



Quick tips for using Skype

First you need to download the Skype app.

If you are using an iPhone or iPad.

1. Open your Apple Application Store.
2. Search for Skype and follow the download instructions, *you will need to know your Apple ID.*
3. Click on the open box when download has finished.
4. Welcome to Skype appears click on the Let's go.

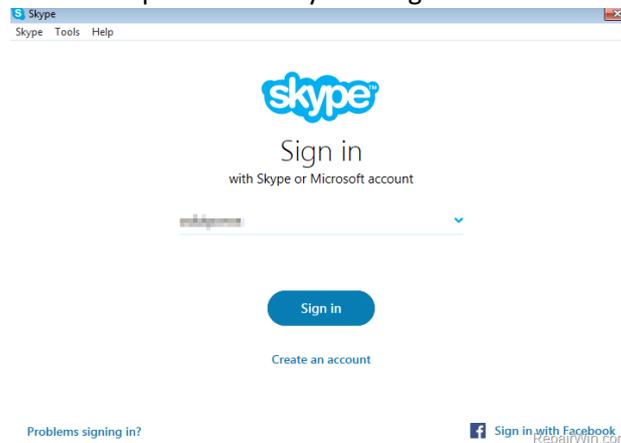


If you are using an android phone, computer or laptop.

1. Open your search browser, eg. Google, Firefox etc.
2. Search for Skype or type in <https://www.skype.com/en/>
3. Select the appropriate download choice for your hardware, either Skype for desktop or Skype for mobile. The desktop option gives you a choice to match your software, I imagine the majority would by using Microsoft.
4. When the download is complete Click on the image of Skype possibly in the left bottom corner of your computer
5. It will ask for approval to make changes to your computer, select Yes.

Once the download is complete you need to sign in or create an account. This applies to all applications.

- 1) A similar screen to that below will open that asks you to sign in or create an account.



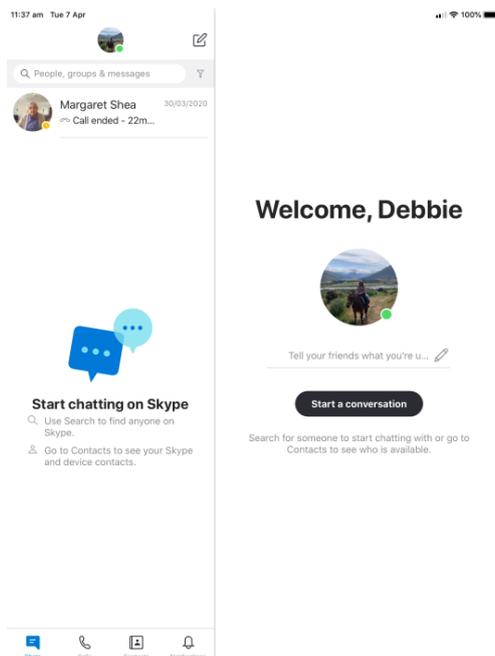
- 2) A: *If you have a Microsoft account, Select - **Sign in***
B: *If you don't have a Microsoft account, Select - **Create one!** using your email address or phone number. Click on **next**.*
- 3) **Create a password.** Enter the password you would like to use with your account.
- 4) What's your name: **Enter the information required** and select **Next**.
- 5) **Verify email.** An email is sent to the address you used with a **code to enter** here. Minimise this screen and open your emails to retrieve the code. **Type in the code**, then select **next**.

Don't panic if realise you make a mistake with the email address you can go back to the previous steps by clicking on the arrow to the left of your email address near the top of this window.

- 6) **Create account** - Enter the characters you see here to finalise the account creation. Select Next
- 7) Choose your theme, and **continue**
- 8) Find Contacts Easily hint screen will appear - Read this and select **continue**
- 9) Skype would like to access your contacts screen will appear - Select **OK**
- 10) **Choose your profile picture** - follow the instructions to give permission for access to photos.

It is a good idea to have a picture here so when people are looking to contact you they can recognise you.

- 11) Almost there! Access to microphone and camera screen will appear - Select **Continue**
- 12) Access the Microphone screen will appear - Select **OK**.
- 13) Skype would like to send you notifications screen will appear - Select **Allow**
- 14) Skype opens with Welcome, your name and photo.



You are now ready to use Skype.

As you can see there is a search box in the top left of the screen, which allows you to search for anyone. Bottom left shows chats, calls, contacts, and notifications.

- Select the contacts from the bottom left. The setting screen pops up to sync your contact

To make a video call or voice call.

- In the search box **enter the name** of the person you want to contact
- **Select the person** - their image pops up on the right side of the screen
- Select either - **Message** (at the bottom of the screen) to simply text - or **Voice call** by selecting the  icon (at the top right) and then you can tap on the  icon to commence the **video**.

If using an iPad or iPhone - Remember to hold the iPad upright (with the home button at the bottom) you will see the small round camera at the top. The video of you will appear in the top right - which is what the person sees that you have contacted. Their video will appear across the wider screen.

- A new screen appears ringing your contact. You will see there are three buttons at the bottom of the screen a **microphone** , a **video**  and the **red button** with the  icon. Use the red button to end the call.

These buttons disappear while the video call is taking place, you just need to tap on the screen or click on your mouse to get them back.