



Using Skype: For Beginners!

Created at Waverley C@P

waverleycommunity.ca

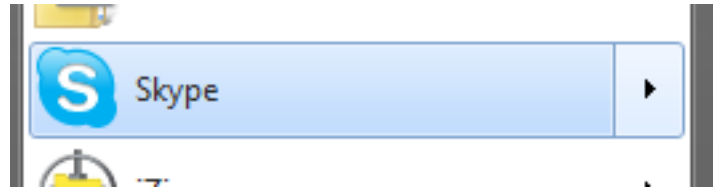
Introduction

- 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.

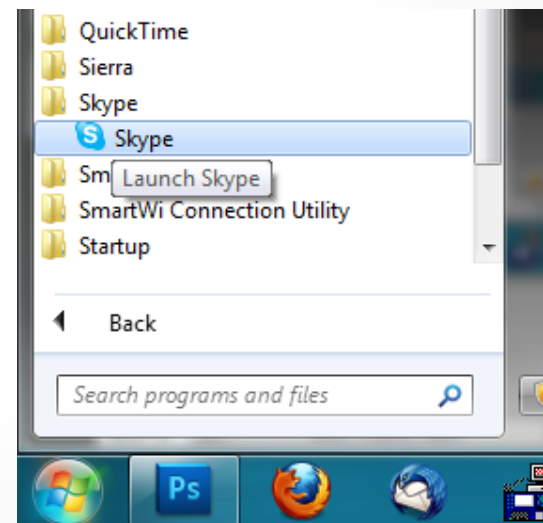
Start

- The first thing that you want to do is to open the program Skype.

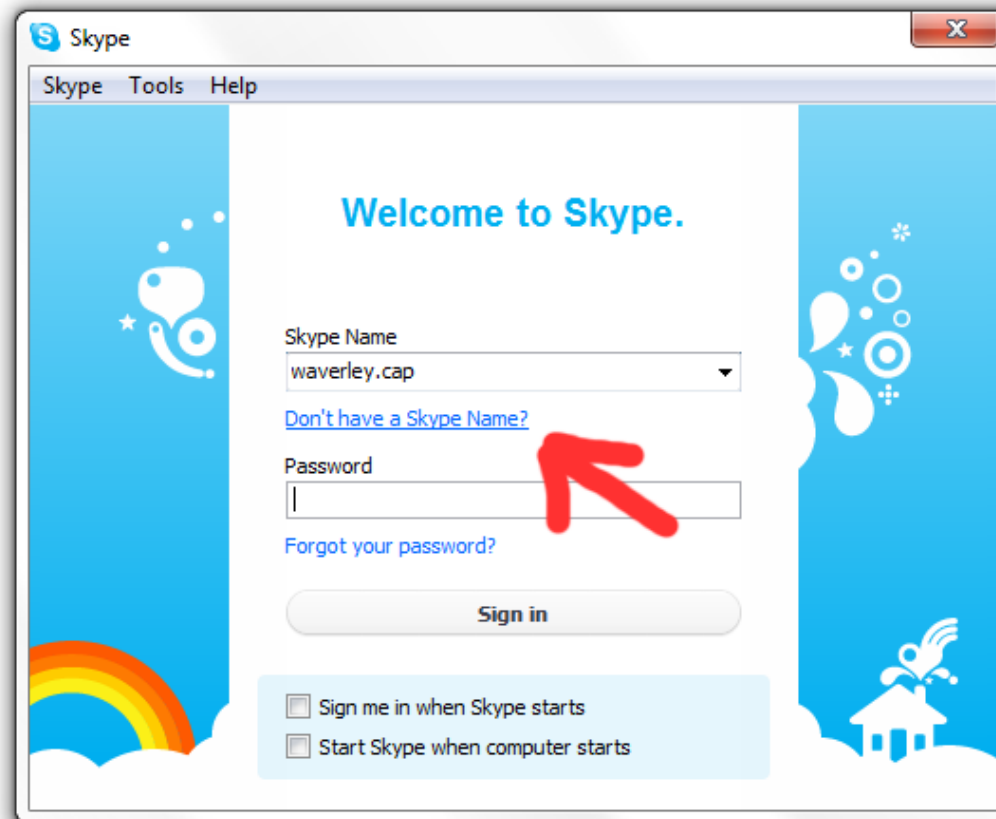
- If you can't find a



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.

