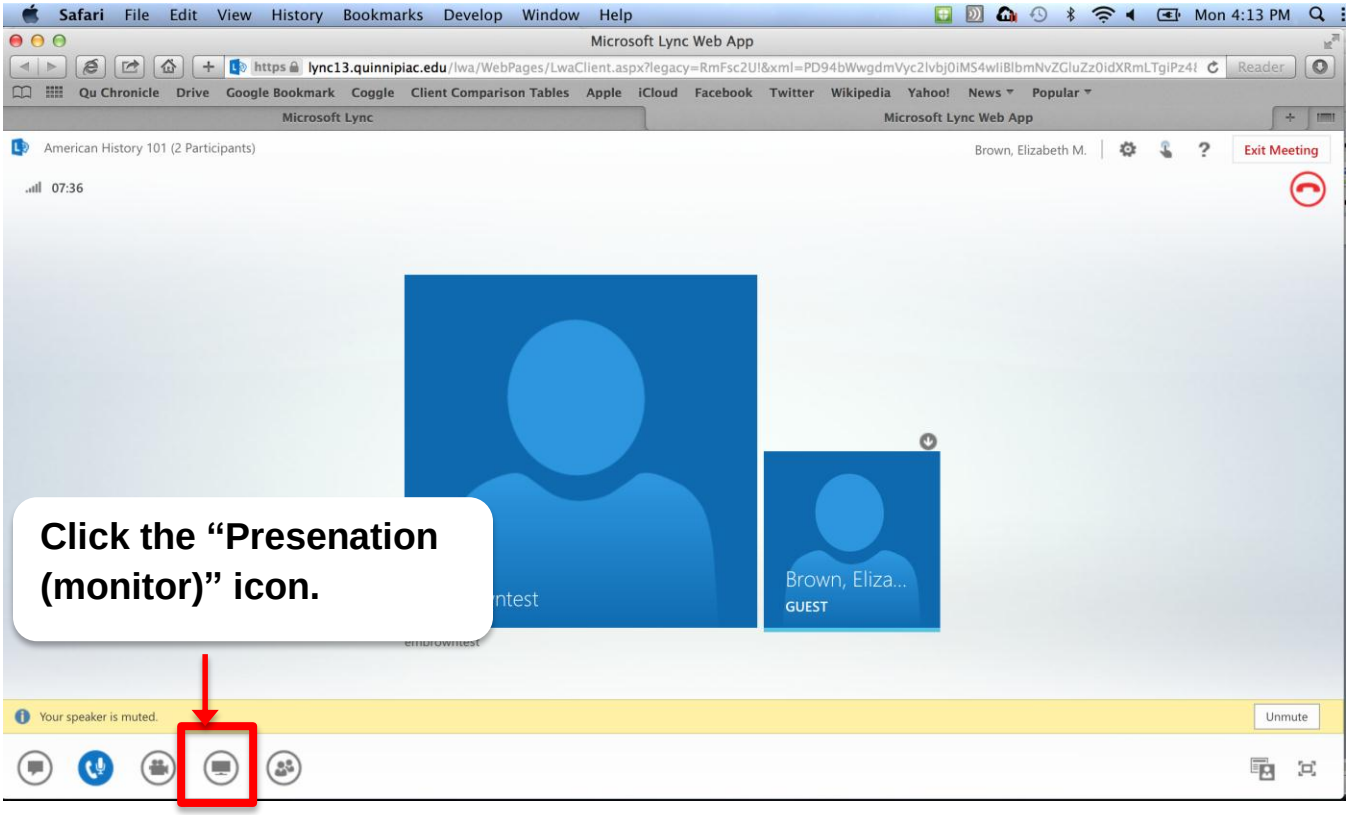
Presenting with Lync Web App:
Lync Presenters in the Lync Web App can share their computer desktops, a particular program, a PowerPoint, run a Q&A or poll, or annotate a whiteboard in a meeting. These instructions assume that you are already in a meeting with your contacts. If you need assistance with entering a meeting with your contacts, please see the **Joining a Meeting in Lync** document.

