



## Using Skype

Compiled by Jo-Anne Gibson

### Use Skype to:

- Keep in touch
- Share information or knowledge
- Ask questions and learn something new
- Get advice from an expert
- Find out what's happening in the world in real time

### To use Skype, you will need:

- to download the free program from the Internet
- a microphone or a webcam that has a built in microphone or a computer that has a built in camera and microphone

1. Go to: **<http://skype.com>**
2. Click **Download** and follow prompts
3. **Launch** Skype by clicking icon on desktop
4. Create a new Skype **Account**
  - once you get your account, you will sign in to Skype by clicking an icon on your desktop
5. Read: **What Skype can do for You**
6. In Skype, select **Tools-Options** and adjust settings as desired:
  - **General Settings:** How calls are initiated
    - When to start Skype (Skype will start automatically when Windows is opened, if desired)
    - Add contact details to your profile
    - Change your picture
    - Audio (can try a test Skype call)
    - Sounds
    - Video Settings (includes who can contact you)
  - **Privacy Settings** (includes who can contact you)
    - Settings

Blocked contacts  
Notification Settings  
Call settings

**- IM Settings**

7. To Add Contacts:

**- for a specific person:**

Click the **Directory** tab and go to **Find People**.

Click in the box and type in their name, email address or Skype Name.

Click Search. Wait for Skype to search.

In the list, find the person you're looking for. Check details like location and click this icon (i) to double check it's them.

If it's the person you're looking for, then click **Add** contact. This will open a **Say Hello** window.

Click in the message box and type an introduction message so they know who you are.

Click OK to send. When they accept your invitation, you will be able to see when they are online and call them, too.

**- Search your email contacts to see who's on Skype:**

Click the **Directory** tab and click the link **See Friends who are already on Skype**.

You'll see an **Add** contacts screen.

Under **Check your email Contacts**, select the checkbox(es) beside the email accounts you have.

Wait for Skype to search your contacts.

If Skype finds a match, it will list the friends who also use Skype.

Select the checkbox beside the people you want to talk to on Skype.

Then click **Add** contact.

Write an introductory message so they know who you are.

Click OK to **Send**. Depending on their security, you can IM them. When they accept your invitation, you will be able to see when they are online and call them, too.

**-Add a phone or cell phone number:**

Click **New** and choose new contact.

Find the link **Save a phone number in your contact list**.

Click on it. This opens an **Add** a contact window.

**- Add a phone number as contact:**

In this window, enter the person's name, select **Home, Office, Cell phone** or the other options from the dropdown list, then click on the flag to choose the country they are in.

Click in the box beside the flag and type in the phone number.

Check it. If it's correct, click **Save** phone number.

**- In all cases, they will need to accept your request before you can call**

8. Check your sound by using the Skype Call Testing Service; check your video under **Tools, Options, General Settings, Video Settings** (in video settings, you can take your picture with your web cam and add it to your profile)

9. How to call: Click the desired name on your contact list, click the green call button. Click the video call if you have a camera set up; to hang up, click the red button

10. To change settings, click on the Skype tab in the left corner

- online status
- profile
- privacy
- account
- change password

11. When in doubt, use the **Help** feature where there are lots of **Step-by-Step Tutorials**

- ❖ For an overview how to use Skype in general and at school, see Vicki Davis' Blog: **Using Skype in the Classroom**

<http://coolcatteacher.blogspot.com/2006/10/using-skype-in-classroom-or-just.html>

- ❖ To understand how Skype can be used in an educational setting, see,

**Around the World with Skype** by Silvia Tolisano: <http://k12onlineconference.org/?p=481>

<http://vcoutonalim.org/2009/12/08/resources-for-my-k12-online-conference-presentation/>

**Skype in Schools Wiki:** <http://skypeinschools.pbworks.com/>

**Skype an Author Network:** <http://skypeanauthor.wetpaint.com/>

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