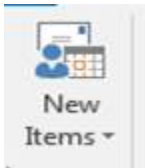




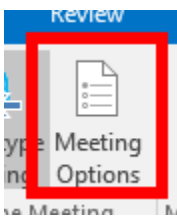
Skype for Business – Remote Control Instructions

For External Uses

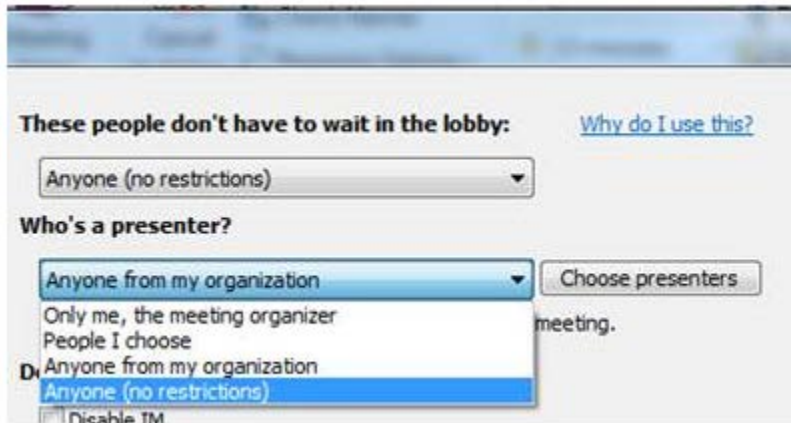
- Create a Skype meeting in Outlook



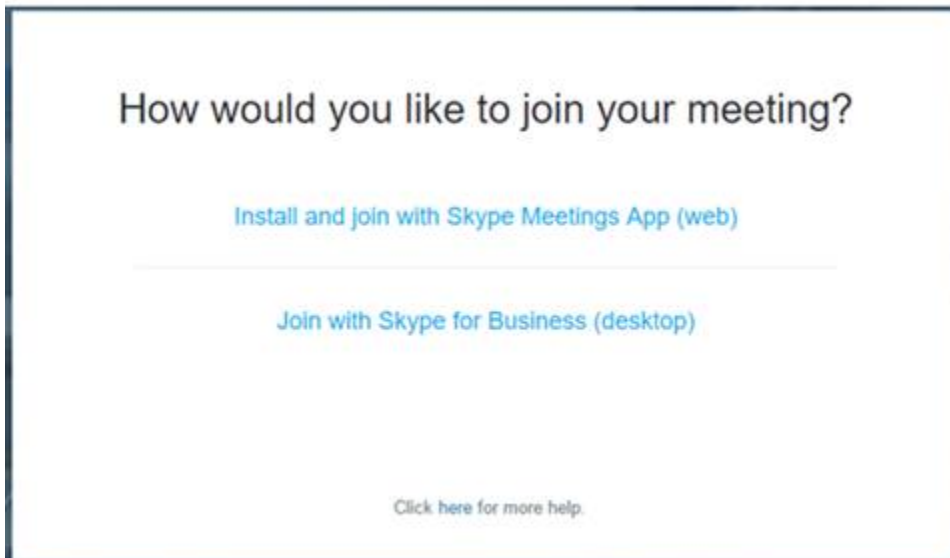
- Then choose Skype Meeting
- Enter the To...email address and Skype Meeting for your Subject
- You do not need to change or enter a time
- Then click on Meeting Options



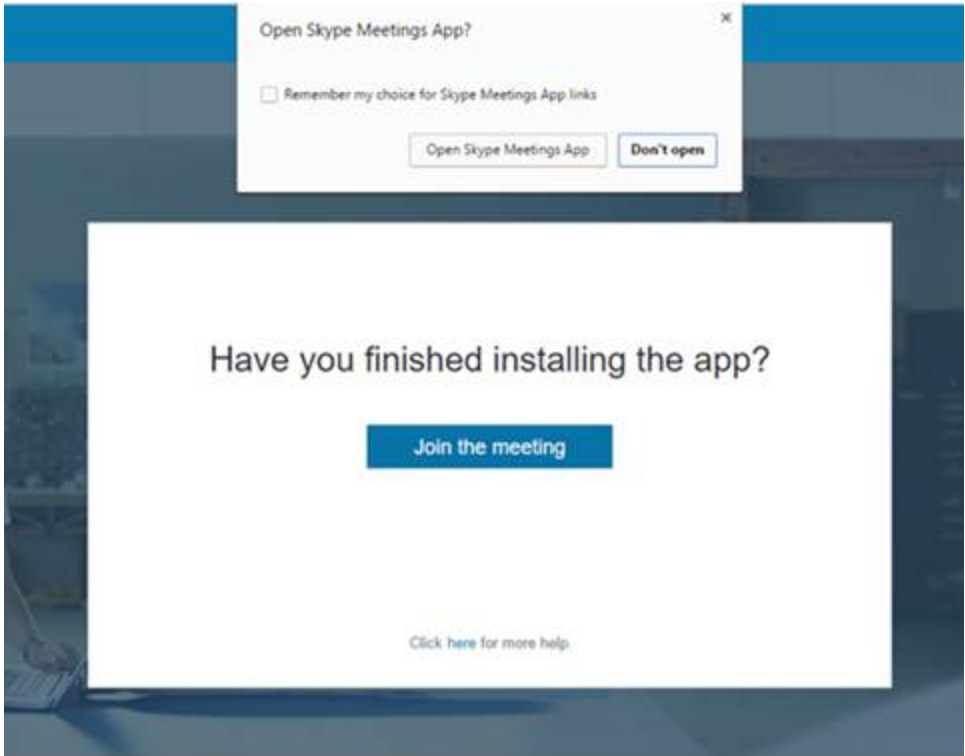
Change it **Anyone (no restrictions)** (Very important, if not done they can't present their screen)



- They will then click on the skype meeting from the email
- They will then get how they want to join Skype



They may also get



- **They** will then have to share their screen and you can request for control



Share your desktop