Skype™ - Create account

S Create a new Skype account

Already have a Skype account? [Sign in](#) [Get help](#)

Full name **Create Skype Name**

Note: anyone can see this information. Please fill in all fields.

Password **Repeat password**

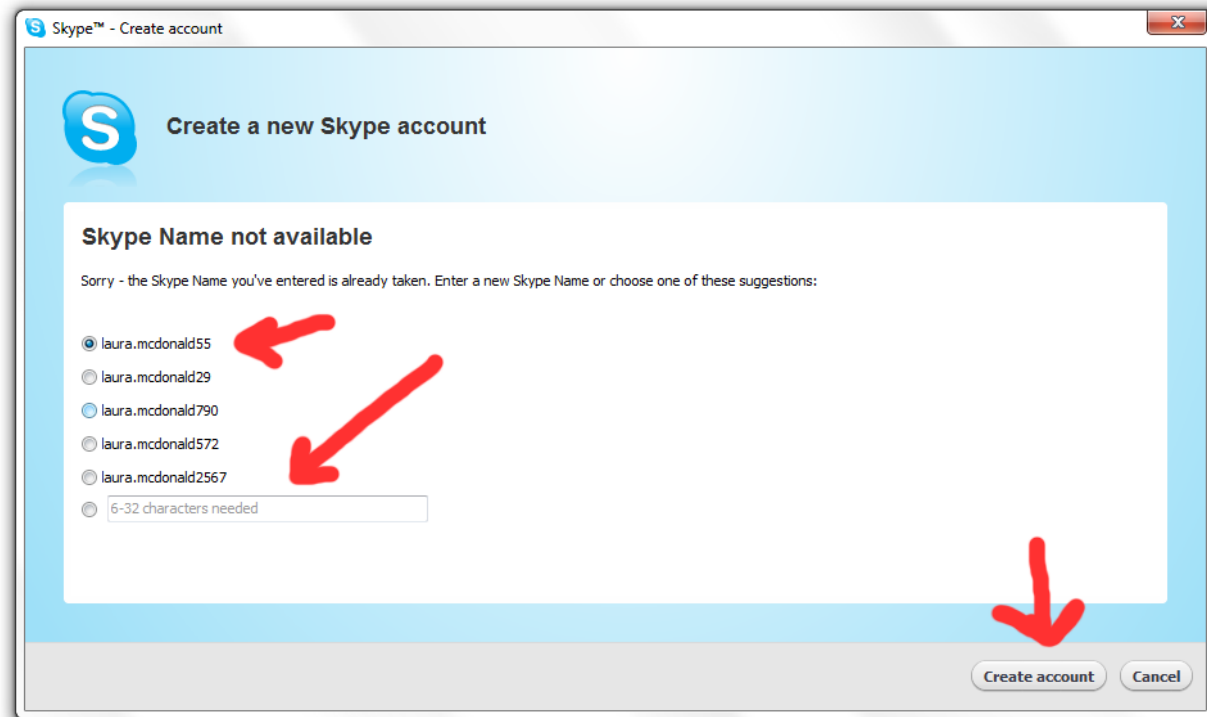
Email **Repeat email**

Yes, send me Skype news and promotions

Note: anyone can see this information. Please fill in all fields.

Yes, I have read and I accept the [Skype End User License Agreement](#), the [Skype Terms of Service](#) and the [Skype Privacy Statement](#)

- 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”.



- 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.

