Learning to Use



Skype allows users to make voice and video calls, instant message, videoconference, and chat over the Internet. All of this is free if communicating with other Skype users.

Skype is easy to join, easy to download and easy to use. Type "skype.com" in your browser address bar and press Enter.

Begin by joining Skype and creating your account:

• From the Skype home page, click on "Join Skype"



 Enter your information. Fill in any textbox that has an asterisk. You must provide a first and last name, and an email address, and your language choice under "Profile Information" but the rest of the profile information is optional. You also must provide a "Skype Name" and a password. Then click "I Agree – Continue".

Create	an account o	or sign in
-	a minute or two - then you' loaded and installed Skype	ll be ready to call your friends for free once e.
First name*		Last name*
Your email address*		Repeat email*
Note: no-one can s	see your email address.	
rofile inform	nation	
Language*	English	
Skype Name*		
		0
Note: only choose	a name you have a right to use.	
Password*		Repeat password*
Between 6-20 cha	racters, include Latin letters and nun	nbers. Note: no-one else can see your password.
es I have read :	and Laccent the Skyne Terms o	f Use and the Skype Privacy Statement
co, i nave reau a	and raccept the <u>Stype Terms o</u>	rose and the oxyper mady otatement
l agree -	Continue	

- Skype then asks you to join Skype Credit, a service that allows you to make inexpensive International calls. Click next to "No now, thanks" and click the "Continue" button.
- If you do not have it installed on your computer, you are then taken directly to the downloading and installing page.

Downloading and Installing Skype

Click Get Skype at the top of your screen.



Click "Get Skype for Windows", or "Get Skype for Mac". Skype can determine your operating system. Choose Skype Free and click "Download Skype".

When the dialog box opens, choose "Save File". Navigate to where your file is saved and double click it to run it.



After you choose your language, and click "Next" a couple of times, you may see a Welcome Screen that is pictured below. If this opens, be sure to deselect the Show welcome screen at startup so that you do not see this every time you start Skype.

Skype [™] - Welcome screen	-
Hello and welcome to Skype.	
Take a minute to get set up	Or get started now
See what's new in Skype Find friends and import Check your sound works	Image: wide wide wide wide wide wide wide wide
Show welcome screen at startup	

It's a good idea to "Check your sound works". This enables you to set up your sound and your video. Try all of the "Test" features pictured below. Make sure your webcam is plugged in and if you are using a headset with a microphone, make sure it is plugged in also.

Skype™ - Welcome screen	
Check your sound works	
To make calls, check:	And video calls:
You need <u>speakers</u> , <u>headphones</u> or a You need	phone ed a <u>microphone</u> (internal or plug a headset. Video You need a <u>webcam</u> (internal or plug in). Q Test microphone Test video
G Return to welcome screen	Exit this guide

Finally, you will get the Skype login screen like the picture below. If you don't want Skype to start every time your computer starts, be sure to deselect "Start Skype when computer starts".

^{rpe Iools Help} Welcome to Skype.	S
Skype Name Forgotten your Skype Name? Ieslie.reeves11 Password Forgotten your password?	Don't have a Skype Name and password yet? Create a new account
Sign me in	

Find out the "Skype Name" from others you may want to Skype with. You can then add them to your Contact list:



Finally, highlight someone with whom you want to engage in a Skype session, and click on "Video Call".

≫ Skype [™] - leslie.reeves11 /peontacts Cgnversation Cgll <u>V</u> ewoo	1. 11.1.		e
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	Lain Kexius		A C105
Call phones	- Wanter	Give me a minute. I'll figure this out!!	•
Contacts	111100	📴 California, United States	
A Search		😮 Online	
👢 🔞 Echo / Sound Test Service	🗖 Video call	Call - +	
Lani Rexius Give me a minute. 11 figure this o		•	
2 2 Linda McGonigal			
Co Linda McGonigal			
	E		
			12:29 PM
		Lani Rexius has shared contact details with Leslie Reeves.	
Add a contact	Leslie Reeves		1.01791
	Lesle Reeves		1:04 PM 1:04 PM
,952,649 people online	Lairkeaus	·~	_
Get unlimited calls to phones with a subscription. Over 40		Type a message to Lani Rexius here	

There are other tools that you can explore including inviting others to join your Skype session, sharing your desktop, and sharing files. **Have fun!**