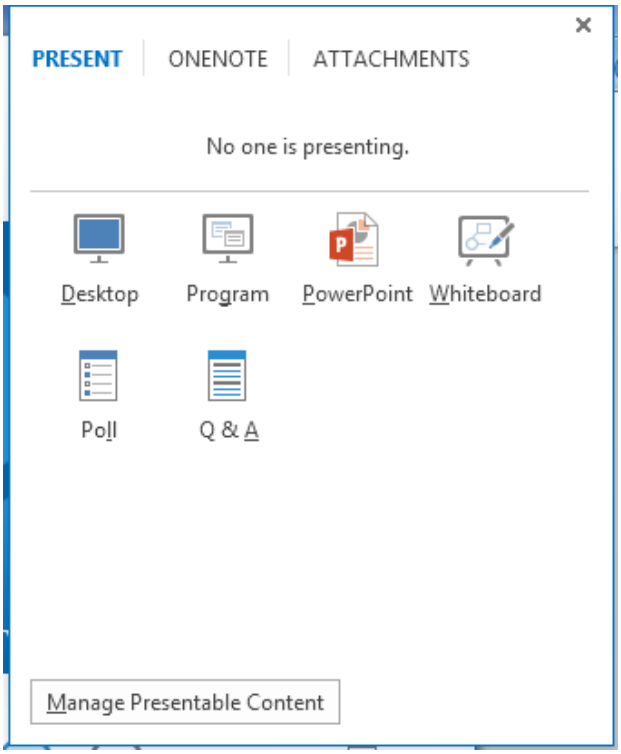
If you are a presenter and you wish to share with your participants, do the following:

1.



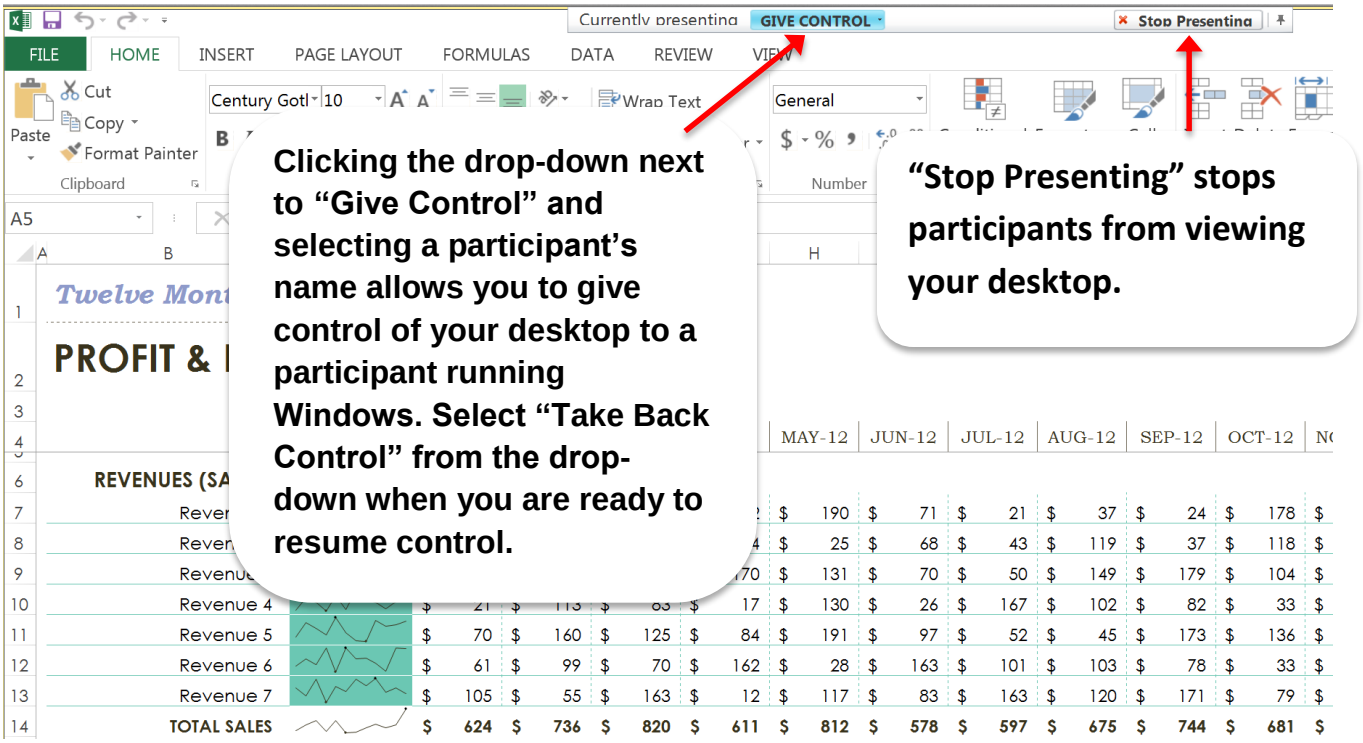
2. A pop-up window will reveal the following options (Click an option to go to that documentation.):

Desktop
Program
PowerPoint
Whiteboard
Poll
Q&A



3a. When you select **Desktop,** everything you see on your screen is visible to the other participants. A green rectangle appears on your screen to indicate that you are sharing your desktop. You can switch to different programs like Excel, Word, and Firefox. When you want to check your instant messages you must switch back to the Lync Web App.

