

## Learning to Use

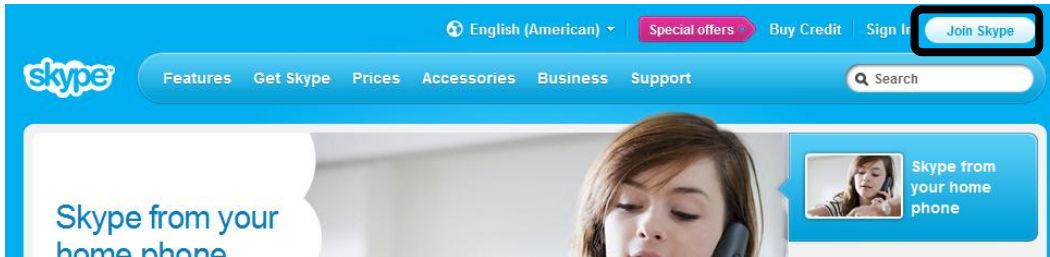


Skype allows users to make voice and video calls, instant message, videoconference, and chat over the Internet. All of this is free if communicating with other Skype users.

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 or sign in

It only takes a minute or two - then you'll be ready to call your friends for free once you've downloaded and installed Skype.

<b>First name*</b>	<b>Last name*</b>
<input type="text"/>	<input type="text"/>
<b>Your email address*</b>	<b>Repeat email*</b>
<input type="text"/>	<input type="text"/>

Note: no-one can see your email address.

#### Profile information

<b>Language*</b>	English <input type="button" value="v"/>
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<b>Skype Name*</b>	<input type="text"/> <input type="button" value="?"/>
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Note: only choose a name you have a right to use.

<b>Password*</b>	<b>Repeat password*</b>
<input type="text"/>	<input type="text"/>

Between 6-20 characters, include Latin letters and numbers. Note: no-one else can see your password.

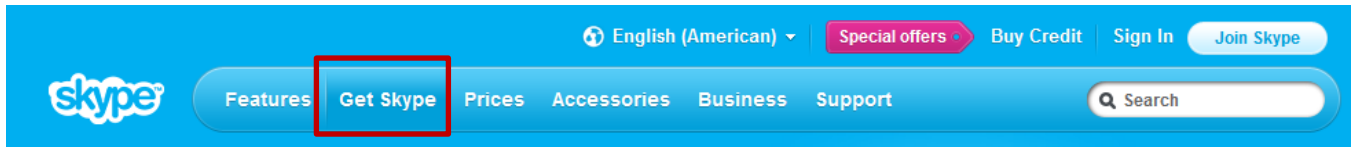
Yes, I have read and I accept the [Skype Terms of Use](#) and the [Skype Privacy Statement](#)

**I 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.

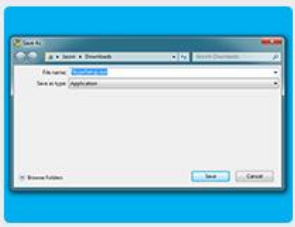


Click “Get Skype for Windows”, or “Get Skype for Mac”. Skype can determine your operating system. Choose Skype Free and click “Download Skype”.

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


### How to install Skype

**Step 1**



Click 'Save File' to save the Skype Setup Application.

**Step 2**




Click the SkypeSetup file in the Downloads window.

