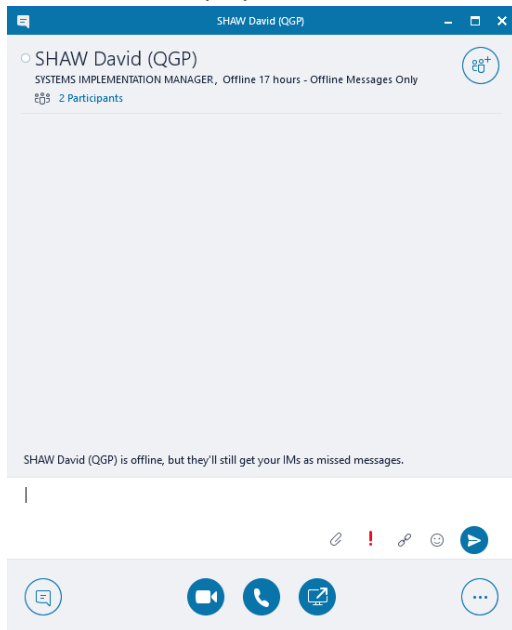


How to share and give control through Skype

Please note – if you can't access Skype, contact your local IT support

1. Open Skype
2. Search and select the person you require (double click on them)
3. This screen is displayed



4. You can send a text msg or make a call
5. To share your desktop select



and options are given select – Share your Desktop

6. Select the monitor you wish to share – if you only have one monitor then you will only see one option – then click share (buttons at the bottom)
7. At the top of the screen there is a menu select Give Control
8. The person you are display the screen with will get a message to accept
9. They click on Accept
10. They enter in their password and
11. They then hand control back to you