



Introduction to Skype!

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What you need

1. A device with a microphone and speakers and a webcam (if making video calls)
2. An internet connection
3. Friends and family with a skype account that you can add to your Skype list once you have downloaded the app or program

Getting started

1. Go to www.skype.com website
2. Click on Sign in at the top right
3. If you have a Microsoft account click on My Account and sign in.
4. If you do not already have a Microsoft account, Click on Sign up from the drop down list
5. Enter your email address and continue filling in details to create a Skype account
Note: Use a strong password with a combination of alpha, numeric and symbols
6. On the skype website down load the app or program to your device
7. Once installed open the app and log in with your Skype username and password
Note: As you step through the activation screens tap on Skip when asked if Skype can access your contacts. If you tap on accept or yes, Skype will send an email to everyone in your contact list on your device inviting them to be friends with you on Skype. If you tap skip, you add who you want in your contact list in Skype.

Adding a Contact

1. Click on the Contacts at the bottom
2. Click on the Plus + in the top
3. Click in the Search box when it appears
4. Type in the Contact name, email address, or Skype Name (ask them for their skype name if needed)
5. Tap on the contact when it appears
6. Tap on **Send contact request**
7. A message will appear with an introduction – add or leave it as is, then click on **Send**
Note:
 - The new contact is now added to your contact list .
 - You will only see a question mark instead of their status icon until they accept your request.
 - When your new contact accepts your request, you will see when they are online, and can then make free voice and video calls with them



Accept a Contact Request

1. You will see contact requests above the list of contacts in the contacts bar on your mobile, or in the recents on your computer
2. The number inside the orange circles indicates how many requests you have.
3. Click on the **Contacts Requests Bar**.
4. Click on the **Contact Name**
5. Click either **Accept** or **Add to Contact** or **Block Contact** or **Delete** or **Decline**

Making a Skype Video Call

1. Click on **Contacts** at the bottom
2. Click on your Contacts name in the contact list (use the search box if required)
3. Click on the **Video** to make a Video Call or **Telephone** for voice only to start the call
4. Your device will ring
5. WAIT for the connection
6. To end your video call, tap the screen for the commands to appear, then tap the red end call icon or red receiver.

Note – if your contact is offline, you can leave them a video message

Note: Whilst on the call, you can

- a. Tap the speaker to turn this off or on
- b. Mute the call
- c. End the call
- d. Stop/start the video
- e. Reverse the camera
- f. Add others to the call by tapping the + in the top right

Sending an Instant Message

1. Click on **Contacts** at the bottom
2. Click on your Contacts name in the contact list (use the search box if required)
3. Click in the **Type a message here** box
4. Type in your message
5. Click the envelop in the blue circle to the right to send

Note – you can also send pictures, videos, location, contact and emojis.

Further Note - In the new version of skype you can form groups, send photos and highlights, send stickers and emoticons, choose colours and more!