



Step by Step Guide

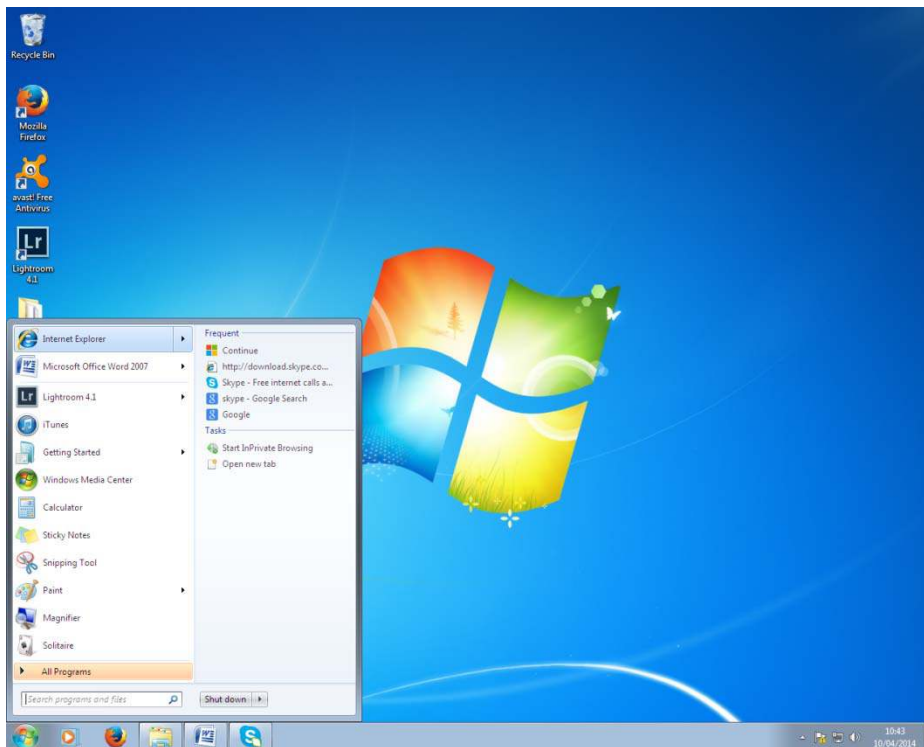


To get started please make sure you have the following-

- Active email address and password
- Strong internet connection
- laptop/computer or a device with a webcam/camera
- Any contact names/details of friends or family you wish to Skype

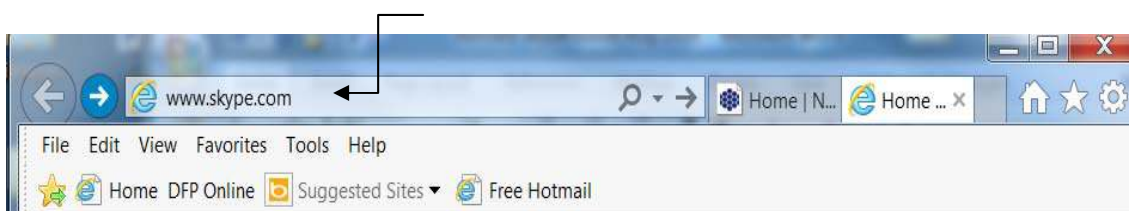
Step 1

Click on the Start button and Launch Internet Explorer - Look for the  icon.



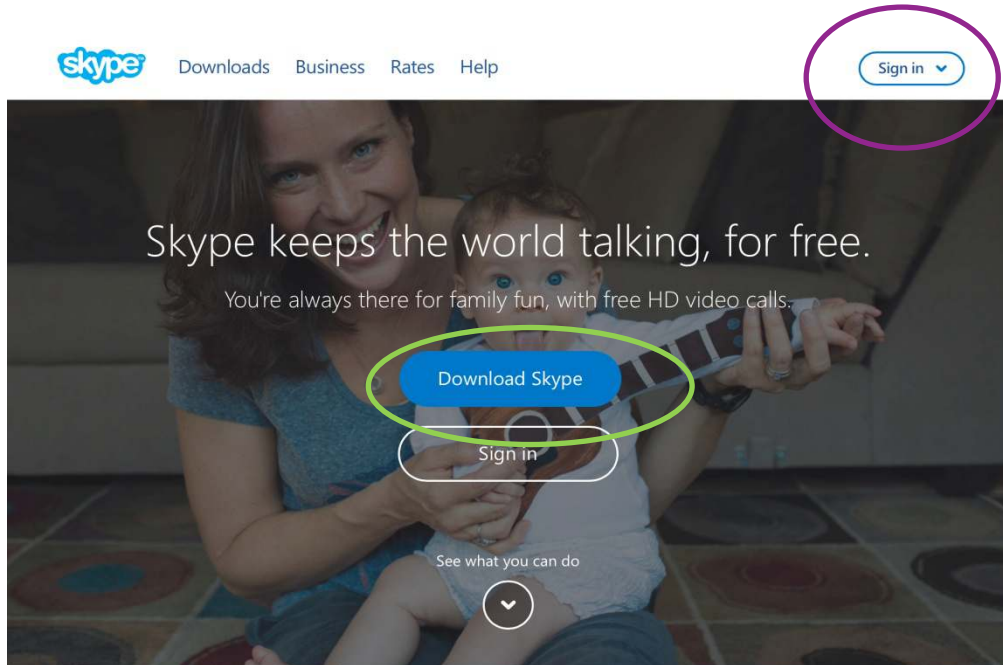
Step 2

Type the web address (URL) www.Skype.com into the address bar.



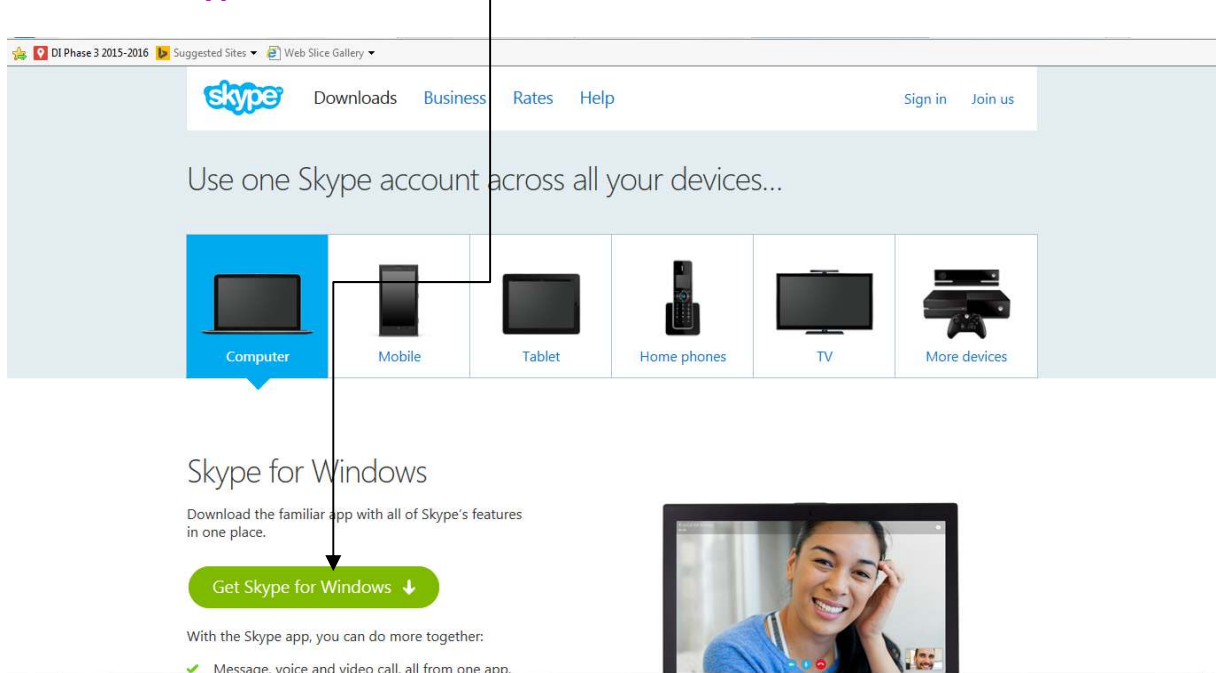
Step 3

Click on the **Sign In** button (**circled in Purple**) . You can also click on **Download Skype** (**circled in green**) to download it on to your Desktop or laptop Computer.