Skype™ - Create account

Set up your Skype profile

Country/Region
Canada

City
Waverley

Birthday
Day Month Year

Note: anyone can see this information. It's optional, so you don't have to enter it.

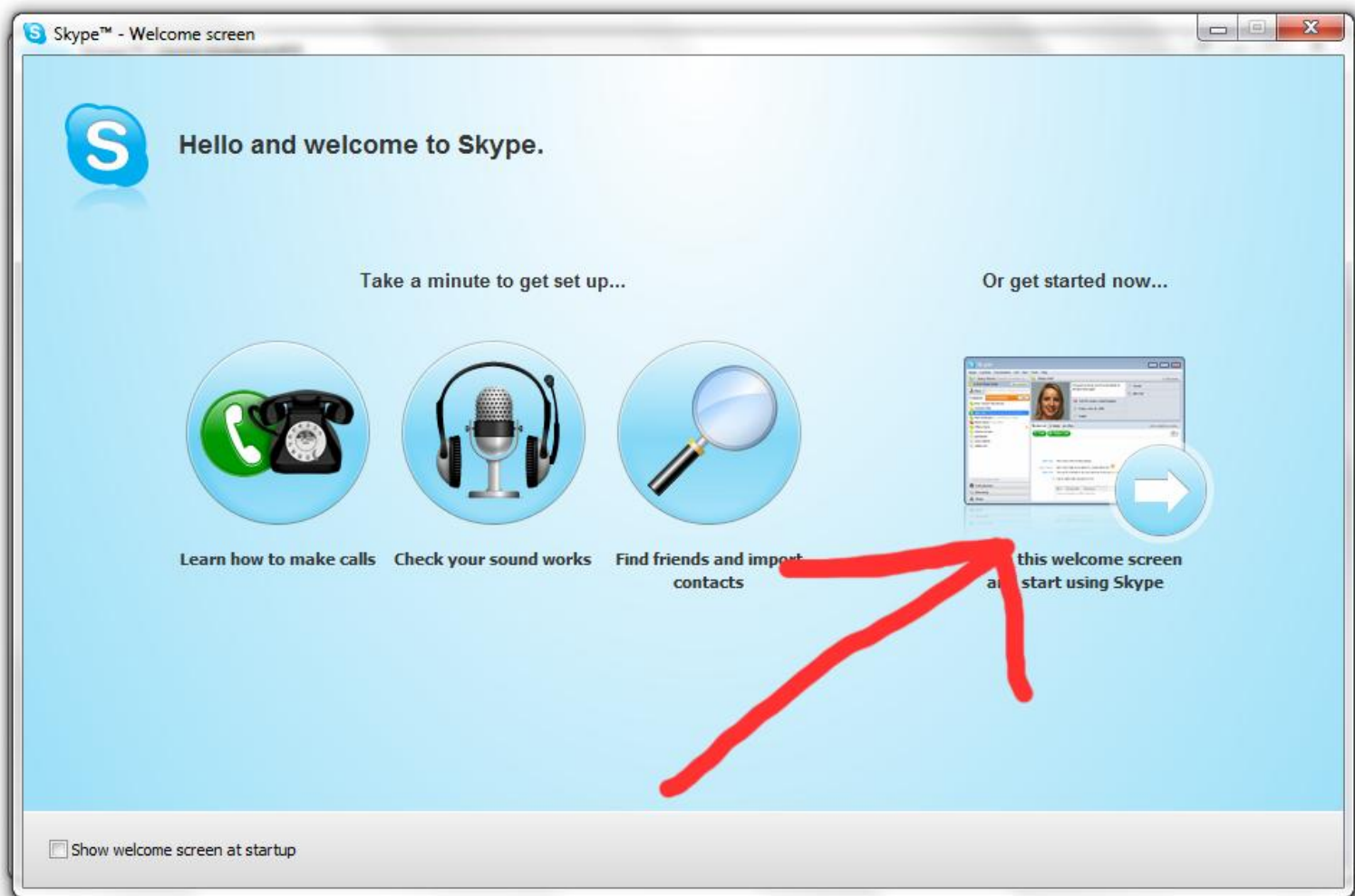
Mobile phone number
Enter United States's phone number.

