

Lync 2013 – Presentations

In full-feature Lync 2013, users have the ability to give presentations with their contacts. Presentation features include desktop sharing, PowerPoint, Whiteboard, polls, and Q&A's.

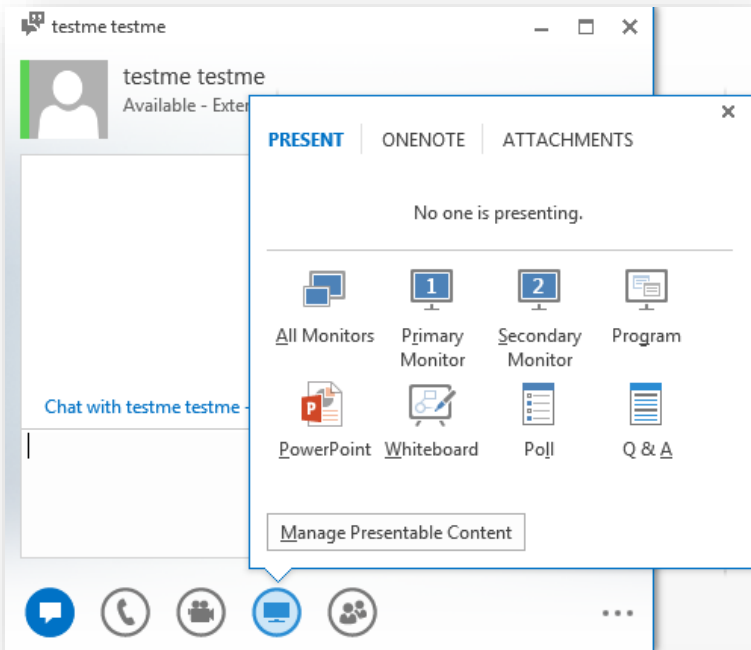
Contents

- Getting Started..... 1
- Desktop Sharing 3
- PowerPoint..... 4
- Whiteboard..... 5
- Polling..... 6
- Q&A..... 8

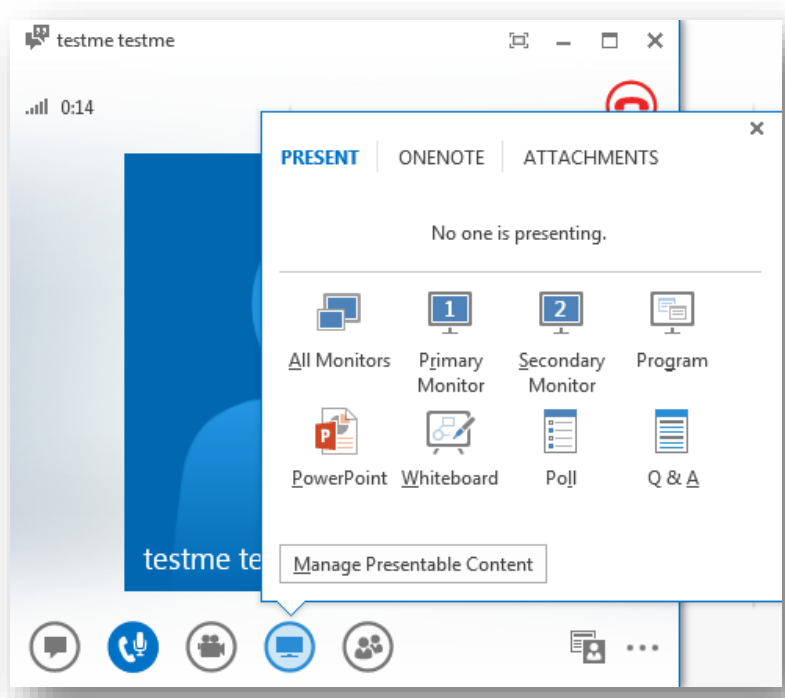
Getting Started

You can start a presentation through IM, voice, or video calls. Once the communication method you choose is open, click on the Presentation icon to see the features you can begin presenting with to your contact.