Step 4

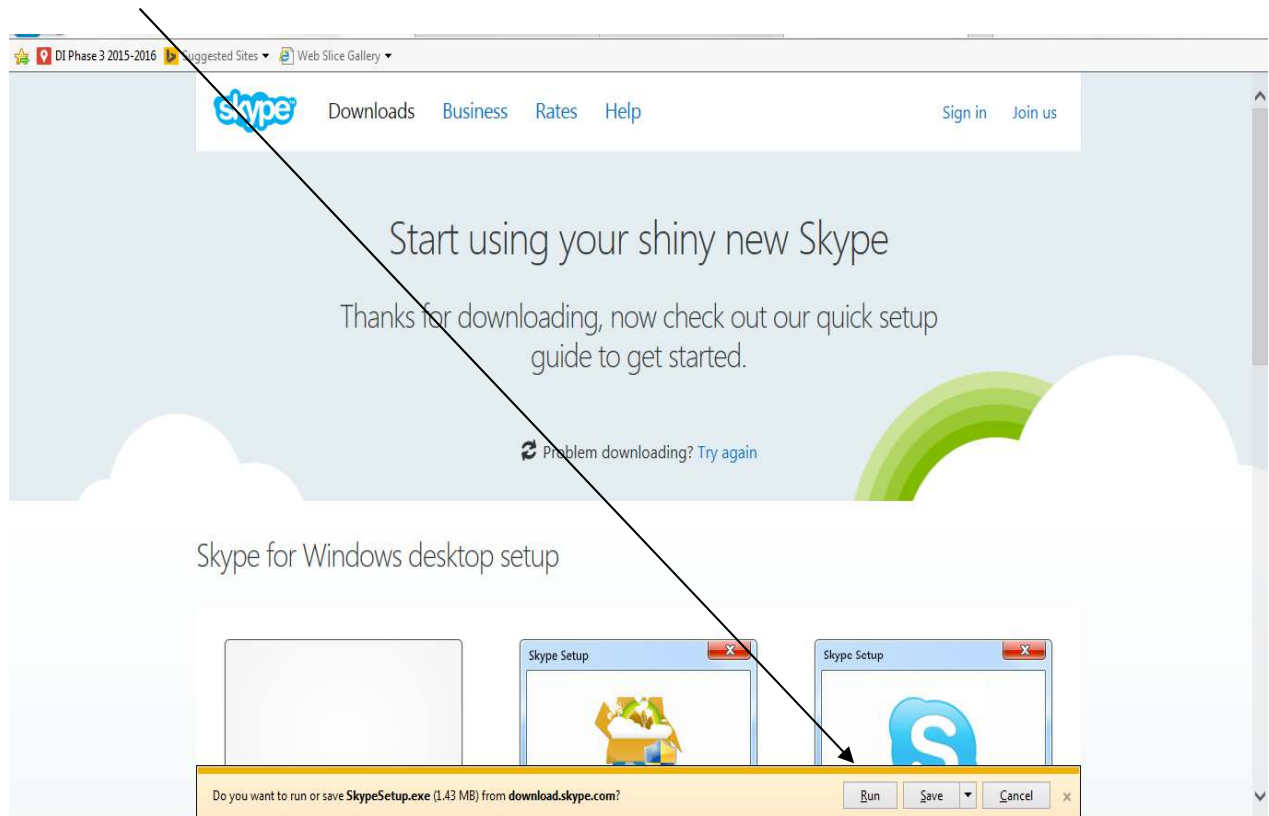
Click on the device you would like to download on. For this guide we will use a Computer device. Click on **Get Skype for Windows**.



Step 5

Skype will download onto your computer, you must then activate it by clicking on a few tabs.

Click on **Run**.

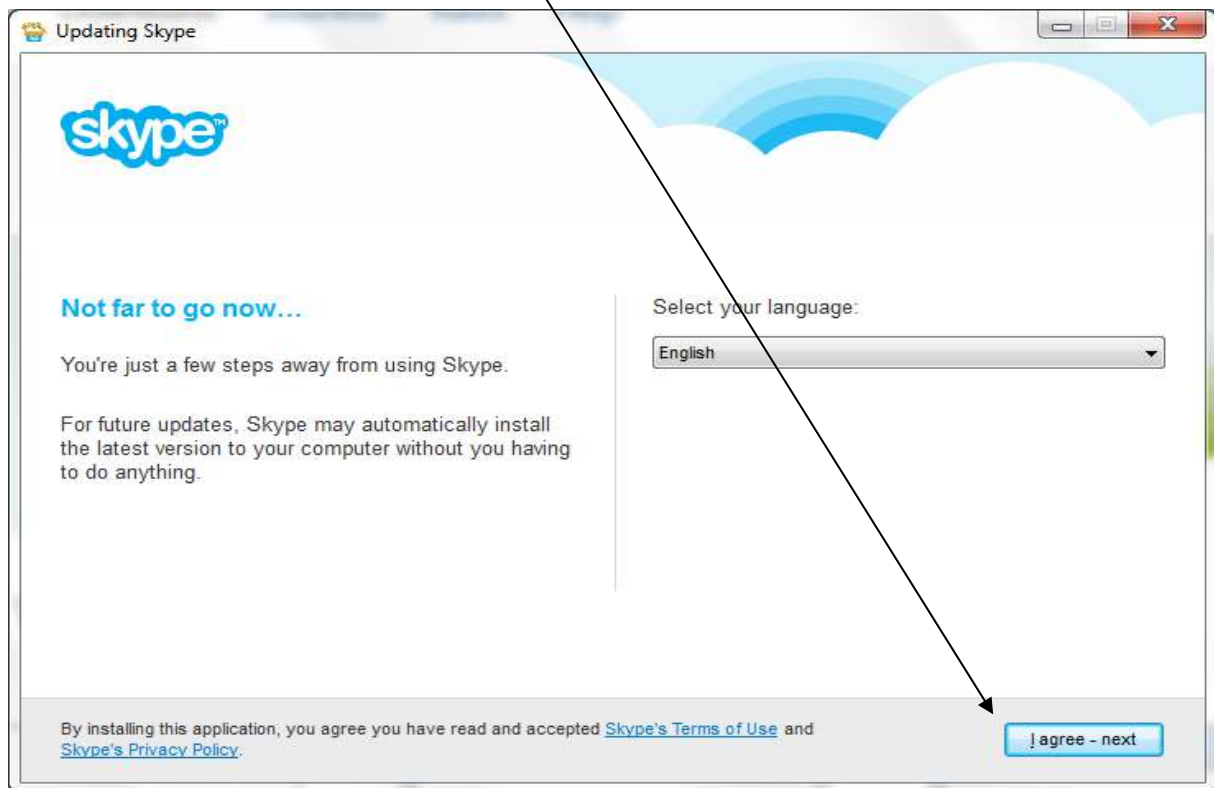


Step 6

A pop up box will then appear requesting whether you want to make changes to your computer, to complete the download you much click **Yes**.