Attendees can see the instant messages and your screen.



Windows participants can click the **Request Control** button to request control over your desktop. When a participant requests control, the presenter can accept or deny this request by clicking **Yes** or **No** in the pop-up bar at the top of the screen.
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3b. When you select **Program,** you will be prompted to select one of the programs currently running on your computer. Only the selected program is visible to the other participants. This option may be a more private option for those who don't wish to share their entire desktop. The abilities to give control and stop presenting are described in step 3a.
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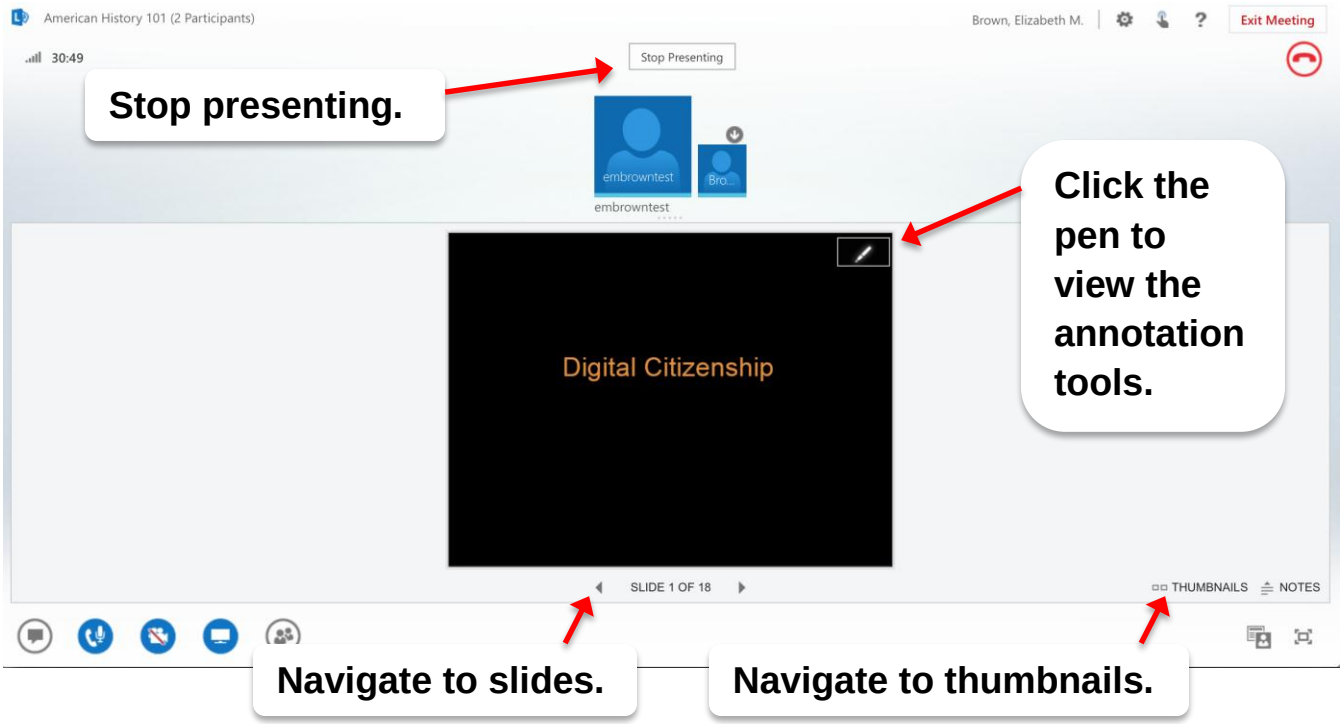
5c. When you select **PowerPoint,** you will share a PowerPoint presentation from your computer. Only the PowerPoint is visible to the other participants. Initially only the presenter(s) has access to annotation tools. (See **Managing Meetings with Lync** documentation for allowing attendees to access the annotation tools.) Initially, all participants can watch as the presenter presents the PowerPoint or can use the controls to navigate through the PowerPoint on their own. (See **Managing Meetings with Lync** documentation for allowing Attendees to access the content on their own.)