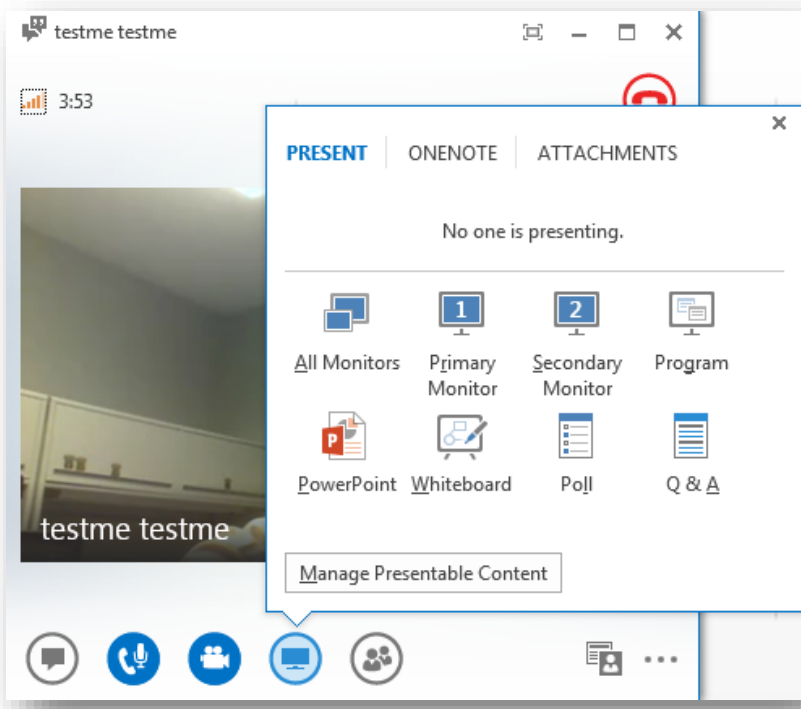
IM:



Voice Call:

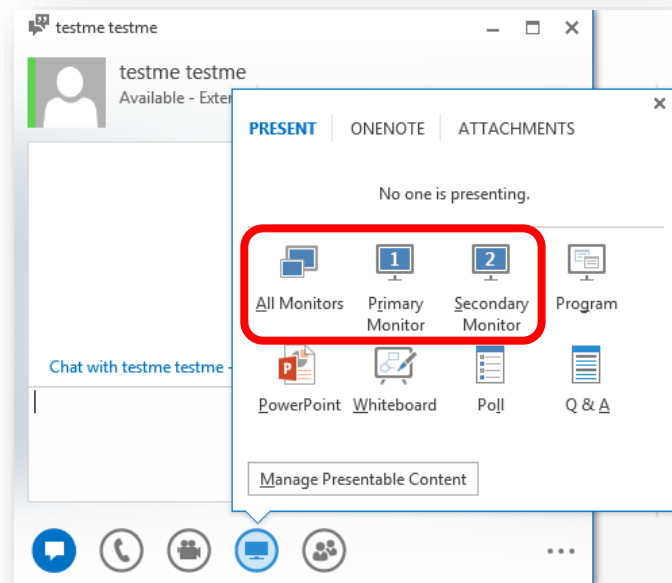


Video Call:

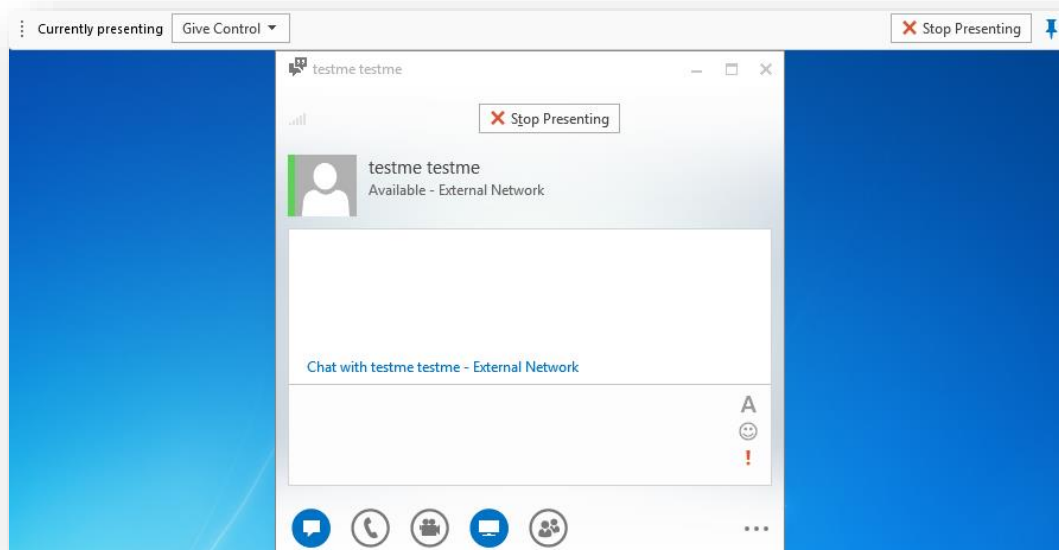


Desktop Sharing

In presentation mode, you can share your desktop screen with a contact. Depending on your desktop setup, you can share one or multiple screens. To share your main monitor, click **Primary Monitor**. To share your second monitor, click **Secondary Monitor**. Click **All Monitors** to share your entire desktop.