Note: only your contacts can see this information. Filling it in is optional.

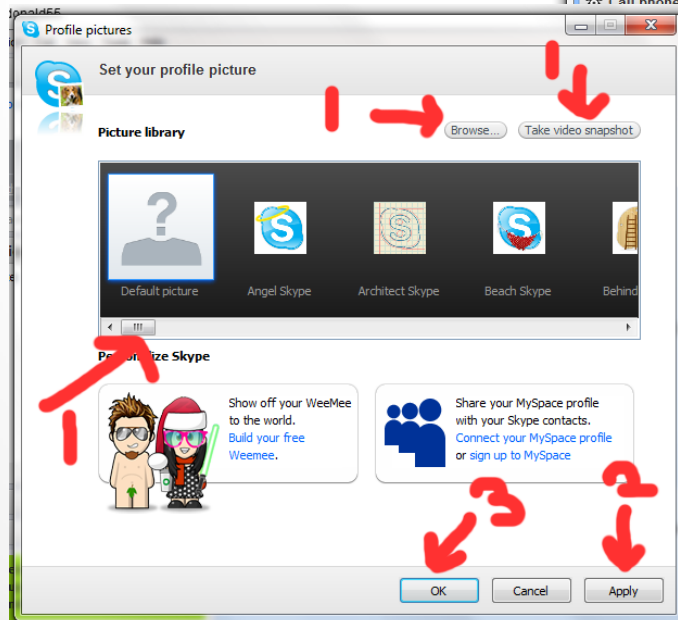
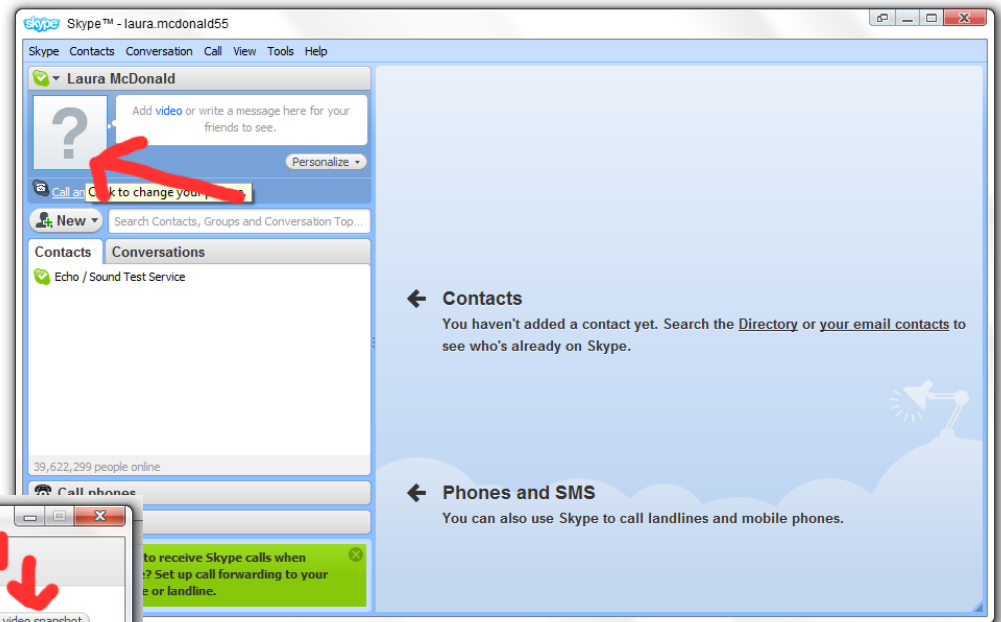
Sign me in when Skype starts

OK

- When this Welcome screen opens click on the “get started now” option like shown below.

