

Keep in Touch with Skype!



Goals for this class:

- Understand Skype's capabilities, various uses and required equipment.
- Create a Skype account and add contacts.
- Place a call via Skype including video calls and instant messaging.

What is Skype?

- Skype is a web-based service allowing users to make calls, have video conferences and instant message over the Internet. Skype is accessible via a free download to a computer, laptop, tablet or smartphone. Calls, video conferences and instant messaging with other Skype users are free, while calls made from a Skype account to landline phones or cell phones requires a fee, which applies to domestic and international calls. Money can be added to a Skype account easily. (Learn more here: <http://bit.ly/2bH8Tho>)


Why use Skype?

- Skype is free for all Skype-to-Skype calls and video chats as well as instant messaging worldwide. Although Skype charges a fee to call landlines and cell phones it is a good option for making international phone calls to non-Skype users.

Getting Started:

- A computer, laptop, tablet or smartphone with a microphone and web camera are required.
- Skype is a free download access the Skype website or mobile app store to download the application:
 - <https://www.skype.com/>
 - Go to Downloads → Select your device → Download the application and follow the installation instructions.
 - After the installation is complete launch Skype.
- Click on "Create an account". Follow the instructions to create your account and Skype name (username), then log in.
- After logging in Skype will prompt a microphone and camera check. Follow the on-screen prompts.

Finding People on Skype/Adding Contacts:

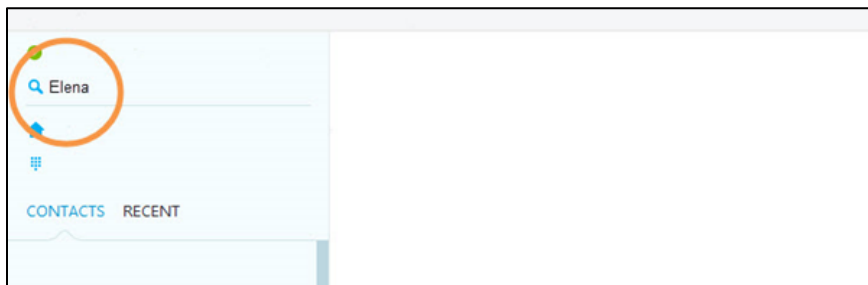
1. Click search  and type the name, Skype name or email address of the person you want to find.
2. Click "Search Skype".
3. Select the person from the search results list and click "Add to Contacts".

Placing a Call:

1. In Skype, click **Contacts**.



2. Find the person you want to call from your contact list. If you have lots of contacts, you can type a name in the search box to find the contact you're looking for.




3. Click the contact. You'll see their details in the main window. If the contact has one of these status icons displayed next to their name:

✔ It means they're on Skype and you can call them for free.

📞 It means they're on a mobile or landline so you'll need a little [Skype Credit](#) or a [subscription](#) to call them.

❓ It means that the person hasn't yet accepted your contact request.

4. Click the **Call** button  to make a video call. The screen changes color and you'll hear ringing until the other person answers.

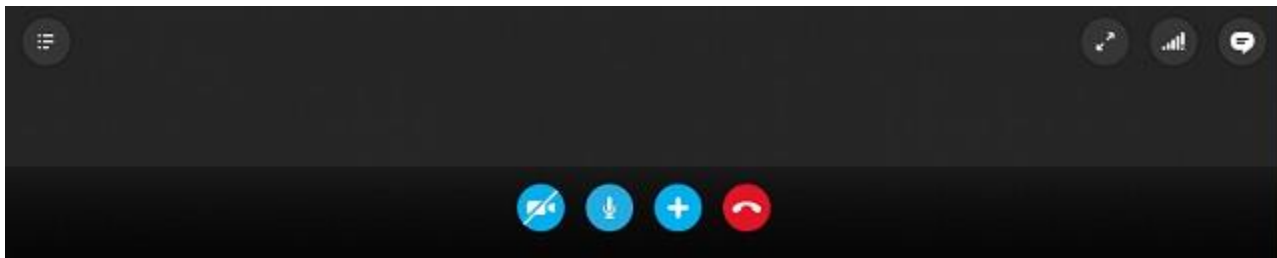









5. If you don't see or hear the other person, or they can't see or hear you, click the call quality icon (you may need to move your mouse to make it appear). Check the tabs to look for potential problems.



6. At the end of the call, click the End call button  to hang up.

Useful Things You Can Do On a Call:



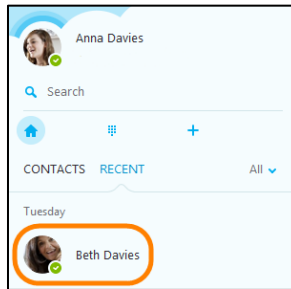
-  Show or hide your **Contacts** or **Recent** lists.
-  Check your call settings and connection speed, and adjust your microphone, speaker and webcam.
-  Show the IM window so you can instant message the person you're talking to.
-  If you have a webcam, turn your video on and off.
-  Mute your microphone so the other person can't hear you.
-  [Send files](#), [send contacts](#), [share your screen](#), add people to the conversation and show the dial pad.
-  End the call.



