

Getting Started

Introduction to using Skype

- Skype is software that allows users to make telephone calls over the Internet.
- Calls to other users of Skype are free; while calls to other landlines and mobile phones can be made for a small fee (you can buy Skype credit on the website to do this).
- To use Skype you will need a headset or speakers and a microphone.
- If you have a webcam (a camera on your computer) you will be able to see the person you are talking to (provided they have a webcam too)

To use Skype you first have to install the Skype programme on your computer.

Install Skype on your Computer

1. Go to www.skype.com/download

The following page (or similar) will appear.

skype learn prices downloads support Sign in Join us

Use one Skype account across all your devices...

Computer Mobile Tablet Home phones TV More

Skype for Windows desktop

There's so much you can do with Skype – share a bedtime story, host a meeting or take a language class.

Here's just a few of the great things you can do:

- ✓ Free Skype to Skype calls.
- ✓ Low cost calls and text messages to mobiles and landlines.
- ✓ Video call on Skype and Facebook.
- ✓ Free instant messages to your friends, family and colleagues.
- ✓ Send a message you can see, hear and feel with video messaging.*

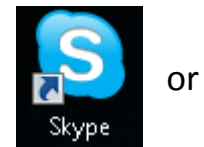
All you need to get started is Windows XP, Vista or 7, a webcam for video calls and a microphone.

[Get Skype for Windows desktop ↓](#)

[System requirements](#)

AA for users with a hearing aid

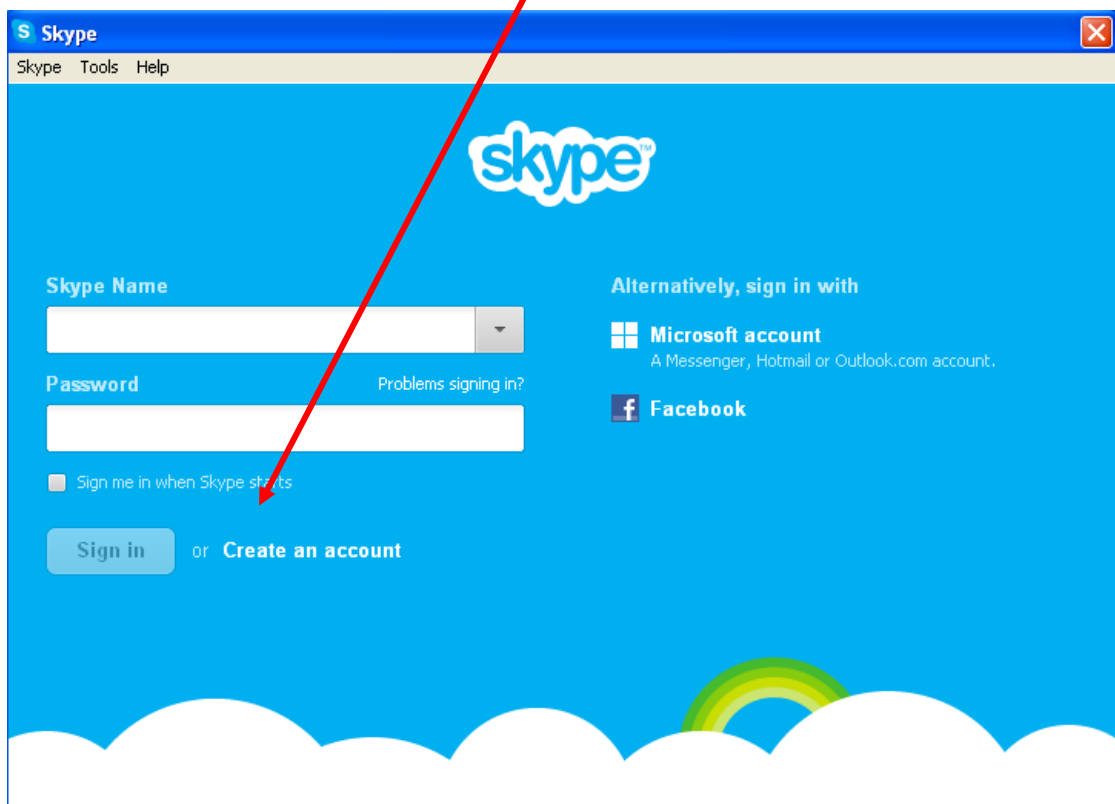
2. Click on **‘Get Skype for Windows desktop’** if you have a PC Laptop
3. Follow the on-screen steps to complete the installation



Once Skype is downloaded, the Skype icon will appear on your desktop

When you want to use Skype, double-click on the Skype icon on the desktop to open the programme