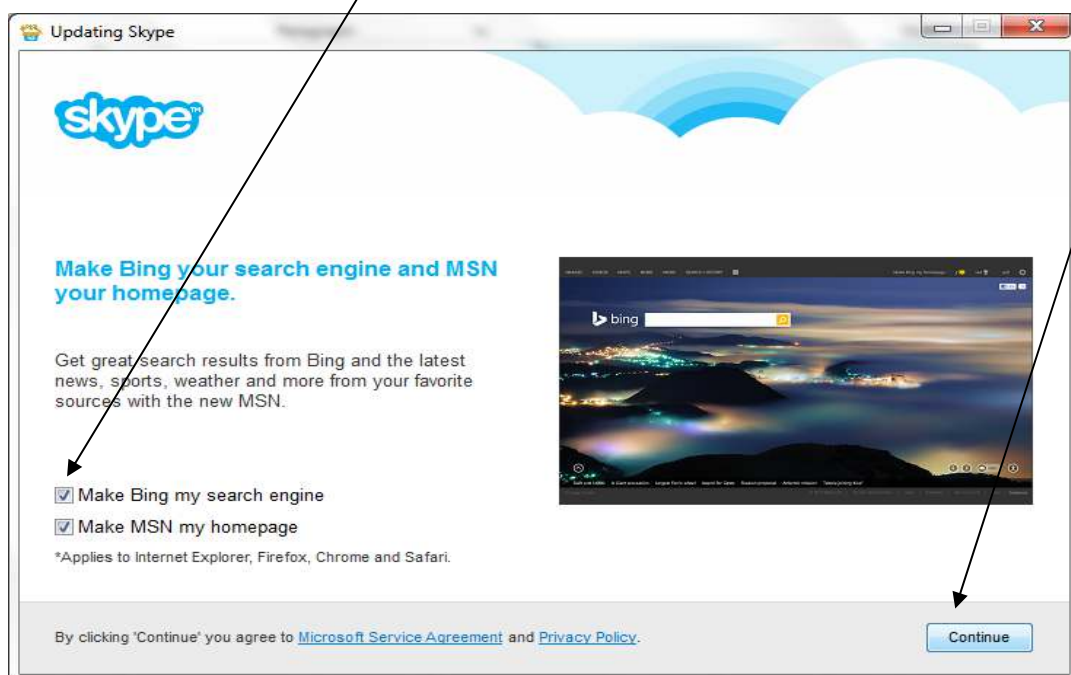
Step 7

Select your language and click on **"I agree-next"**



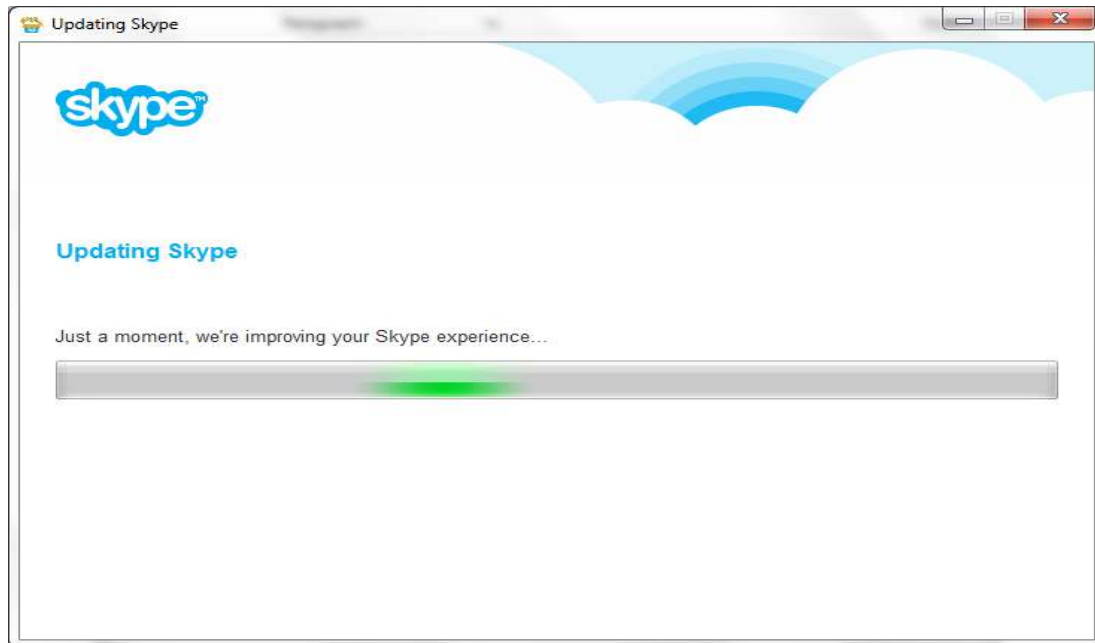
Step 8

Top Tip- Unclick these **two boxes** to ensure your home page does not change, then click on **continue**.



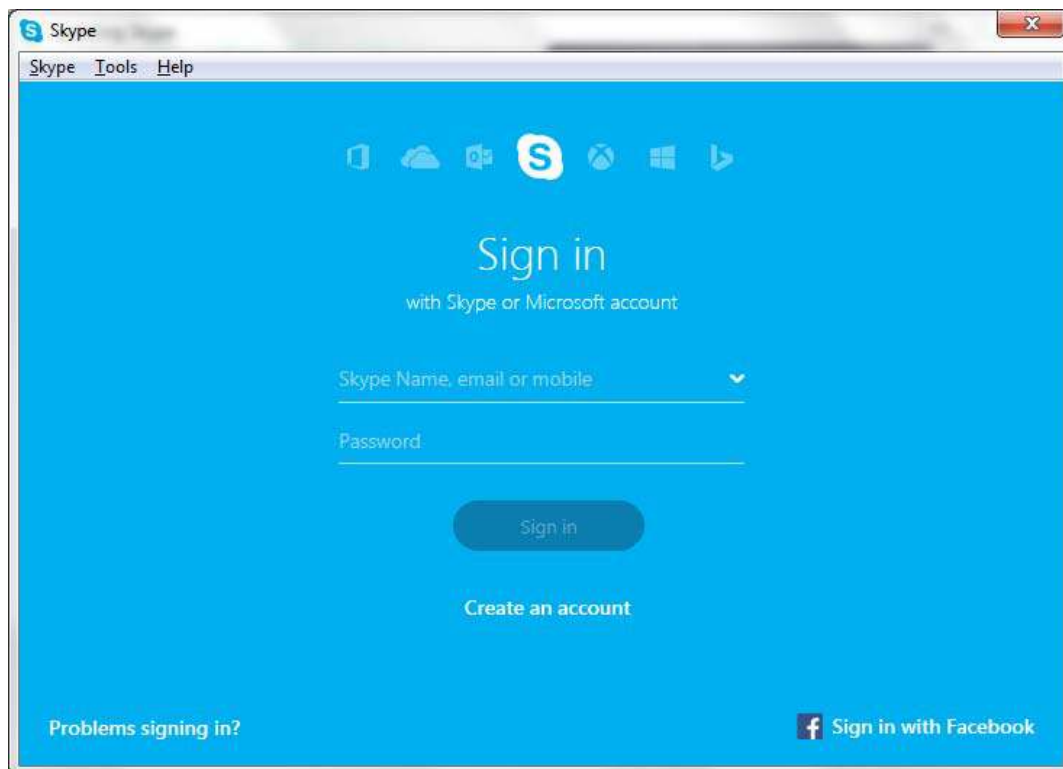
Step 9

This box will then appear, it may take a few minutes to complete.