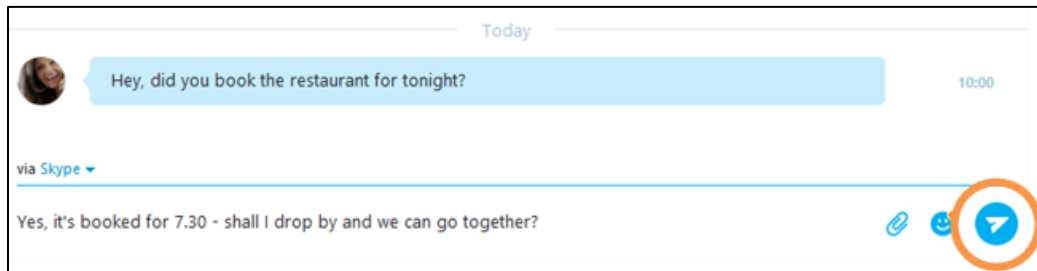
Turn on/off Skype translator during your call.

Sending an Instant Message (IM):

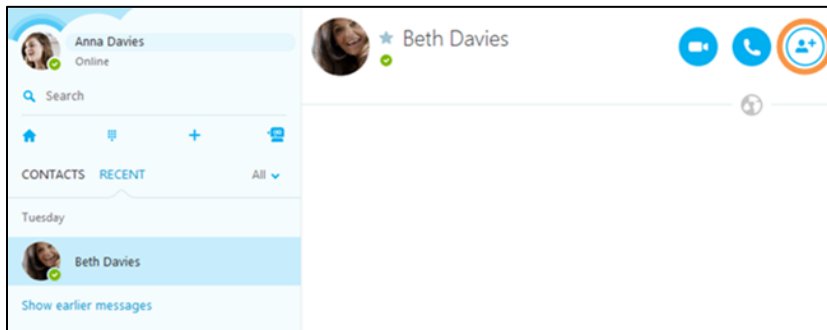
1. In the **Contacts** tab, select the person or group you want to IM. Or in the **Recent** tab, select the conversation you want to pick up again.



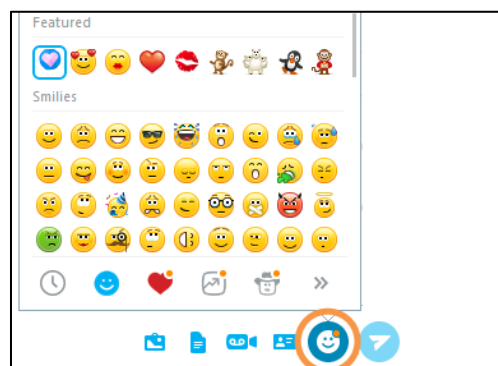
2. Type your message into the conversation window at the bottom of the screen and press Enter on your keyboard, or click the blue **Send** icon.



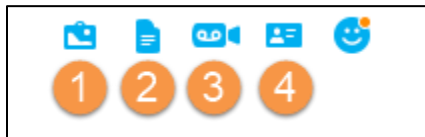
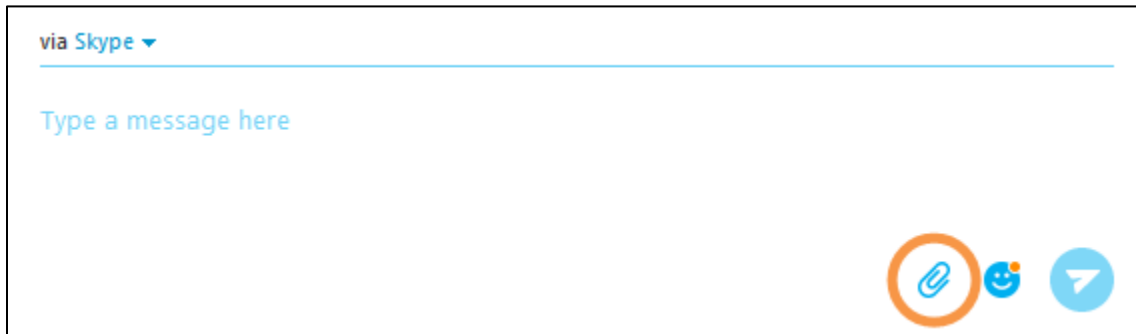
3. Click the **Add people** icon in the top right to add more people to the conversation.



4. To liven up your IMs, click the smiley face and browse for a Moji or emotion that suits your mood.



5. You can send documents, photos, video messages and contacts to your friends. To share media with your friends, click one of the icons below the chat window. You might need to click the paperclip icon to see these icons:



1. [Send photos](#) and images to your friends.
2. [Send files](#) like documents, spreadsheets and presentations.
3. [Send video messages](#) for when your friends are offline.
4. [Send contact details](#) to make it easier for your friends to add people to their contact list.

Need Help?

- <https://support.skype.com>