The first time you use Skype, you will be asked to create an account with a user name and password. You only need to do this once, next time you want to use Skype, just type in your Skype Name, Password and click Sign me in



You are now ready to use Skype

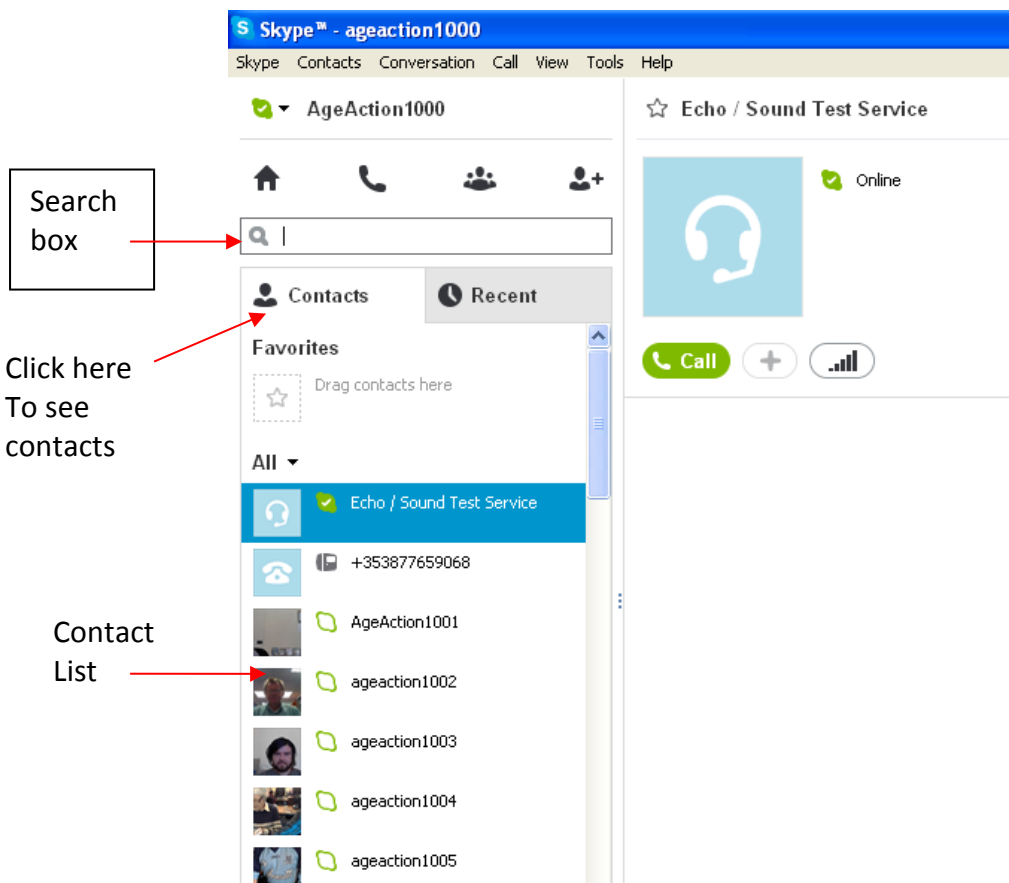
Before you can make a call to another Skype user, you need to add them to your contact list

Add someone to your contact list

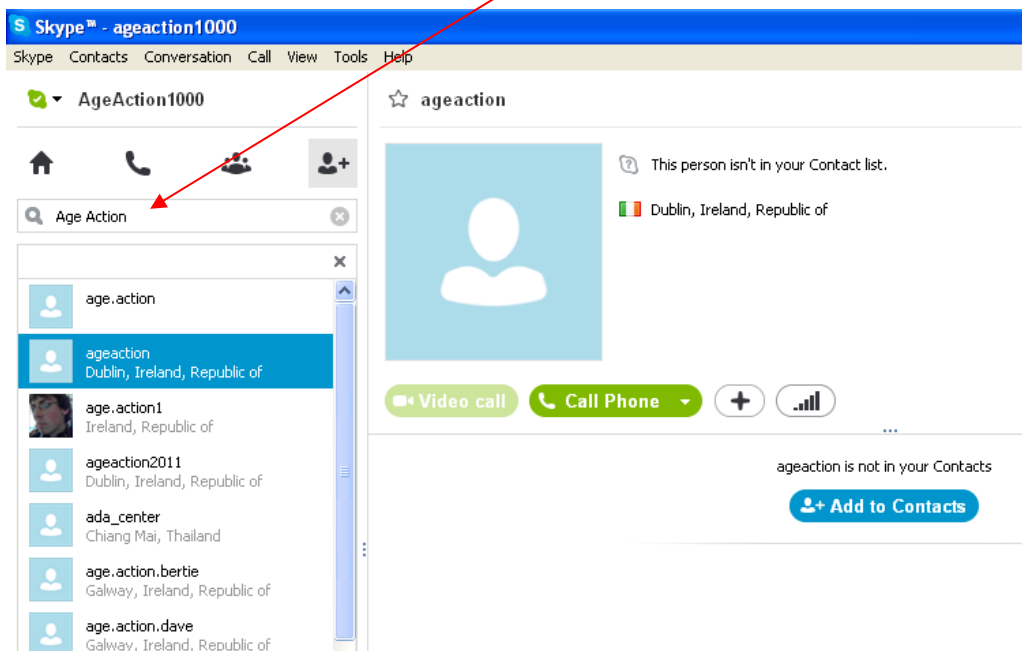
To find a person on Skype you can do a search for their Skype username, their full name or their email address and Skype will search through all the registered users to find them

