

How to Use

Introduction


Skype allows users to talk over the Internet to anyone, anywhere in the world for free. Users can make telephone calls from their computer to other Skype users free of charge, or to landlines and cell phones for a fee. Additional features include instant messaging, file transfer and video conferencing. You will need a microphone and speakers, and a Web cam if you want to use the video option.

Registering

Launch Skype from your list of programs. When opening Skype for the first time, you will need to set up a new account. To do so, you'll create a Skype username and password, and input your e-mail address.



The image shows the Skype registration interface. At the top is the Skype logo, a blue 'S' inside a speech bubble. Below it is the text 'Welcome to Skype'. The registration form includes a 'Skype Name' field with the text 'bkineman123' and a dropdown arrow. A link with an 'i' icon says 'Don't have a Skype Name?'. Below that is a 'Password' field. A link says 'Forgot your password?'. There are two checked checkboxes: 'Sign me in when Skype starts' and 'Start Skype when the computer starts'. At the bottom right is a 'Sign in' button. A black arrow points from the left to the 'Skype Name' field.

 **Create a new Skype Account**

Full Name

* Choose Skype Name
Between 6 and 32 characters

* Password
Minimum 4 characters

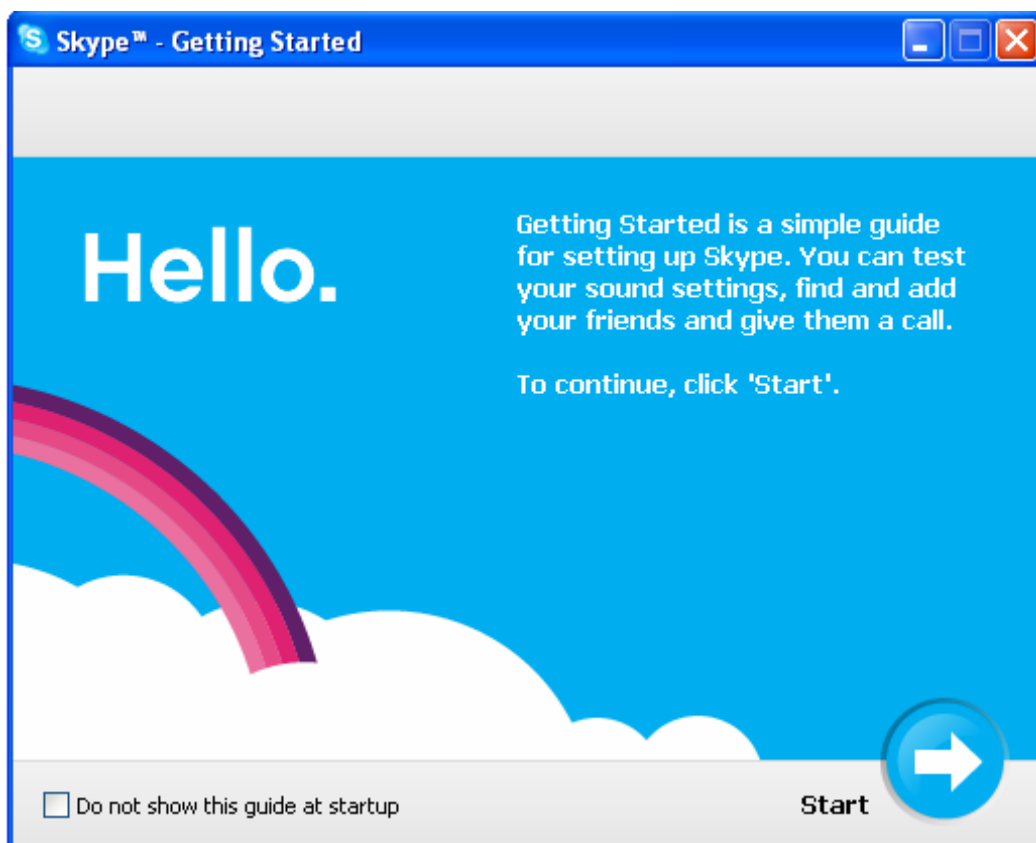
* Repeat Password

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

* Fields marked with an asterisk are required

Next > Cancel

Select NEXT; you can enter a personal profile if you like. Once you have completed the registration process, you can sign in and take an online tour of the program if you like.