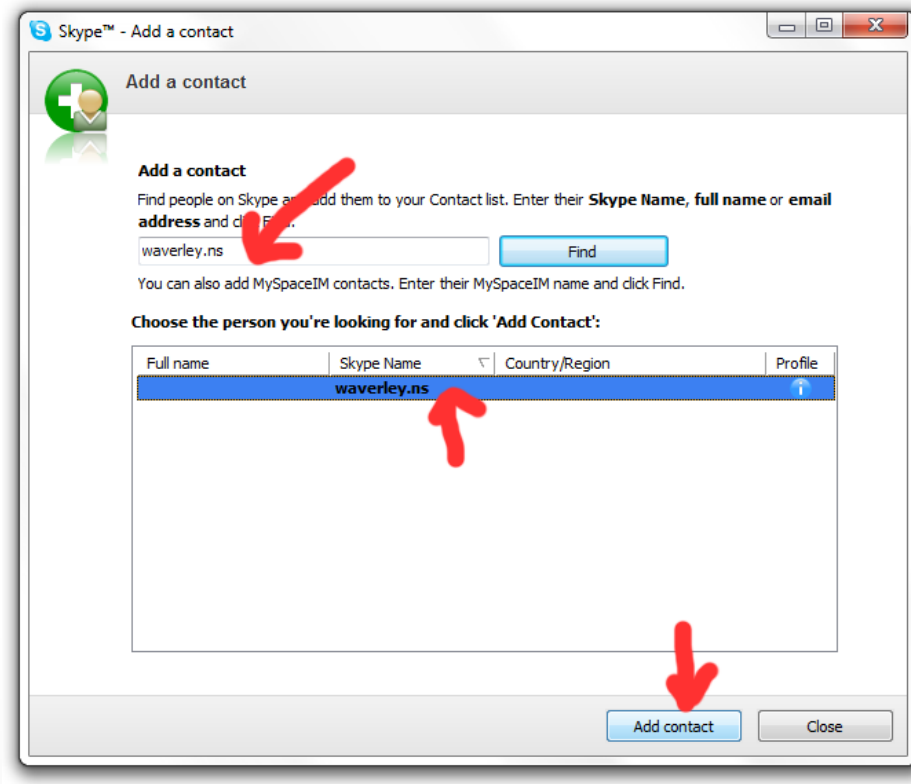
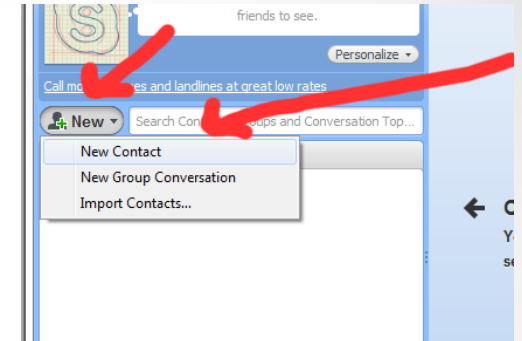


- When you can see your Skype Dashboard click on the image of a question mark to change your icon.
- In the new window select, browse or take a new photo for your icon.



- 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

Laura McDonald



Add video or write a message here for your friends to see.

Personalize

Call any phone. It's free the first time.

New Search Contacts, Groups and Conversation Top...

Contacts Conversations

Echo / Sound Test Service

Waverley NS



39,651,485 people online

Call phones

Directory

Waverley NS

+ Add people



1:42 PM Halifax, Canada

Male

Sunday, January 01, 1911

waverley.ns

English

Skype

Add phone number

Call Video call

Check settings



Laura McDonald Hello! Please add me to your Contact list.

1:26 PM



1:32 PM

Waverley NS has shared contact details with Laura McDonald.

Laura McDonald asFAs

1:32 PM

Call to Waverley NS, duration 01:11.