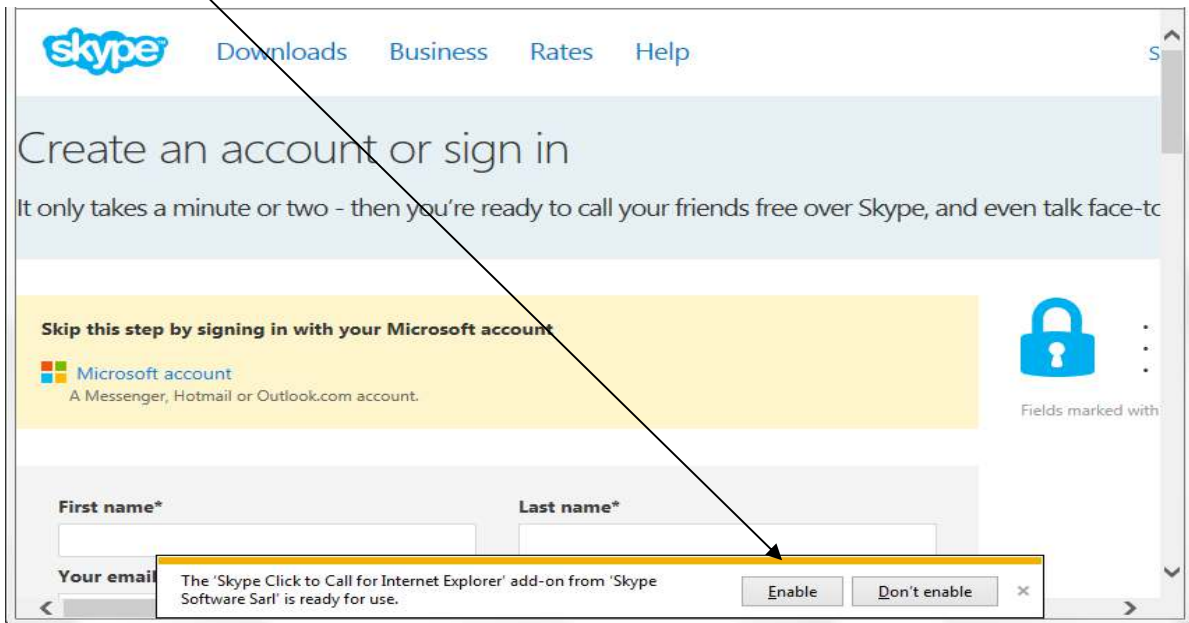
Step 10

Click on Create an account



Step 11

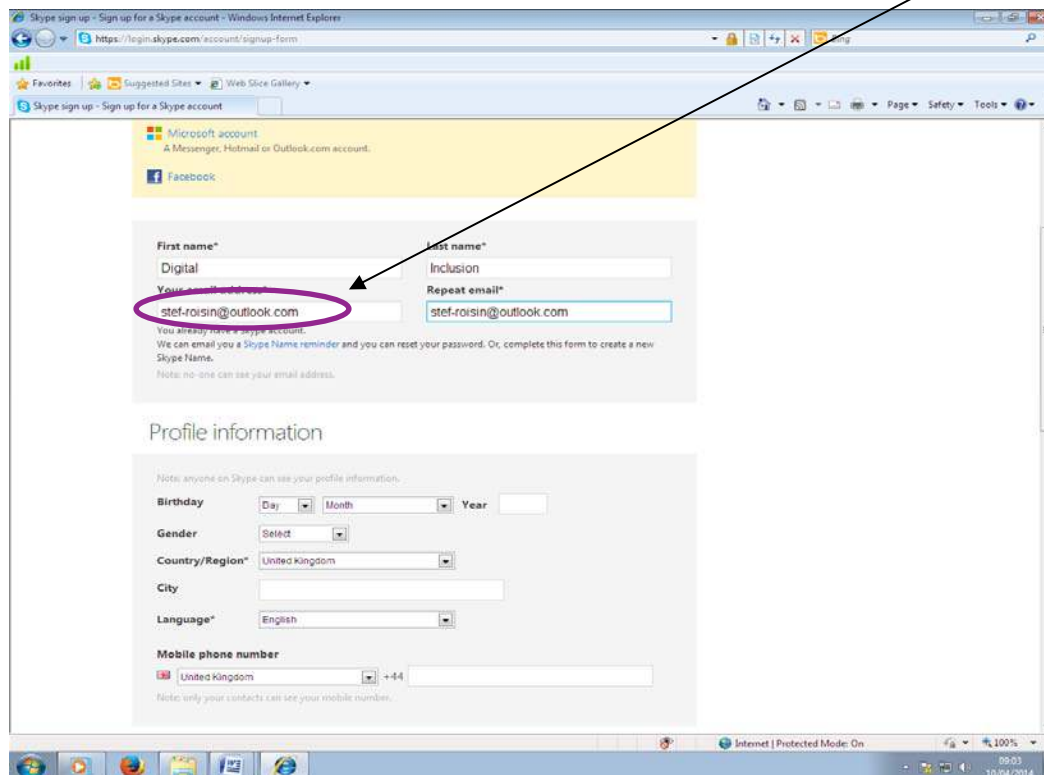
Click on **enable** and complete the information on the screen.



The screenshot shows the Skype sign-up page. At the top, there are navigation links: "Downloads", "Business", "Rates", and "Help". The main heading is "Create an account or sign in". Below this, a yellow banner says "Skip this step by signing in with your Microsoft account" and lists "Microsoft account" as a Messenger, Hotmail or Outlook.com account. There is a blue padlock icon and the text "Fields marked with". Below the banner are input fields for "First name*", "Last name*", and "Your email". A yellow pop-up notification is overlaid on the bottom right, stating: "The 'Skype Click to Call for Internet Explorer' add-on from 'Skype Software Sarl' is ready for use." It has two buttons: "Enable" and "Don't enable". An arrow points from the word "enable" in the instruction above to the "Enable" button in the pop-up.

Step 12

It will ask you to input your information, please ensure that your **email address is active**...then proceed to complete the Profile information.



The screenshot shows the Skype sign-up page in a Windows Internet Explorer browser window. The address bar shows "https://login.skype.com/account/signup-form". The page has a yellow banner for "Microsoft account" and a "Facebook" link. Below are input fields for "First name*" (Digital), "Last name*" (Inclusion), "Your email address*" (stef-roisin@outlook.com), and "Repeat email*" (stef-roisin@outlook.com). The "Your email address*" field is circled in purple. Below the email fields is a "Profile information" section with fields for "Birthday" (Day, Month, Year), "Gender" (Select), "Country/Region*" (United Kingdom), "City", "Language*" (English), and "Mobile phone number" (+44). An arrow points from the instruction above to the circled email field.

You have to pick a **Skype name** (this is what you can give to people so they can add you and call you). Skype will have already generated some names which you can use see example below.

hase 3 2015-2016 Suggested Sites Web Slice Gallery

Note: only your contacts can see your mobile number.

How do you intend to use Skype?
Mostly personal conversations

Skype Name*

Suggestions

- stephanie.brolly
- stephanie.brolly1
- stephanie.brolly2

Note: only choose a name you have a right to use.

Please see a completed version, your password will appear as a series of dots, this is for security reasons.

Note: anyone on Skype can see your profile information.

Birth day 1 January Year 1989

Gender Female

Country/Region* United Kingdom

City Londonderry

Language* English

Mobile phone number
+44 7865436763

Note: only your contacts can see your mobile number.

How do you intend to use Skype?
Mostly personal conversations

Skype Name*
Digitalchamp

Note: only choose a name you have a right to use.

Password*
.....

Repeat password*
.....

Password strength: Medium

Between 8-32 characters, must contain at least one letter and one number. Only you can see your password.

What is my Skype Name?
Your Skype Name is your unique username for Skype. It must be between 6-32 characters, start with a letter and contain only letters and numbers (no spaces or special characters).

Before you can proceed you must type the text you see and then click on **I agree – Continue** to agree to the Terms and Conditions of Skype.

Note: only choose a name you have a right to use.

Password*
Repeat password*

Password strength: Medium.
Between 6-30 characters, include Latin letters and numbers. No one else can see your password.

Inform me about new products, features, and special offers. When you sign up for SMS notifications, our first SMS will allow you to get Skype on your mobile (where applicable, your operator may charge you for receiving SMS messages).

By SMS
 By email

Can't read the text in the box?
Refresh Listen Help

Type the text above here*
92243948

Yes, I have read and I accept the [Skype Terms of Use](#) and the [Skype Privacy Statement](#).

I agree - Continue

Step 13

Our account has now been created. As you are signed in on a web browser, you must close this down - click on the **Red X**. You will have the previously installed Skype Browser on your desktop so now click on the Skype symbol



Stephanie Sign out

My account

Stephanie Brilly

Profile completeness 80%

Call phones, SMS, access WiFi
Discover credit

Your best calling rates
Discover subscriptions

Free Skype to Skype calls for everyone

Talk to friends on Skype every day - wherever they are.