Screen Guide

The screenshot shows the Skype desktop application window titled "Skype™ - brocolina72". The interface includes a menu bar (File, Account, Call, Chats, View, Tools, Help), a chat window for "Trina" with a message input field and a "Personalise" button, and a "Contacts" list. The "Contacts" list shows "Beth" with a status indicator. A "Call Phones" button is visible, and a "History" button is also present. A status bar at the bottom shows "Online" and "8,222,218 people online".

Callouts provide the following information:

- Lists contact names and phone numbers.** (Points to the "Contacts" list)
- Chat & Call History log** (Points to the "History" button)
- Allows users to call phones for a fee.** (Points to the "Call Phones" button)
- Select to add a contact or search for a contact.** (Points to the "Add" and "Search" buttons)
- You can change your status here.** (Points to the status indicator in the bottom left)

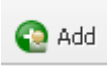
The status menu is expanded, showing the following options:

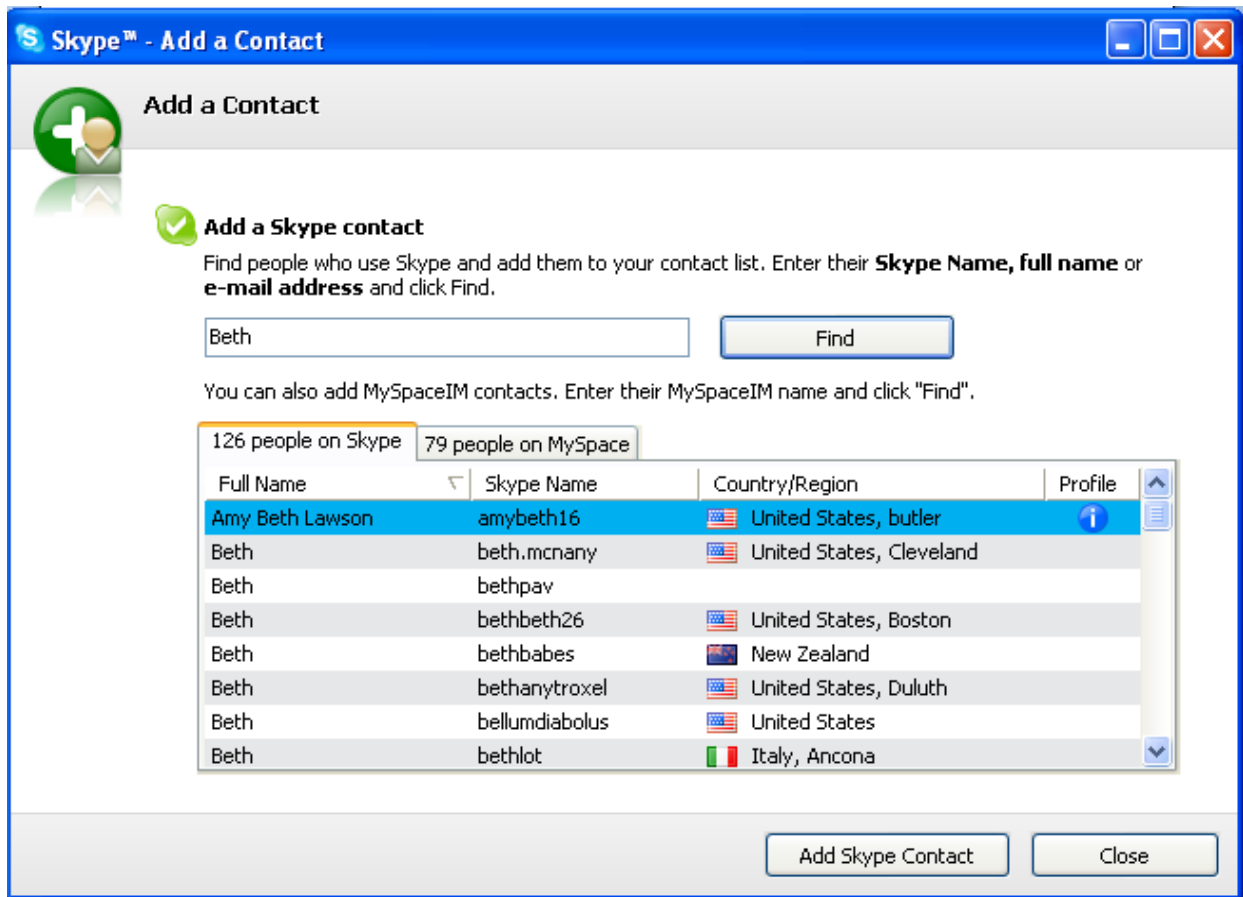
- Online
- SkypeMe!™
- Away
- Not Available
- Do Not Disturb
- Invisible
- Offline
- Set up Call Forwarding...

