Using Skype: For Beginners!

Created at Waverley C@P
waverleycommunity.ca
Introduction

- Welcome to the quick and easy tutorial guide to using Skype. In this tutorial you will learn how to create a skype account, how to find/ add friends & family, and how to voice call, video call and message them.
The first thing that you want to do is to open the program Skype.
If you can’t find a shortcut for it you can go to the Windows start button > All Programs > Skype and then open the program from there.
Skype pops up, if you do not already have a Skype account to log into, click “Don’t have a Skype Name?” under the Skype Name field.
A larger window will open and will contain fields for you to fill out. Fill them out accordingly. Make note of the check box under the fields on the left. Uncheck this to stop Skype from sending you their email newsletter and then hit the “I Agree” button on the bottom right side.
• Most of the time the Skype Name you have chosen has already been used. Pick one of the suggestions that come up or enter a new one at the bottom of the suggestions. Then hit “Create Account”.

![Image of Skype Name not available](image_url)
• After creating your account another window will ask you to fill out some more information. I would stick to just your Country and City. In the bottom left corner a check box is un checked to avoid auto sign-ins on the computer. Then hit “Ok” in the bottom right.
When this Welcome screen opens click on the “get started now” option like shown below.
• When you can see your Skype Dashboard click on the image of a question mark to change your icon.
• In the new window select, browse or take a new photo for your icon.
• Then hit “Apply” and then “Ok”
• Now it is time to add your friends and family. Click “New” then “New Contact”.
• Search their full name or Skype Name, select them, then hit “Add Contact”
• Close the newest window, after they accept your request they will appear in your contacts list to the left side of your Skype Dashboard.

• Click on their name to bring a conversation box up on the right side. You can now click “Call” to make a voice call, “Video Call” to start using your webcam or you can just enter text in the box at the bottom and then hit the blue button beside it to send the message.
• When you make a video call the right side changes to video mode. Your camera is displaced in the bottom left corner. Your contacts is big and behind yours. And there are tools at the bottom.
• 1: Mute your mic.
• 2: Adjust the volume
• 3: Open the text box back up if your contact has no mic and communicates through the text.
• Use the smile to insert emoticons into your message.
• Use the Share button to send files from your computer to your contacts.
• Use Extras to play games with your contact.
Conclusion

• You have now learned the most basic and valuable skills of Skype and can now start a call, video message or conversation with your friends and family!