Set meeting options

You can set some meeting options in Outlook before you even send the meeting request—like who will be able to get into the meeting directly and who has to wait in the virtual lobby.
Share your desktop or a program

Need to show everyone what you’re talking about?
1. In the meeting window, click the **Present** button.
2. Click **Present Desktop** to show the entire contents of your desktop, or click **Present Programs** and double-click the program you want to share.

Share a PowerPoint presentation

1. In the meeting window, click the **Present** button.
2. Click **Present PowerPoint Files**.
3. Browse to the file you want to present and click **OK**.

Record and play back a meeting

It’s easy to capture audio, video, IM, and what’s being presented.
1. In the meeting window, click the **More Options** button.
2. Click **Start Recording**.
3. After the meeting, go to **Manage Recordings** to publish, play, rename, or delete the recording.

Manage meeting participants

Meeting getting unruly? If you’re the presenter, you are in control.
1. Click the **Participants** button to open the Participants pane so you can see a list of everyone in the meeting.
2. Click the **Participant Actions** button.
3. Click one or multiple buttons to apply these settings to all attendees.

Done presenting?
Click this: **Stop Presenting**

Show thumbnails of the slides, and select the next one to present

See the presenter’s notes (just you—no one else can see them)

Need to invite more people?
Click this: **Invite More People**