There are step-by-step directions that take you through each process as you use Skype. The following are some examples of the many things that you can do with Skype.

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Adding a Contact

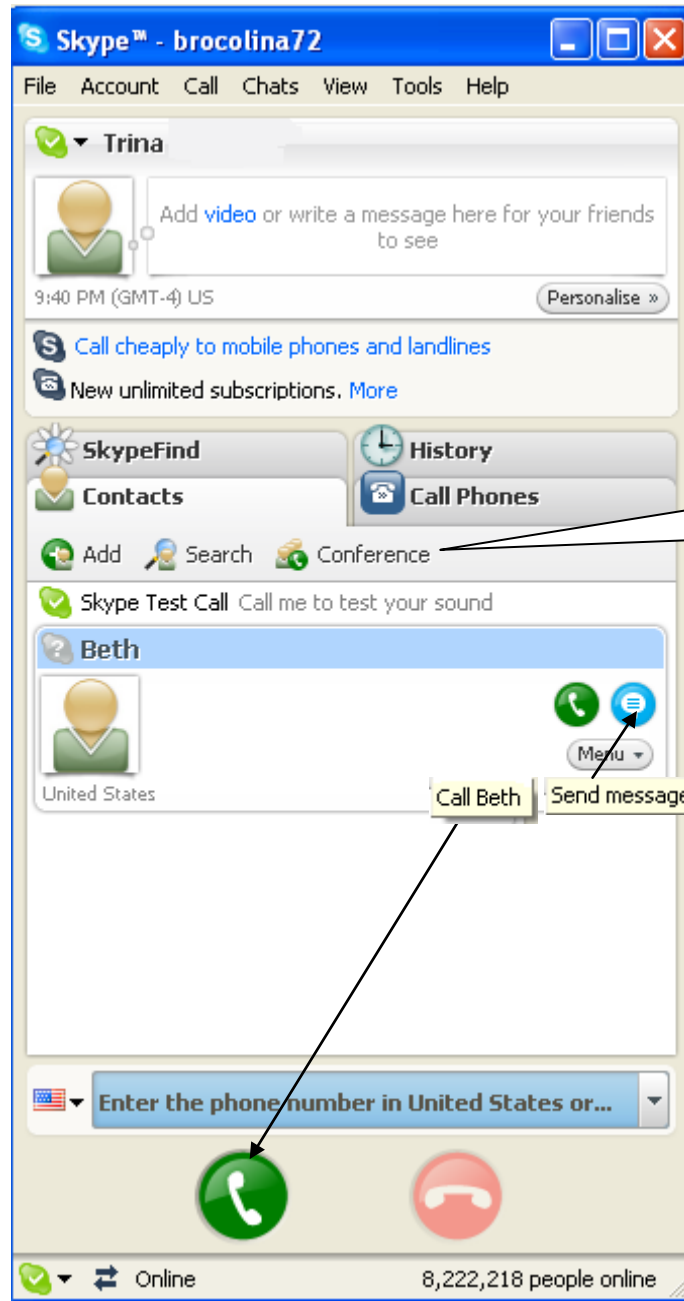
Under the CONTACTS tab select  and you will be taken through a step-by-step process to add a contact.



