SHARING YOUR PRESENTATION DURING A SKYPE CALL WHILE CONNECTED TO A PROJECTOR

For Apple:
1. Open your presentation, but do not start the slideshow.
    Note: If you are using PowerPoint 2011 you need to disable the "Presenter View" by performing the following steps:
        i. Click on **Slide Show** in the ribbon.
        ii. Locate "Setting for Two Displays" and click on **Mirror Show**.
2. Open Skype.
3. If you haven't already done so, connect to the person or group conversation you want to share your presentation with and establish the call (for instructions on making a group call please refer to the document "Using Skype to Make a Group Call").
4. Once the all callers have accepted the call go to the **Conversations** menu and select **Share Screen…**
5. When the "Share Screen" window appears select the option "Share your entire screen" and click the **Start** button.
6. Go back to your presentation software and start the slideshow.
7. To stop sharing your screen, switch back to Skype, go to the **Conversations** menu and select **Stop Sharing Screen**.

For Windows:
1. Open your presentation, but do not start the slideshow.
2. Open Skype.
3. If you haven't already done so, connect to the person or group conversation you want to share your presentation with and establish the call (for instructions on making a group call please refer to the document "Using Skype to Make a Group Call").
4. Once the all participants have accepted the call go to the **Call** menu and select **Share Screens…**
5. When the "Share Screen" window appears, click on the down arrow in the lower left corner, select the option **Share desktop** and click the **Start** button.
6. Go back to your presentation software and start the slideshow.
7. To stop sharing your screen, switch back to Skype, go to the **Call** menu and select **Stop Sharing Screen**.

Important Note: Since the computer display needs to be "mirrored" you will not be able to access the slide notes if they are embedded in the presentation. Instead, print out a copy of your notes that you can refer to during the presentation.

Suggestion: To ensure all participants have access to your presentation make sure to send them a copy of the presentation file before the scheduled presentation time. This will allow them to continue to follow along if there is a problem with the video connection.