

INSTRUCTIONS FOR LOADING AND USING

SKYPE (for PCs)

Skype is so easy to use – and there’s a great online video showing you how to use it! All you need is internet connectivity, a video camera attached to your pc and a working microphone!

To see the video instructions, load www.skype.com and cursor down to “See how easy it is to use Skype” and click on “How to make free video calls”. There are also other helpful videos to watch.

LOADING SKYPE ON YOUR PC AND CREATING YOUR ACCOUNT:

First of all you need to create an account and download the Skype software to your PC:

1. From the internet, load www.skype.com
2. Click on “Join Skype” (top right hand corner)
3. Create an account
4. Complete the form, culminating in setting up a Skype Name for yourself. This can be *anything*, but has to be unique to Skype – so you may have to try a few if you just try and use your name! Maybe add some numbers, or use a nickname. Rules: Between 6-32 characters, start with a letter, no spaces or characters other than letters or numbers. Give yourself a password, between 6-20 characters. *Make sure you remember both your id and pw!!!!*
5. Agree to continue
6. Follow the prompts to download and save Skype to your computer **desktop** (save as “Application)
7. From your desktop you should see an icon “SkypeSetup” – select this. The Skype install “Hello” screen should come up. Select English and “I agree – install”. Read the screens carefully and make your choices, eg. it asks about making Google your default browser. Continue installing Skype until you get to “Finish”.

Should you experience problems installing - try installing again. Also check if your internet won't allow it to download until you ok –look at the top of the screen on the web page.

8. You should now see a “Skype” icon on your desktop

RUNNING & TESTING SKYPE (ONCE IT'S BEEN INSTALLED)

1. Click on Skype from your desktop
2. Enter your Skype name and password
3. You can add a picture of yourself (if you wish) to your account
4. Click on “Skype test all”, and click on “Call”
5. Say something clever! And click on “Send message” It should replay it for you. Nb. Video does not work at this stage.

TO HAVE A SKYPE VIDEO CALL WITH SOMEONE WHO ALSO HAS A SKYPE ACCOUNT

Once you have installed the software, created your own id and tested Skype as above, you can have free video conversations with other Skype members. First, however, both parties have to agree to be each other's contact.

1. Sign in to Skype
2. Select “Contacts” from the menu bar at the top
3. “Add a contact”
4. Type either the person's name or email address that you're looking for. The more specific you can be the better, eg. If you just type “John” – there will be lots!!
5. When you find the person you want to video with, double click on their name
6. Send them a message asking them to add you as a contact – “send”
7. When they agree, you can highlight their name in your contact list, and click on their name in your contact list, and then click on the video camera icon.
8. If they agree, just click on the answer call icon – and you are in business!!!!
9. Just click on End call icon to end the call.

TO INVITE SOMEONE NEW TO JOIN SKYPE (WHO ISN'T ALREADY A MEMBER):

1. Sign in to Skype
2. Select "Skype" from the menu bar
3. Select "Invite Friends to Join Skype"
4. Fill in form as required