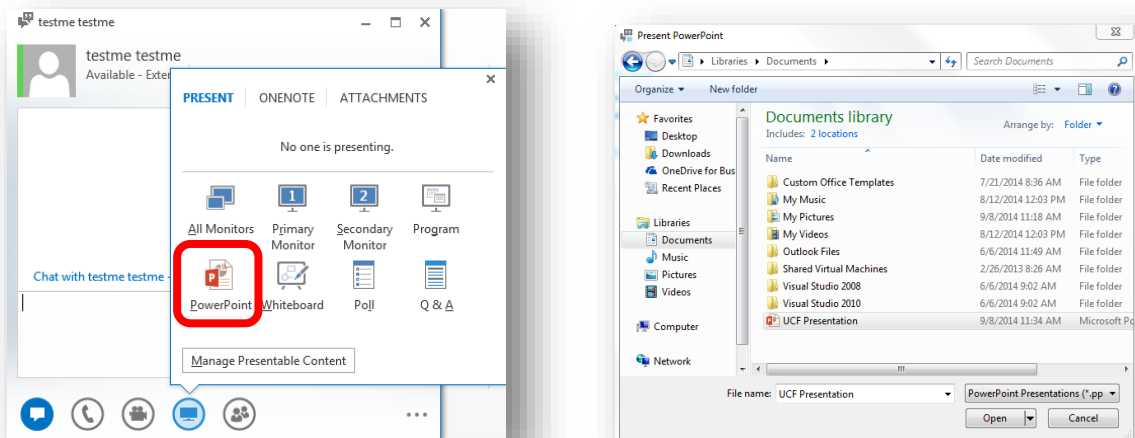


You can give desktop control to your contact as well by clicking the **Give Control** button on the bar that appears at the top of your screen when presenting. To take back control, click **Take Back Control**. Click **Stop Presenting** to quit your desktop sharing session.

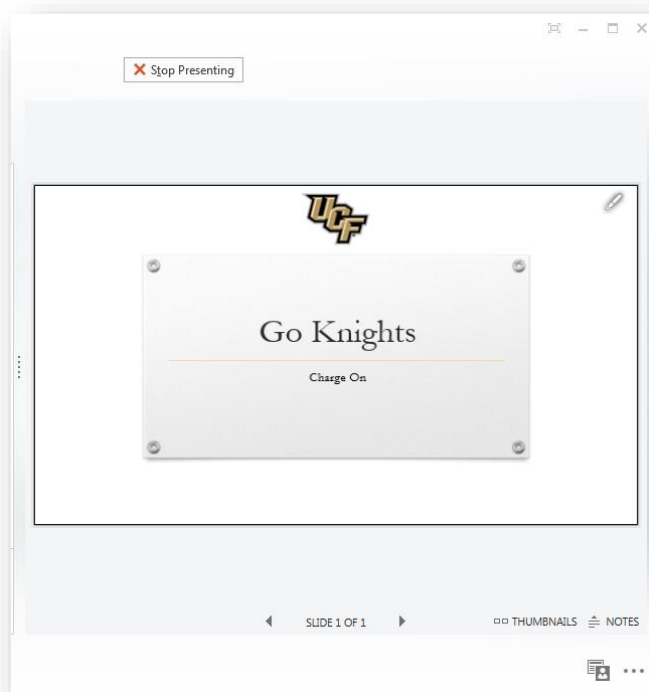


PowerPoint

To present a PowerPoint, click the presentation icon and then click PowerPoint. This will open your C-Drive, which will allow you to select a PowerPoint file to connect with Lync and present to your contacts.