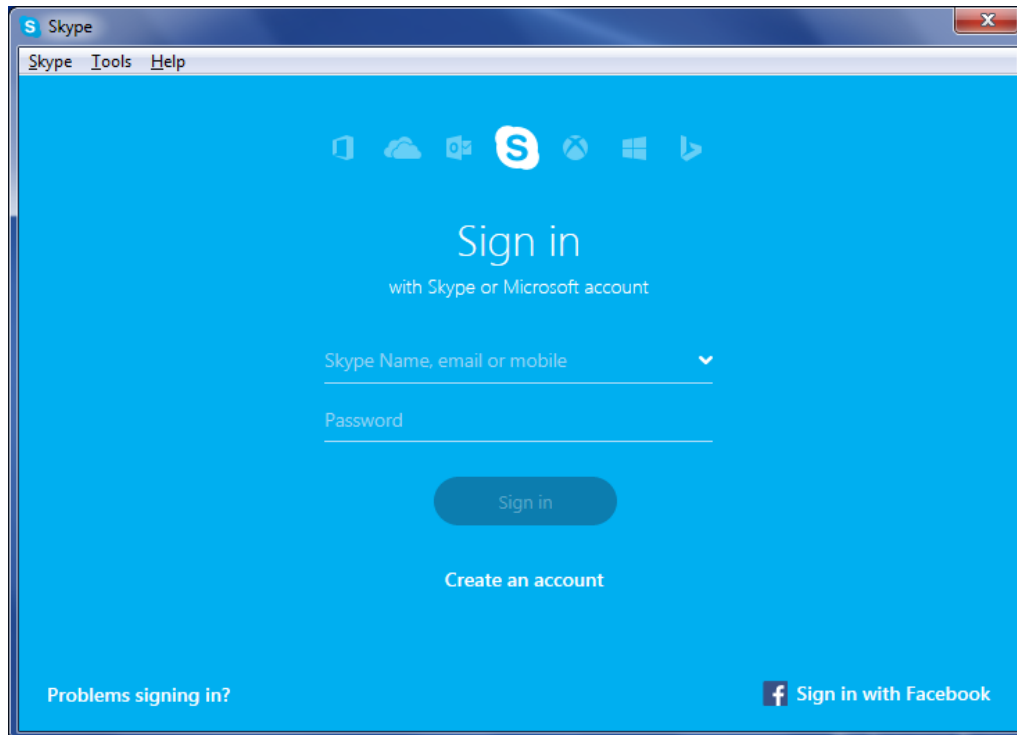
Learn how to make Skype to Skype calls

Manage features

Caller ID Skype Number Skype To Go Voice messages Call forwarding

Step 14

This box will then appear. Sign in with your Skype name and password.

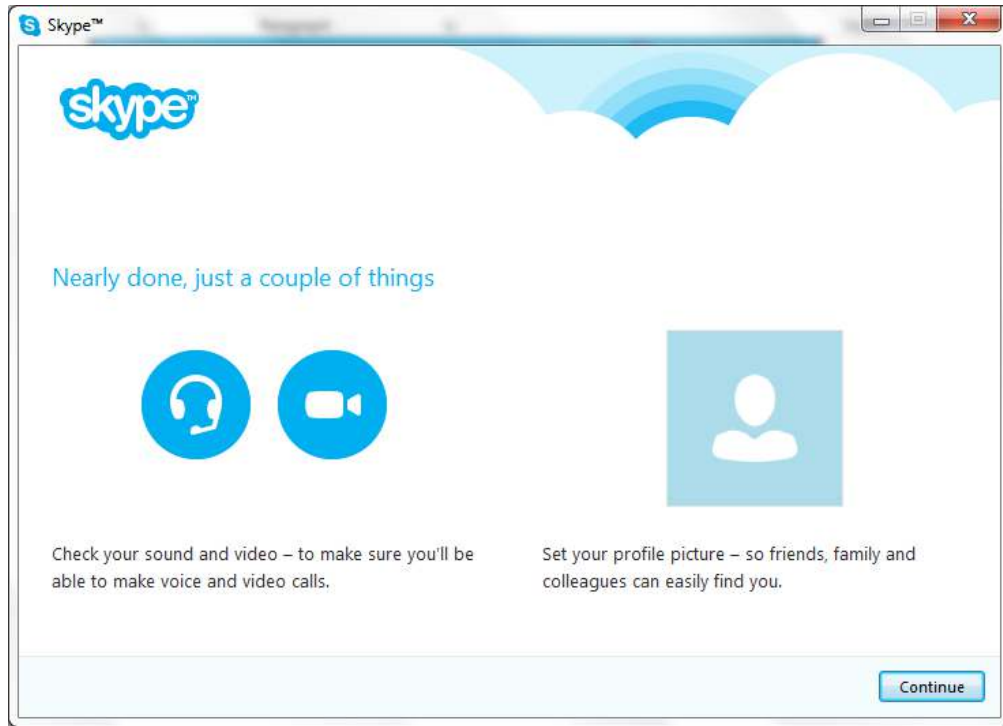


Step 15

Click on **continue**.

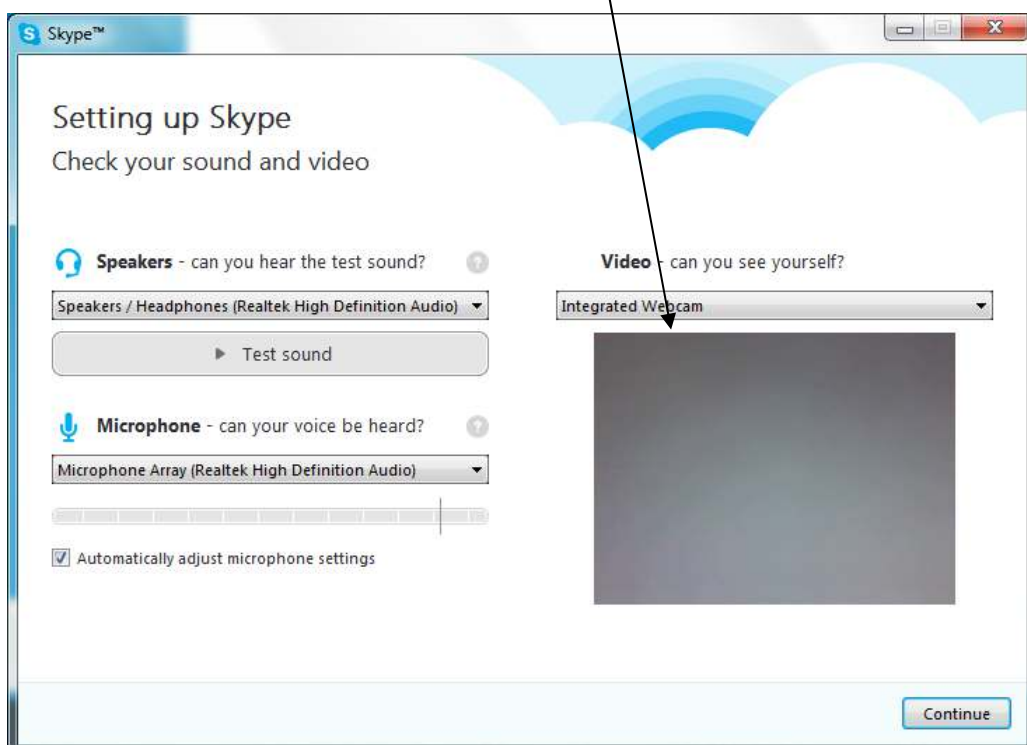
Step 16

Click on **continue**.