1. Click the **Contacts** button at the top of Skype.

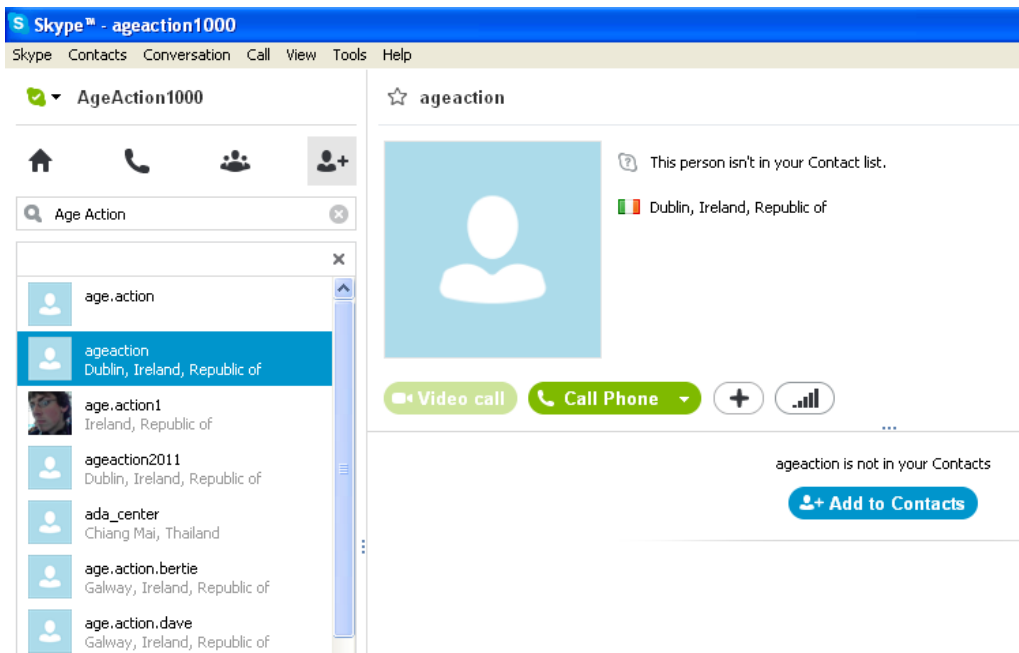
The following screen (or similar) will appear