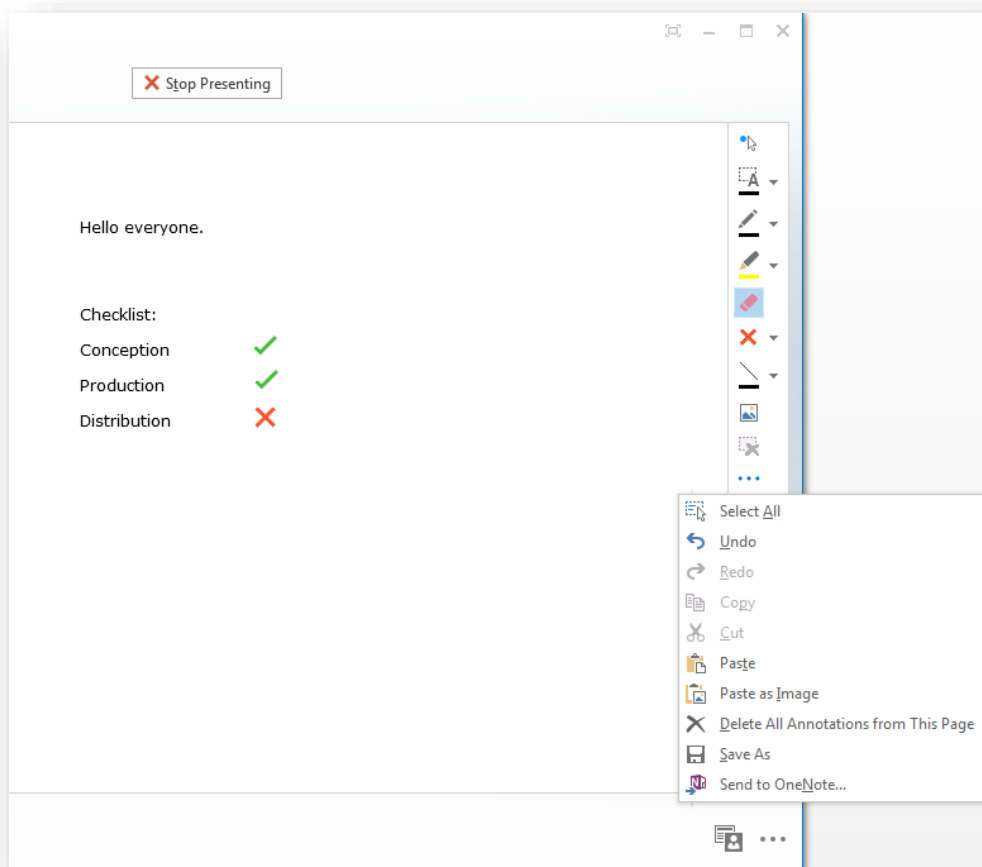
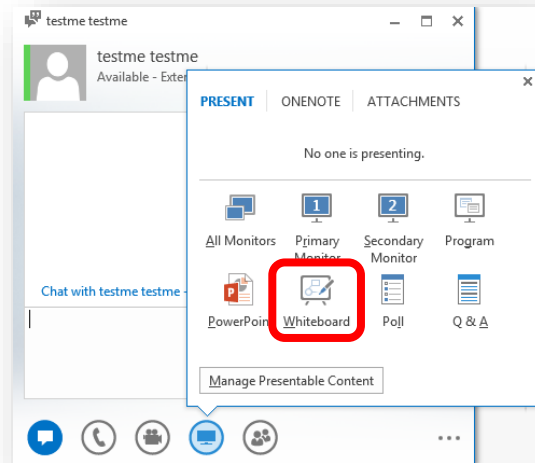


Your PowerPoint will open in the stage of your presentation. Click the arrows at the bottom of the stage to navigate. Click **Stop Presenting** when you are finished.



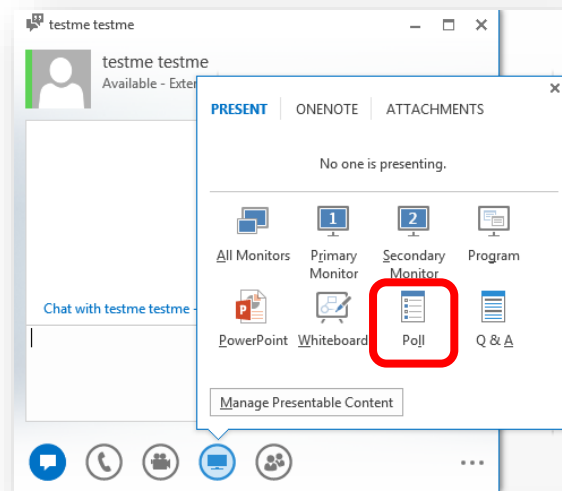
Whiteboard

On the Whiteboard feature of Lync Presentation, you have the ability to write, draw, upload images, and interact with your contacts.



Polling

To create a poll for the contacts in your conference call or presentation, click **Poll**.