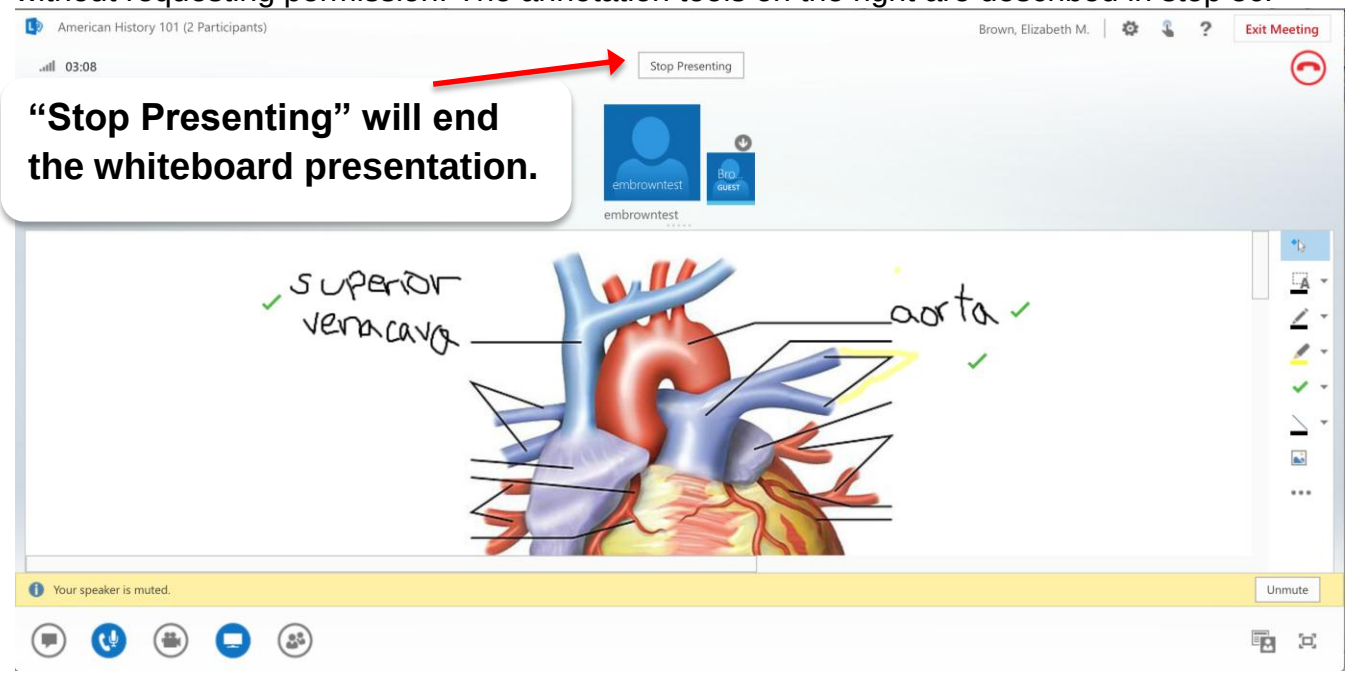


The following describes the annotation tool icons on the right of the PowerPoint.

	Laser pointer. Click to point to an item with your name.
	Text. Use the drop-down to select color and font.
	Pen. Use drop-down to select color and weight.
	Highlighter. Use drop-down to select color and weight.
	Stamp. Click to add a stamp to the whiteboard. Use drop-down to select an checkmark, arrow, or X. (Note icon image changes based on the shape selected.)
	Shape. Use drop-down to select shape and color. (Note icon image changes based on the shape selected.)
	Insert picture.
	More Options. The most important of which is **Delete** which allows you to save the delete annotations. Note: participants familiar with the Windows Lync 2013 client will notice that the **Save As** feature, normally found under the More Options icon, is not available on the Lync Web App for PowerPoint but is

	available for the Whiteboard. Back

5d. When you select **Whiteboard,** a whiteboard application will open allowing you and your participants to draw. Only the whiteboard application is visible to the other participants. Participants can click the **Take Over as Presenter** button to take over the presentation without requesting permission. The annotation tools on the right are described in step 5c.