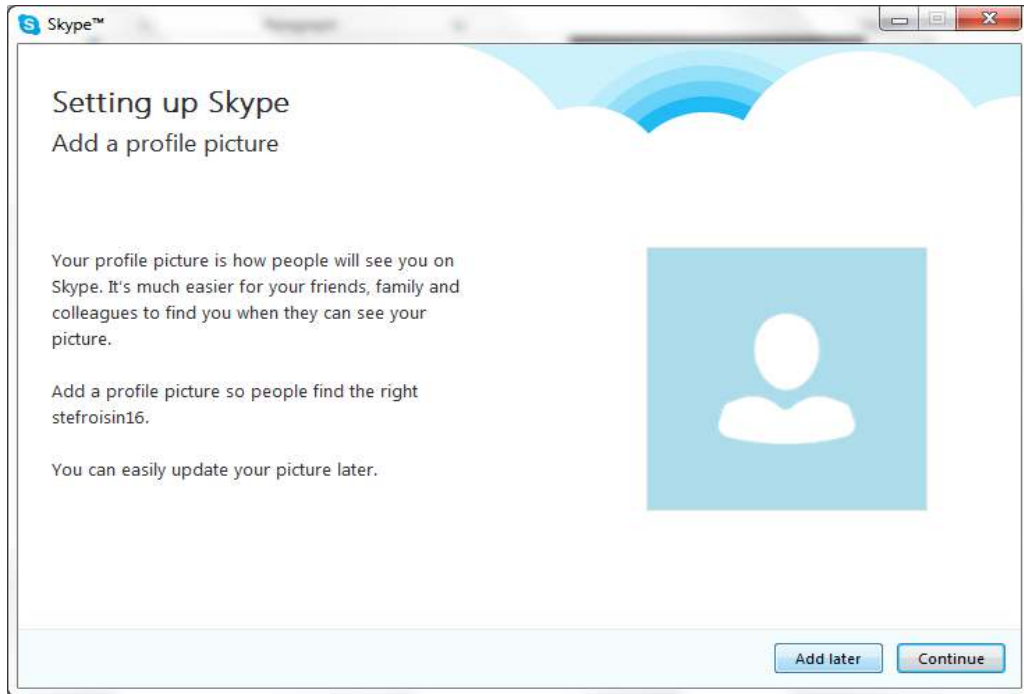
Step 17

This is where you will be able to see if your **webcam** (you will be able to see your face here) and sound is working correctly. If everything is working, click on continue.



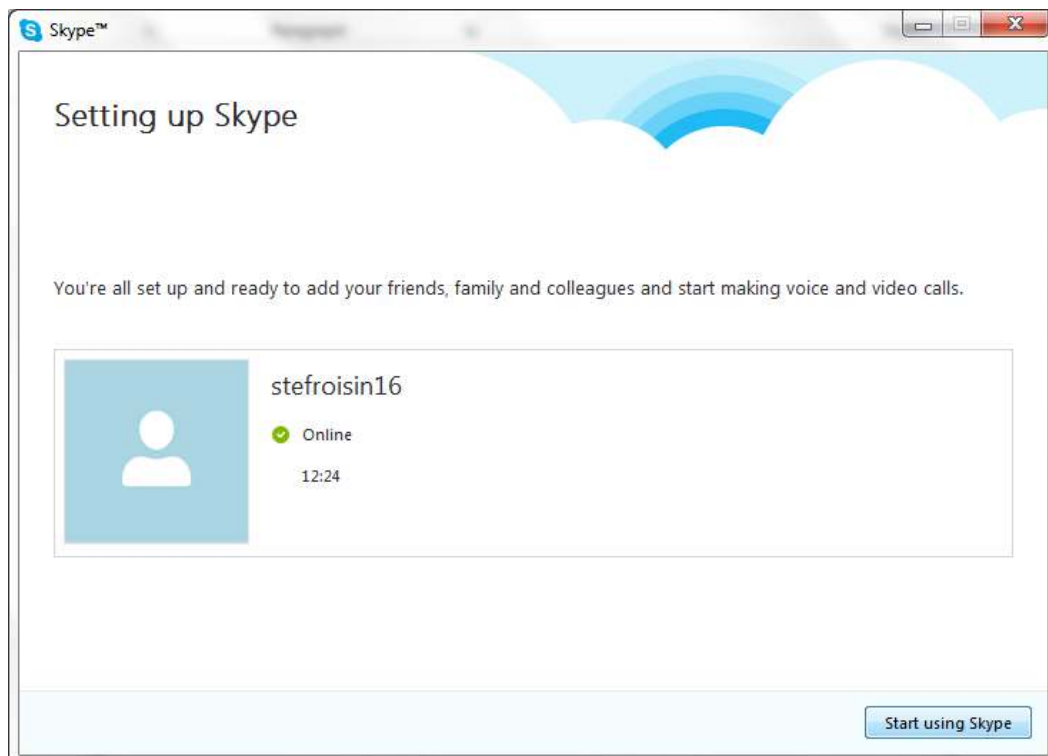
Step 18

You can choose to add a picture now or add later, then click on continue.



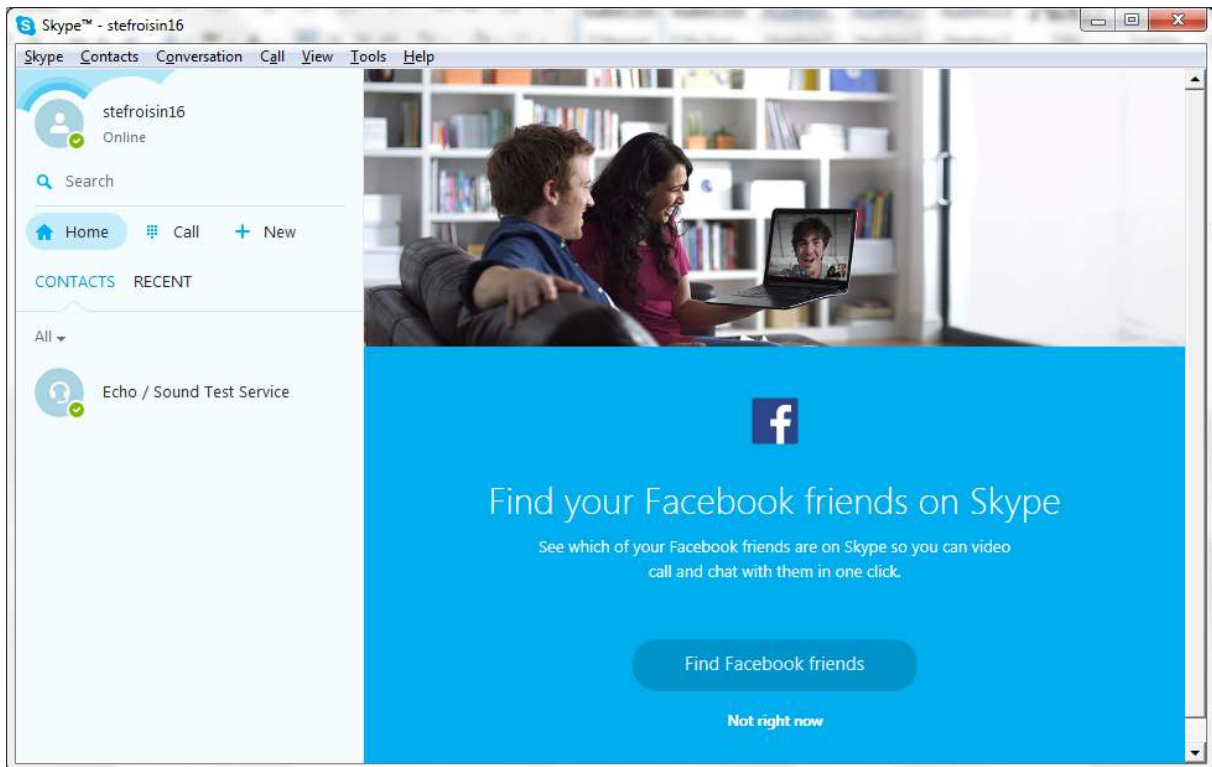
Step 19

Click on Start using Skype.