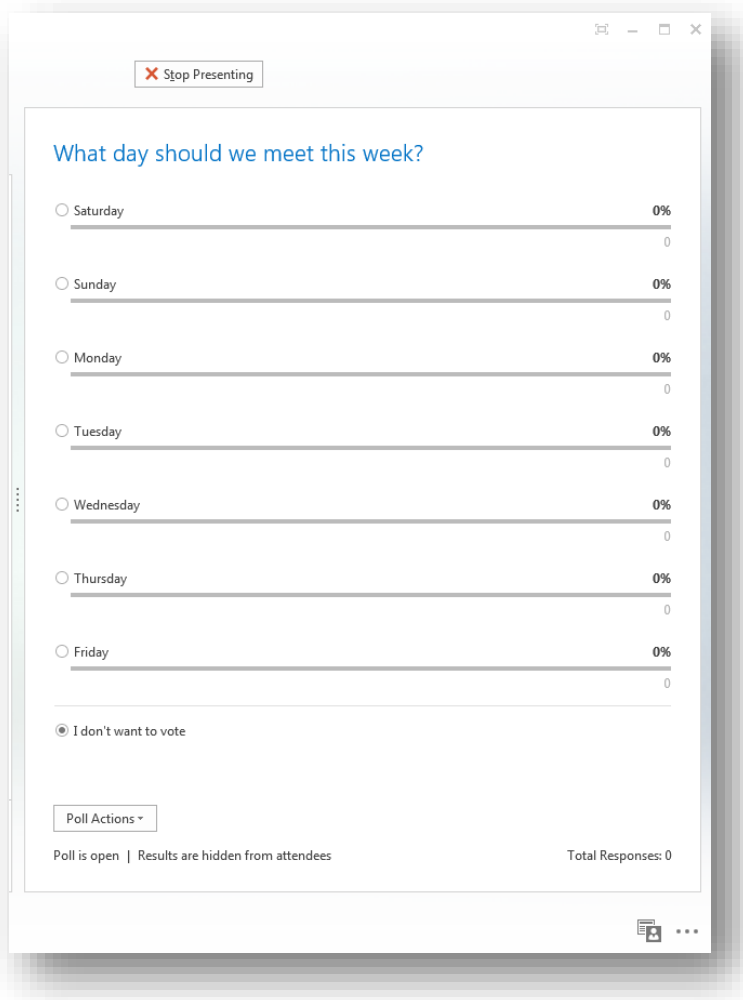
Type in what you want your poll to be named, what your question is, and what choices you want to give.

 A screenshot of the 'Create a Poll' dialog box. The title is 'Create a Poll'. It contains three main sections:

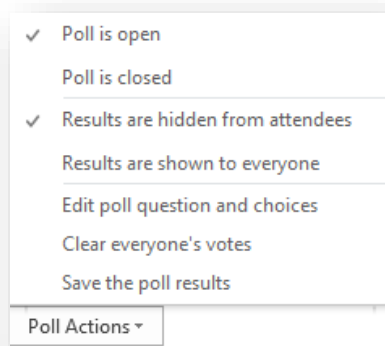
- Poll name:** A text input field containing 'Meeting Day'.
- Question:** A text input field containing 'What day should we meet this week?'.
- Choices:** A list of days of the week, each with a colored square to its left and a text input field to its right:
 - Saturday (blue square)
 - Sunday (green square)
 - Monday (blue square)
 - Tuesday (purple square)
 - Wednesday (yellow square)
 - Thursday (red square)
 - Friday (brown square)

 At the bottom right of the dialog box, there are two buttons: 'Create' and 'Cancel'.

Then, you will be brought to the voting dock, where you can select any of the choices you provided, as well as choosing not to vote.

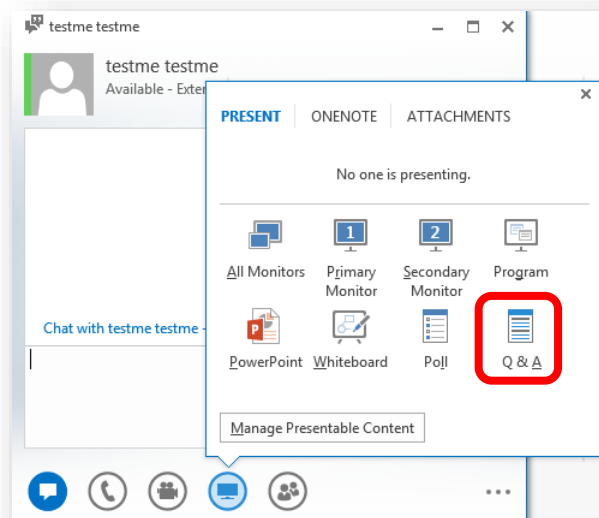


Click **Poll Actions** to modify the poll. You can close the poll, hide or show the results to the attendees, edit the poll, clear the votes, and save the results.



Q&A

In the Q&A feature, you have the ability to moderate a Question and Answer session with all contacts you choose to present to.



When you start your Q&A, you can make all contacts in the presentation “attendees”, so that you are the only one who can answer questions. Then, as your attendees ask question questions, you can answer as appropriate.