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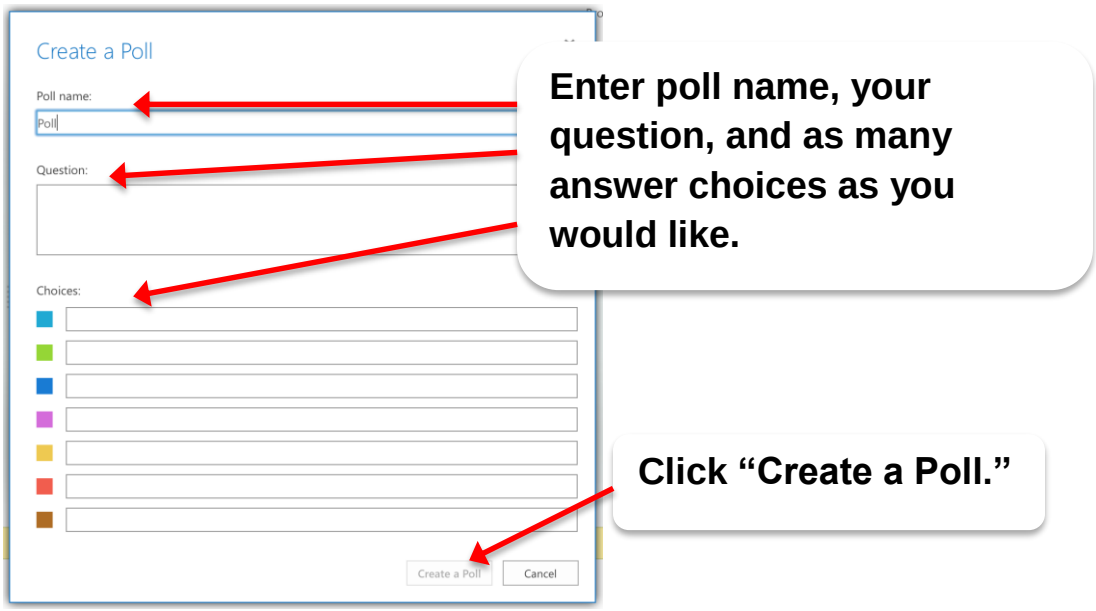
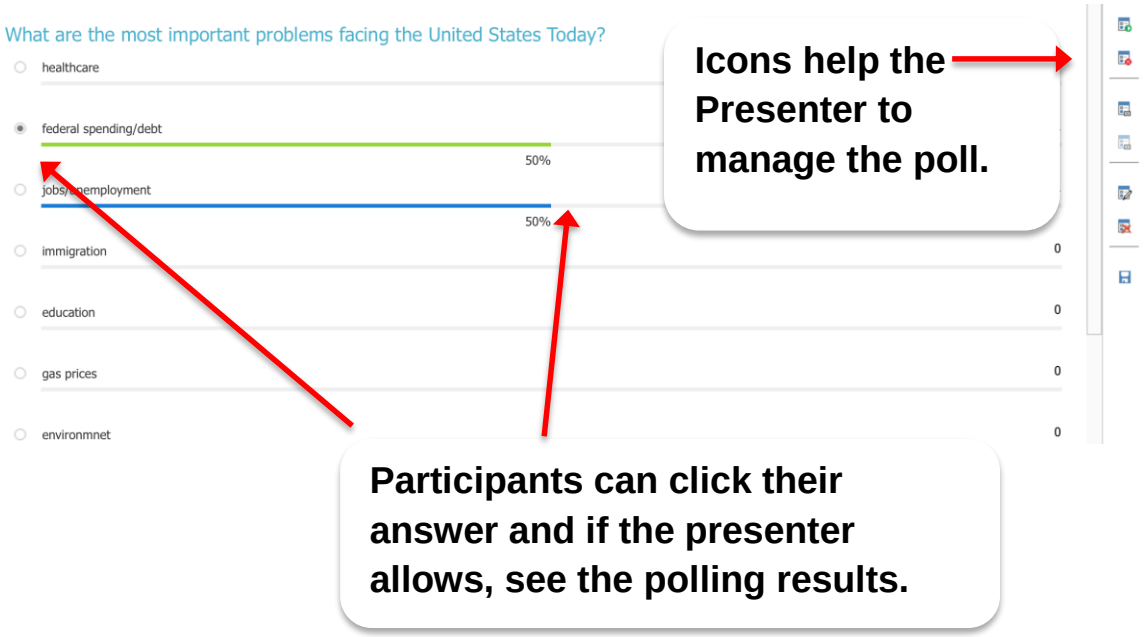
5e. When you select **Poll,** a polling application allows you to poll your participants. Only the polling application is visible to the other participants.