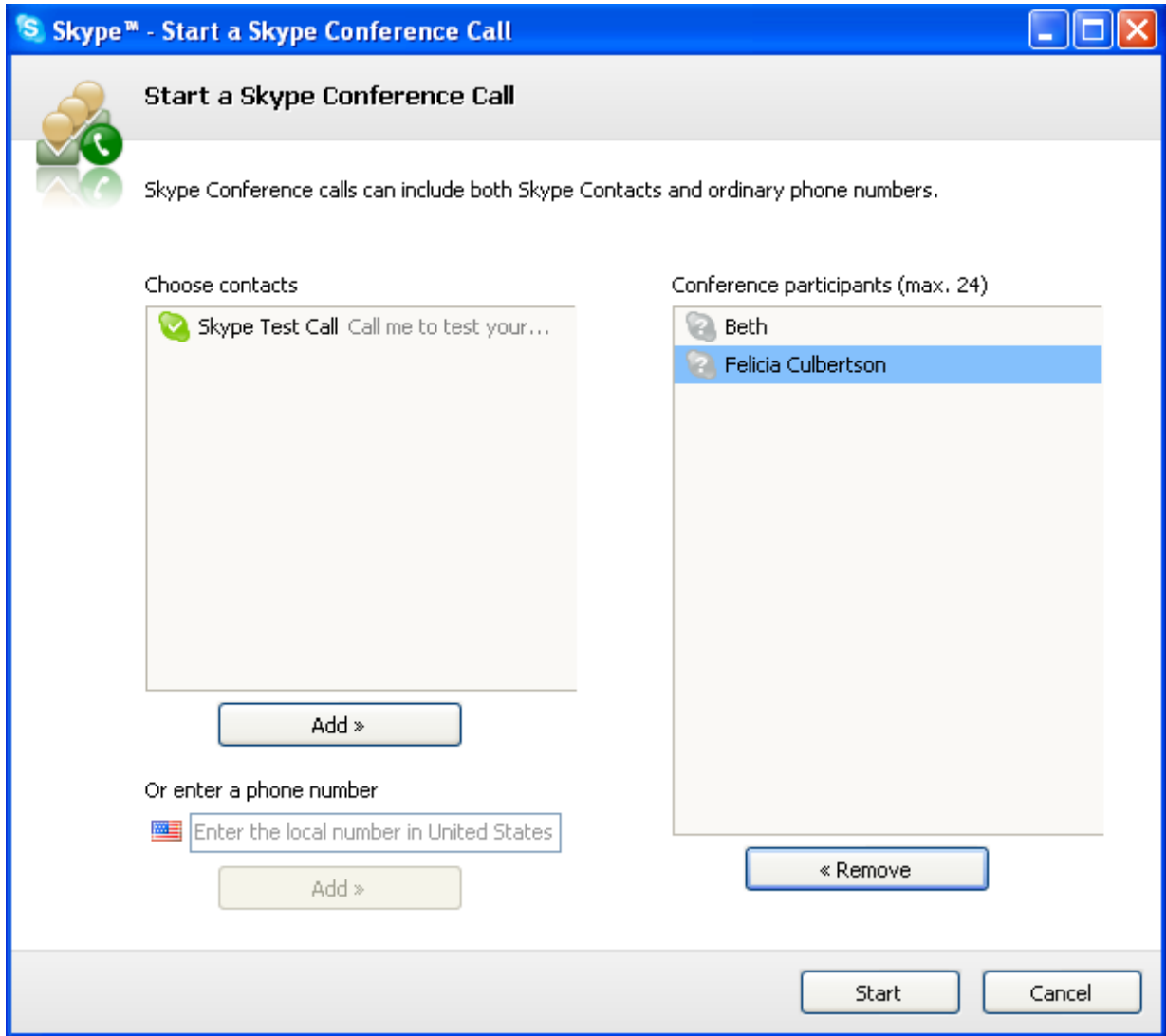
Once you submit the name search, you can highlight the user and select ADD SKYPE CONTACT. You will then be prompted to enter the contact's details and they will be added into your contacts list.

Interacting with Your Contacts

You can call or chat with your contacts as well as call landline phones (for a fee). To chat with one of your contacts, select the contact and then click the CHAT icon. To Skype call your contacts, select your contact and click the phone icon next to their name or at the bottom of the window.



You can also create a conference call with your contacts. Click the CONFERENCE button on the CONTACTS tab. A new window will open. This is where you set up your conference call. Invite other people to the call by selecting them from your contacts list and clicking the ADD button. When you add a contact, that person's name will appear in the 'Conference Participants' list. You can invite up to 24 people to participate in a conference call. Once all of your contacts are listed, select START. Skype will attempt to call all of your contacts to join the call. You can end the conference call at any time by selecting the red phone icon.



Skype users who have Web cams can also make video calls. Video calls allow your contacts to see video while they listen to the audio.