1:40 PM

Type a message to Waverley NS here



- When you make a video call the right side changes to video mode. Your camera is displaced in the bottom left corner. Your contact 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.

✔ Laura McDonald



Add video or write a message here for your friends to see.

Personalize ▾

Call any phone. It's free the first time.

New ▾ Search Contacts, Groups and Conversation Top...

Contacts Conversations

- Waverley NS
- ✔ Echo / Sound Test Service

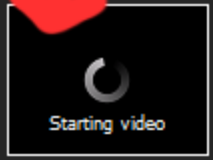
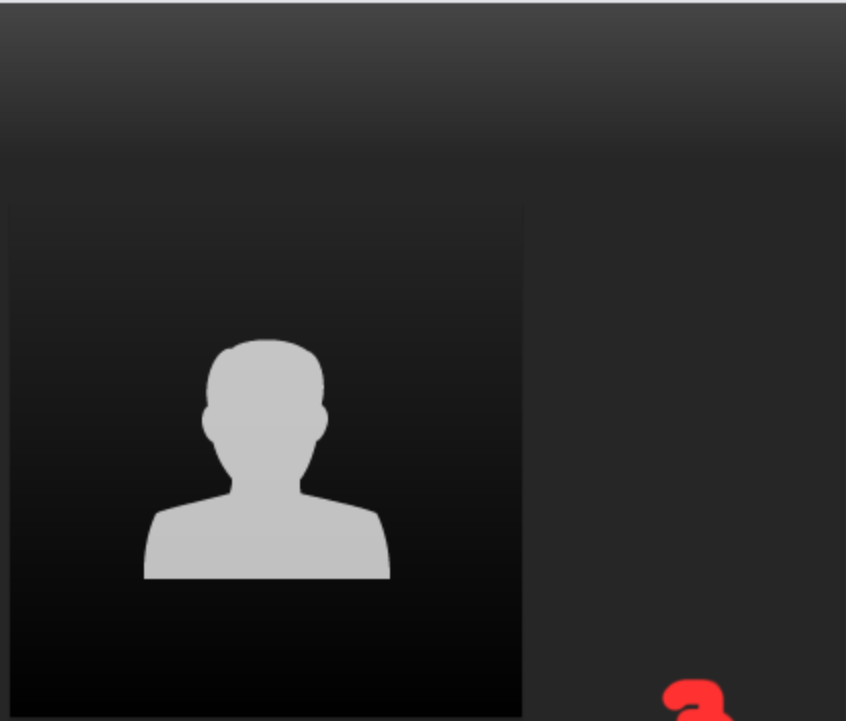
39,683,692 people online

Call phones

Directory

✔ Waverley NS

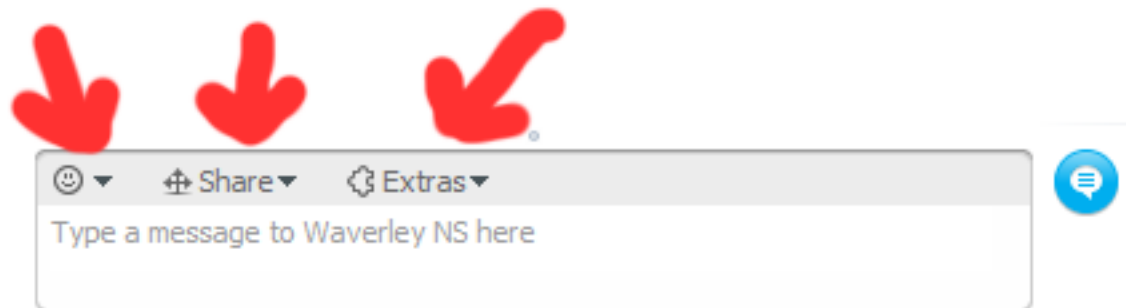
+ Add people



Calling



- 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!