The following describes the polling tools to the right of the Presenter's polling window.

	Open poll for everyone to vote.
	Close the poll.
	Show results to everyone.
	Hide results from attendees.
	Edit poll question and choices.
	Clear everyone's votes.
	Save poll results. Allows you to save a picture (.png) or data file (csv).

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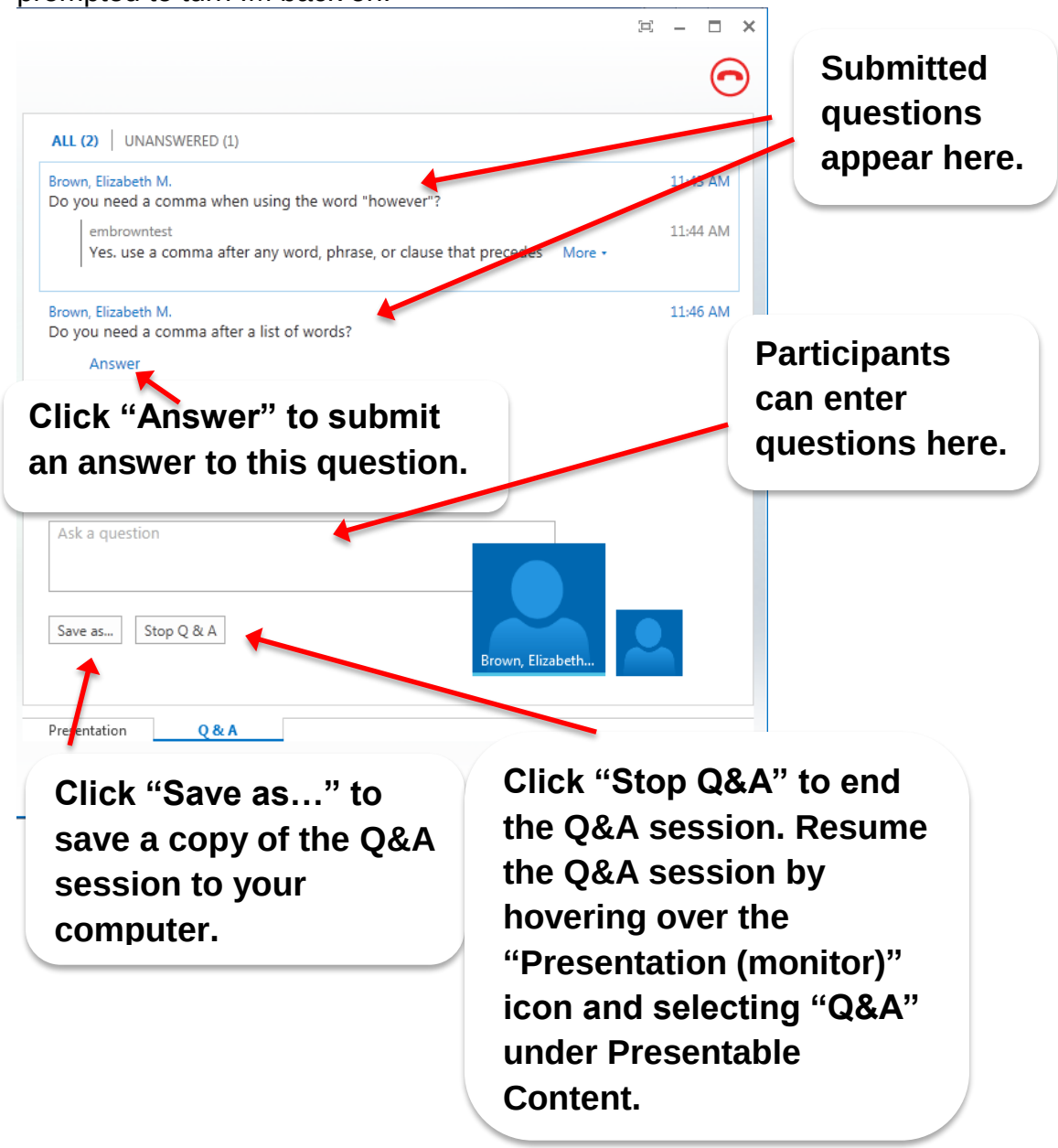
5f. When you select **Q&A,** a question/answer application appears. Only the question/answer application is visible to the other participants in the conversation.

When Q&A is turned on, IM is turned off. When you are finished with Q&A, you will be prompted to turn IM back on.



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