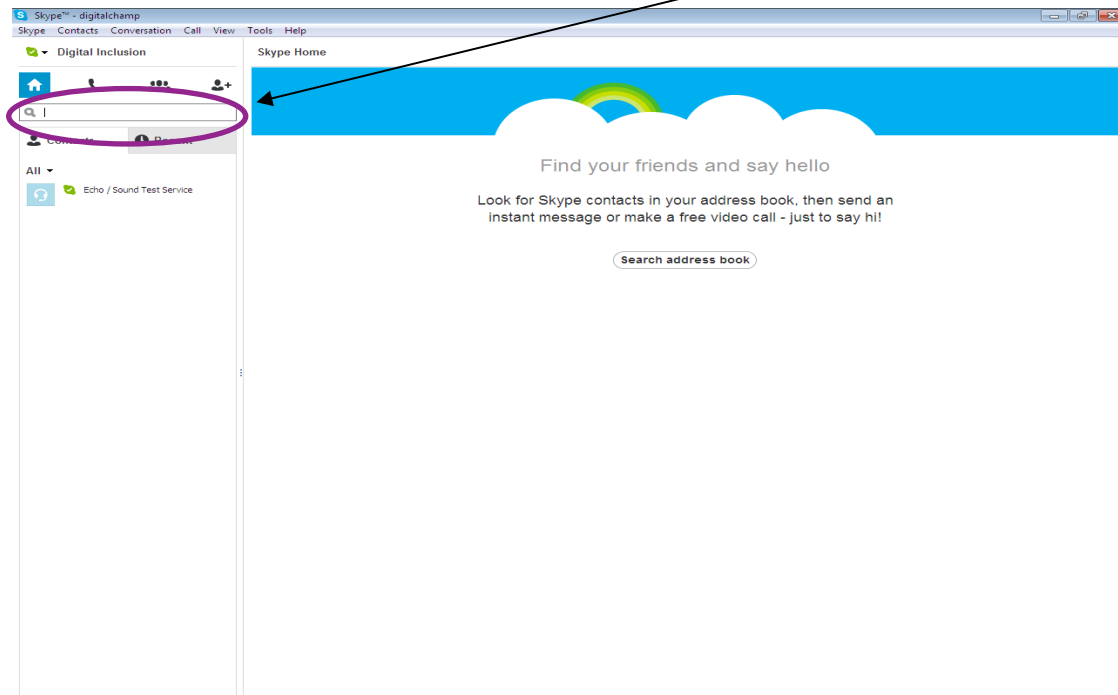
Step 20

You are now ready to start using Skype.



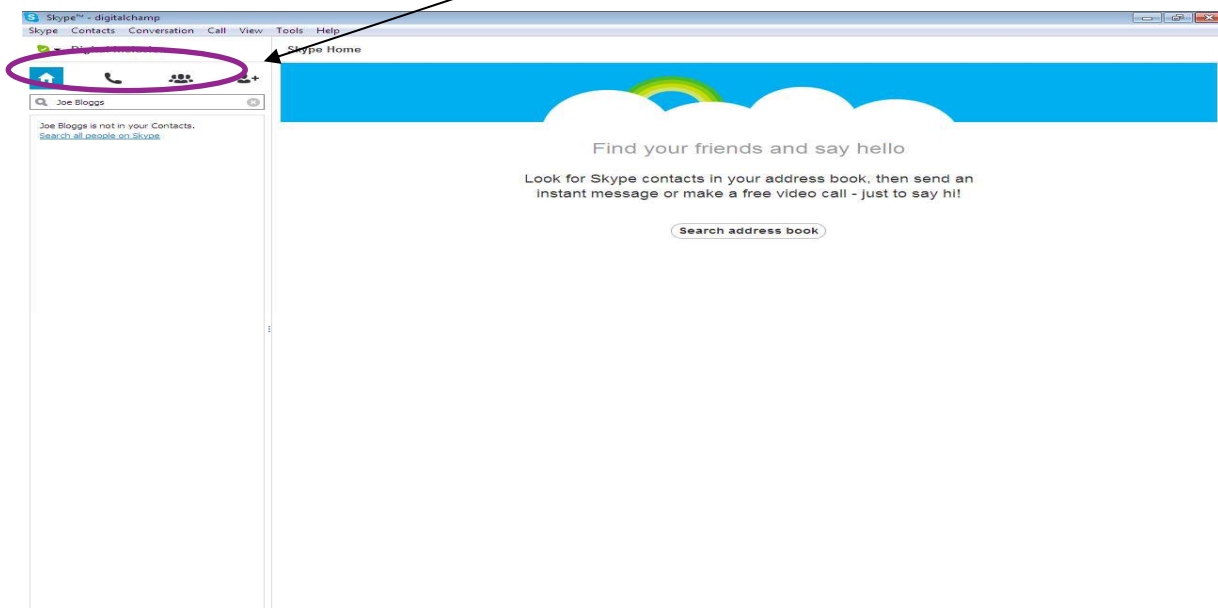
Step 21

You can search for friends on Skype if you know their Skype name.



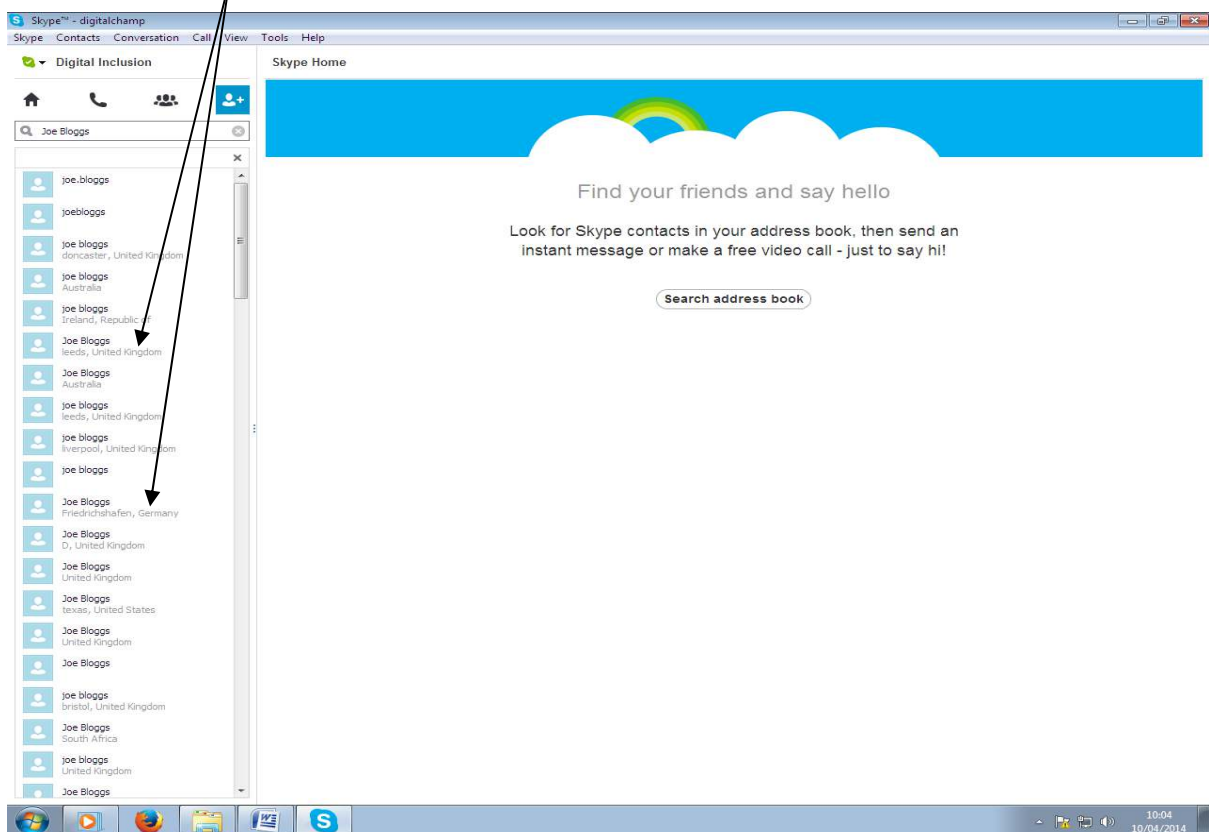
Step 22

Type in their name and click on Search all people on Skype.