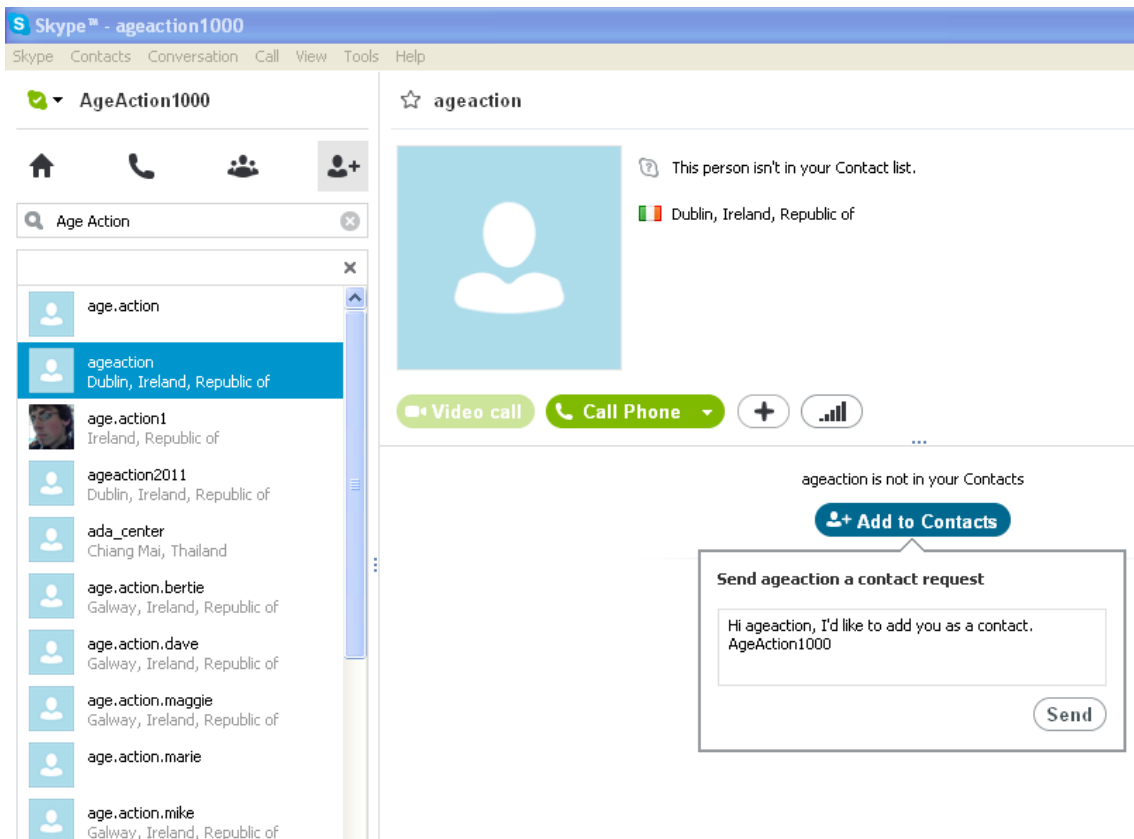
2. Enter any one of the following: email, phone number, full name or Skype Name of the person you want to add into the search box



3. If one match is found and it's the person you are looking for, click on their name then click on **Add to Contacts**



4. Now you need to send the person a contact request. You can change the text in the message box or send the pre-printed message then click **Send**




The contact is added to your contact list, but you can't contact them until they accept your request. When they have accepted your request, you can see when they are online, and make free calls and video calls with them.

How to make a call on Skype

Call someone in your Contact list

1. In your contact list, find the person you want to call

 If there is a symbol like this beside the person it means they are online and you will be able to call them. It also means they are on Skype and the call will be free.

2. Click on a person with a beside them. (This shows that they are online)

You will see their details in the main window.

3. Click the green Call button

The screen changes colour, a call bar appears near the bottom of the screen and you will hear ringing until the other person answers

4. To hang up, click the End call button on the call bar



5. You can also call people on their mobile phone via Skype but you will need to buy credit to do this.

How to make a video call on Skype

Video calls allow you to make a call and speak to and see the person you are talking to live!

You can make video calls to anyone on Skype, as long as they also have a webcam

Making a video call on Skype is almost the same as making a phone call

1. In your contact list, find the person you want to call

Make sure they're online



2. Click the Video Call button



The screen changes colour, the call bar appears near the bottom of the screen and you will hear ringing until the other person answers

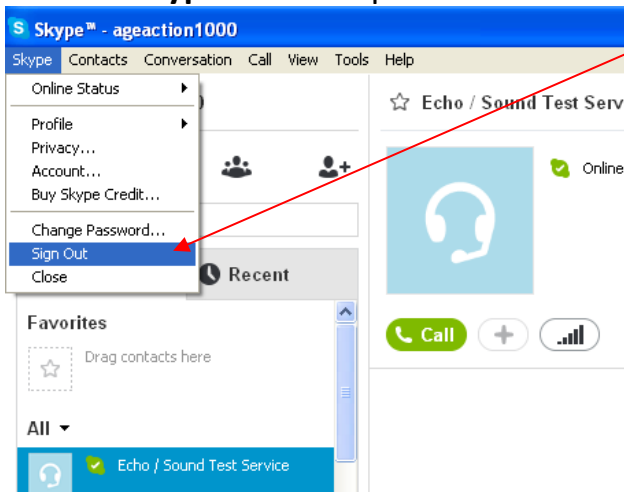
When they answer, their face will appear live on your screen and they will be able to see and hear you – say hello!

3. To hang up, click the End call button on the call bar



When you are finished with Skype you will need to **Sign Out** especially if you are using a public computer.

Click on **Skype** on the top menu bar then select **Sign Out**



For more help using Skype go to www.skype.com and click on **Learn** on the menu bar at the top of the page or go to

<https://support.skype.com/en/skype/windows-desktop/>