**Step 3**



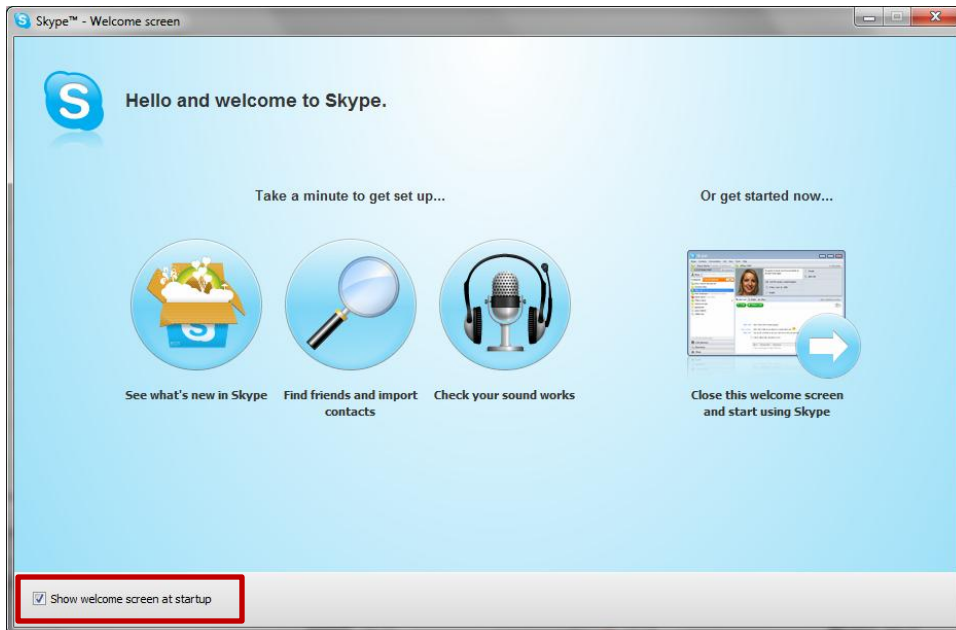
Follow the simple steps in the Setup Wizard to complete the installation.

**Step 4**

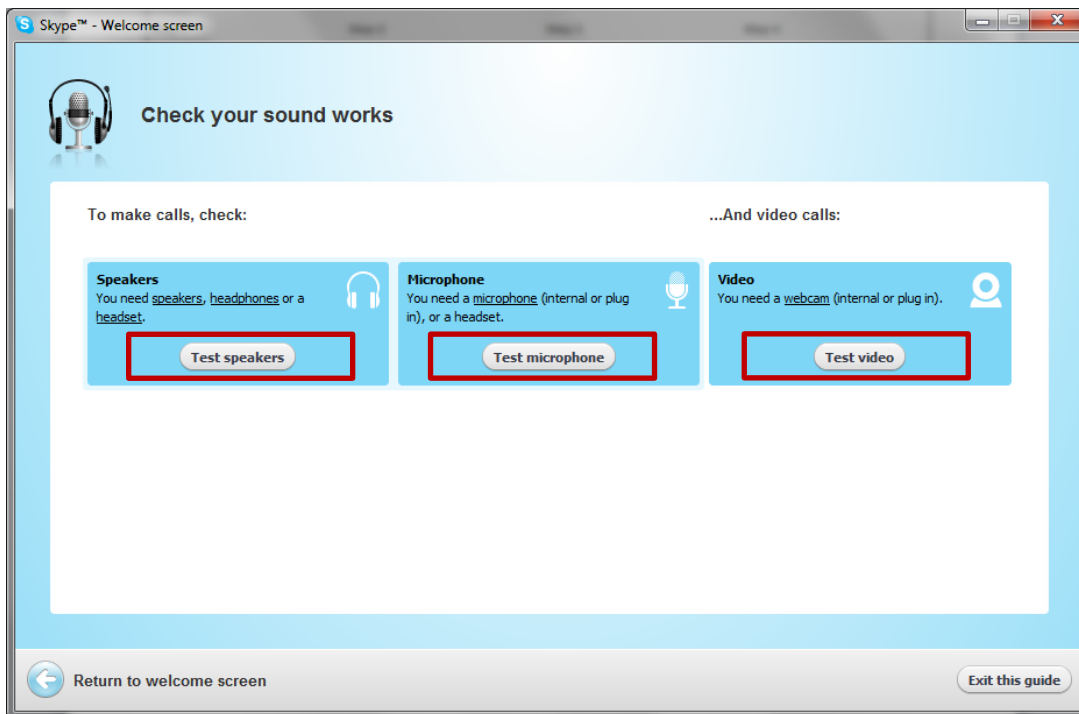


Open Skype and sign in with your Skype Name and password.

