

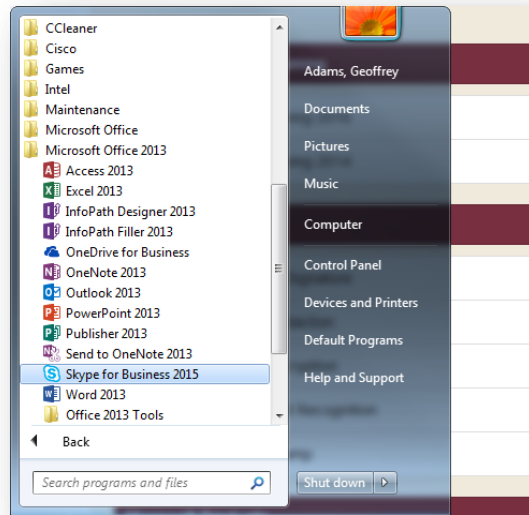


Skype Screen Share Job Aid

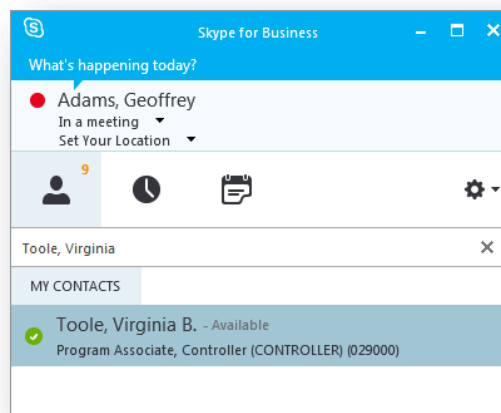
Purpose: When troubleshooting Concur, screen-sharing via Skype is the most efficient way to communicate problems and solutions between users and customer support.

How to Share Screen:

Open Skype:

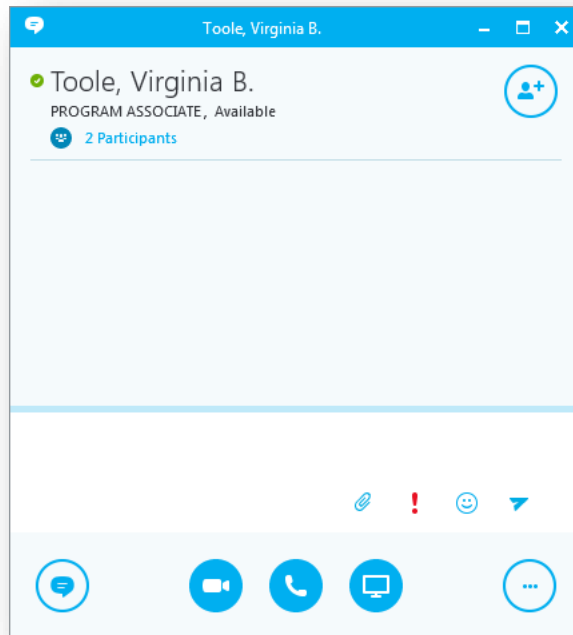


Start a Conversation with the User with whom you would like to share your screen by searching for the person and double clicking on their name when it comes up:

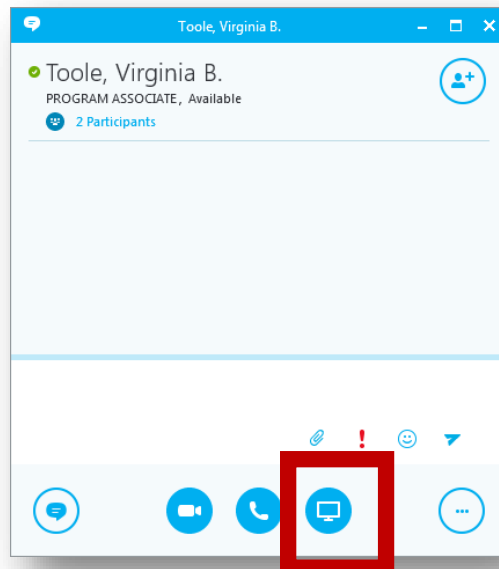




The conversation screen opens:

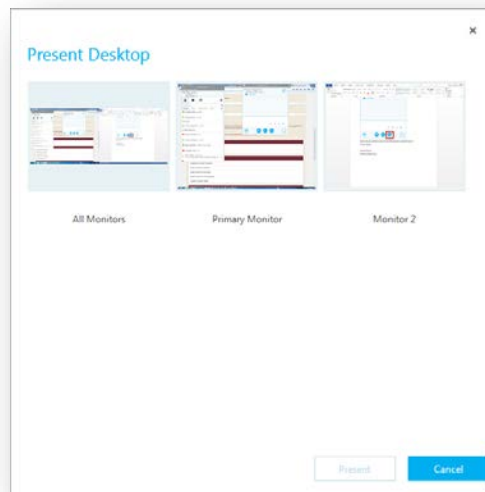


Click on the Monitor Icon:

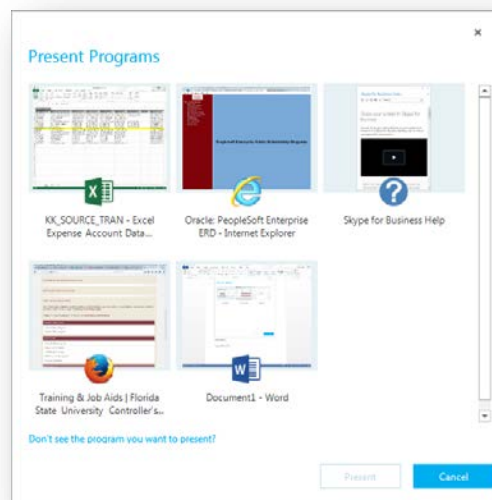


Select what you would like to share from the following options and Select **Present**:

Present Desktop shares **everything** on your desktop:

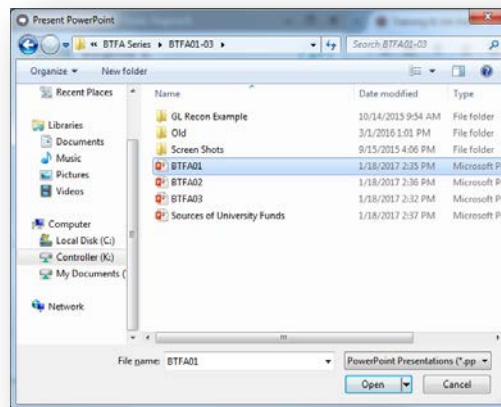


Present Programs shares all open windows of the selected program:





Open a single file:



Proceed with Presentation.

For More Information:

<https://support.office.com/en-us/article/Share-your-screen-in-Skype-for-Business-2d436dc9-d092-4ef1-83f1-dd9f7a7cd3fc>