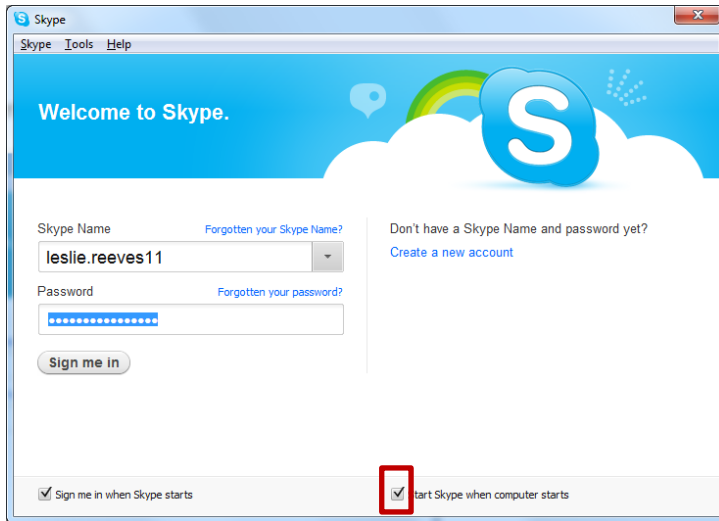
After you choose your language, and click “Next” a couple of times, you may see a Welcome Screen that is pictured below. If this opens, be sure to deselect the Show welcome screen at startup so that you do not see this every time you start Skype.



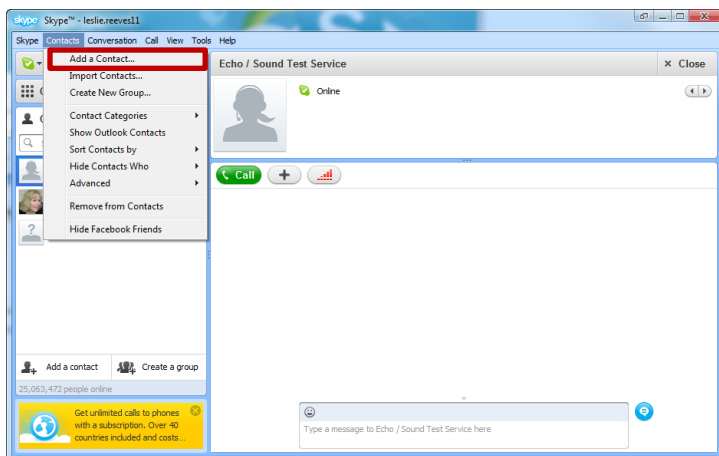
It's a good idea to “Check your sound works”. This enables you to set up your sound and your video. Try all of the “Test” features pictured below. Make sure your webcam is plugged in and if you are using a headset with a microphone, make sure it is plugged in also.



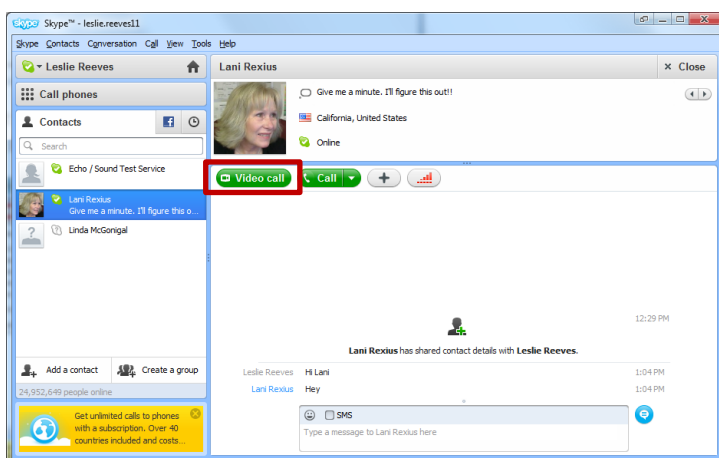
Finally, you will get the Skype login screen like the picture below. If you don't want Skype to start every time your computer starts, be sure to deselect "Start Skype when computer starts".



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".



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