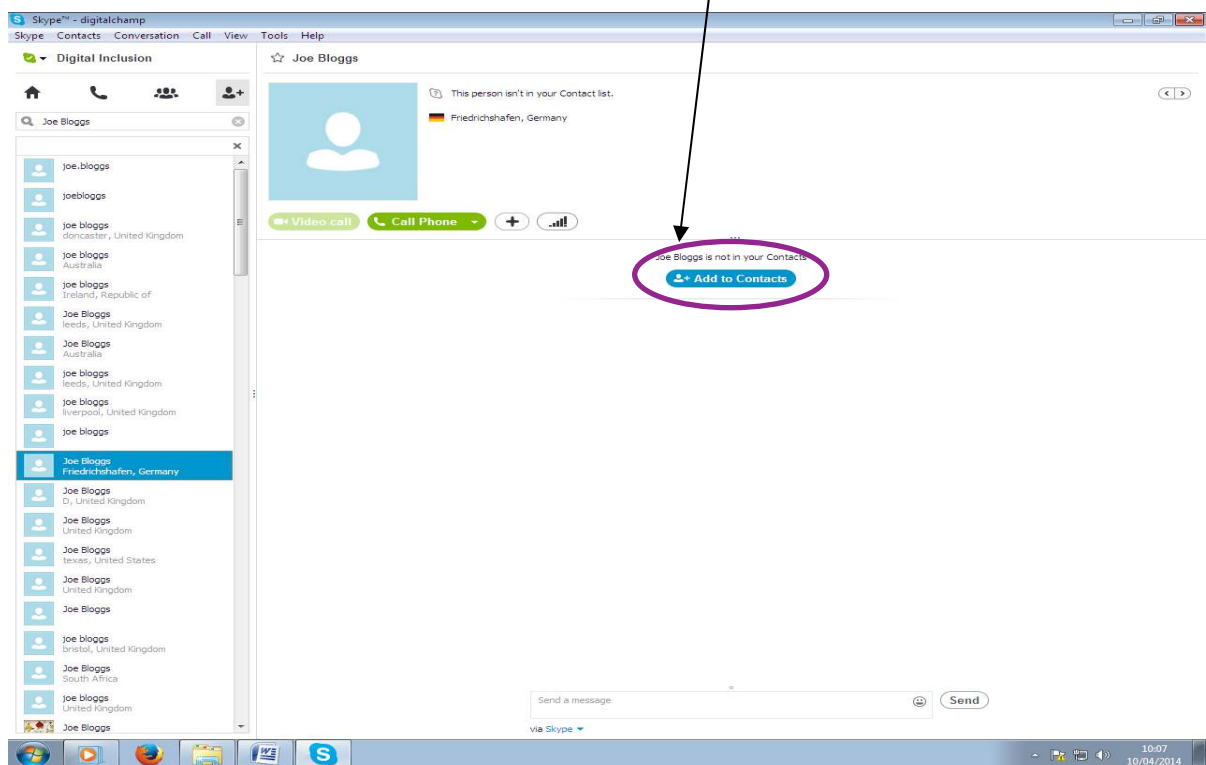
Step 23

This will show you a list of people with the same name, you can be more specific and look at where the people are located etc.



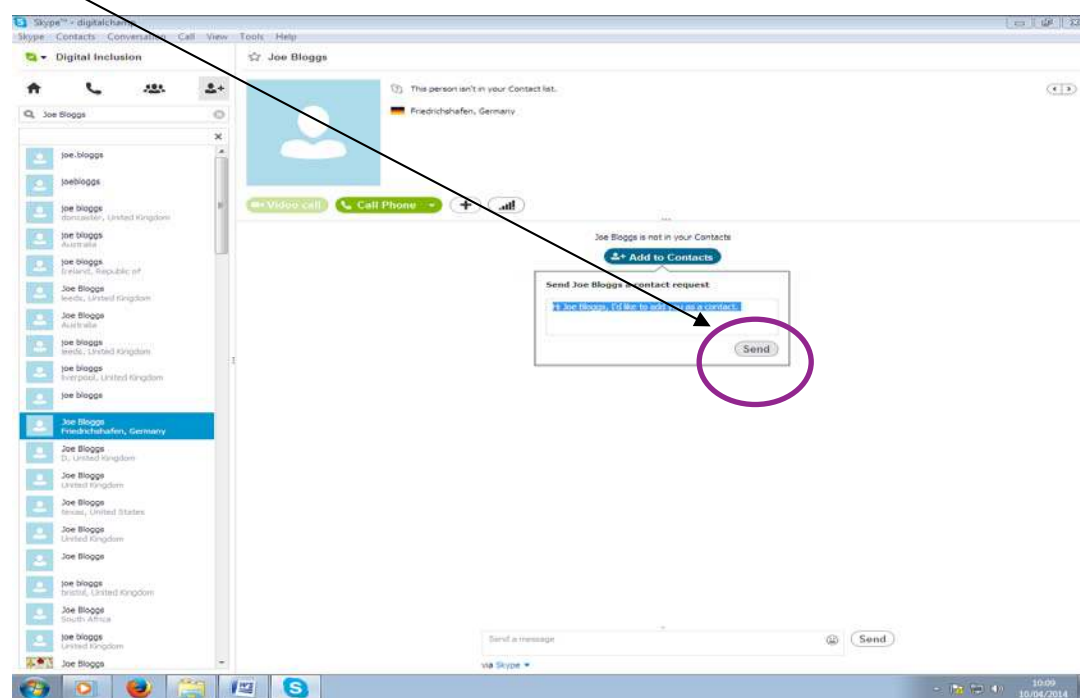
Step 24

To add a contact - click on their name and then Add to Contacts.



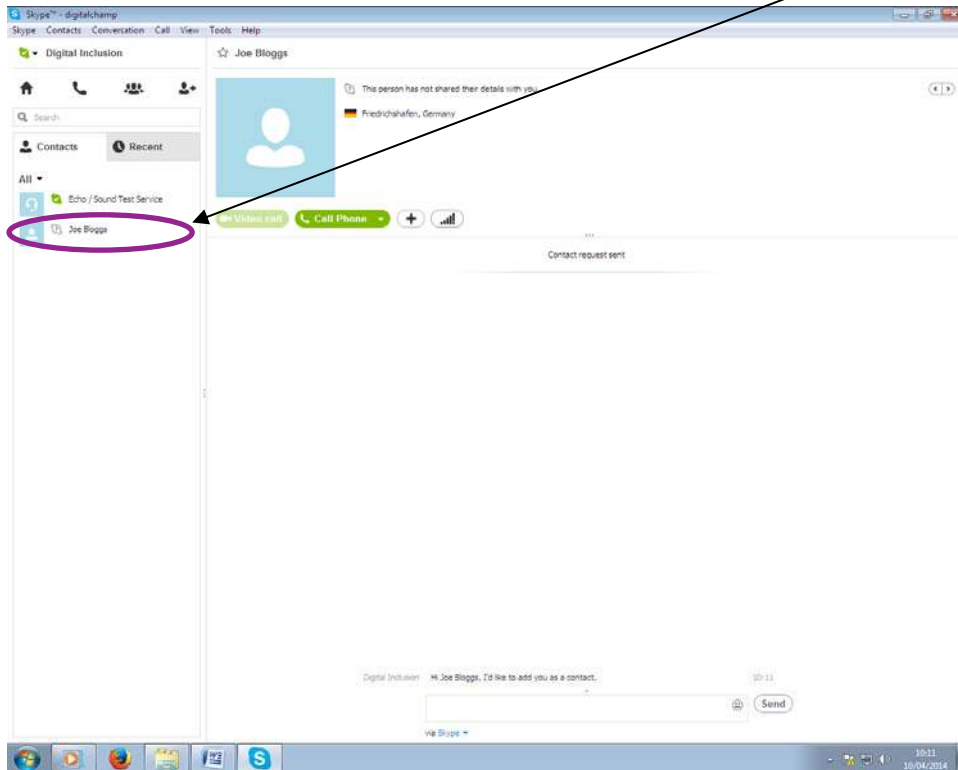
Step 25

A welcome message appears by default, however you can insert your own text here, then click in **Send**. The contact you want to add will see this message.



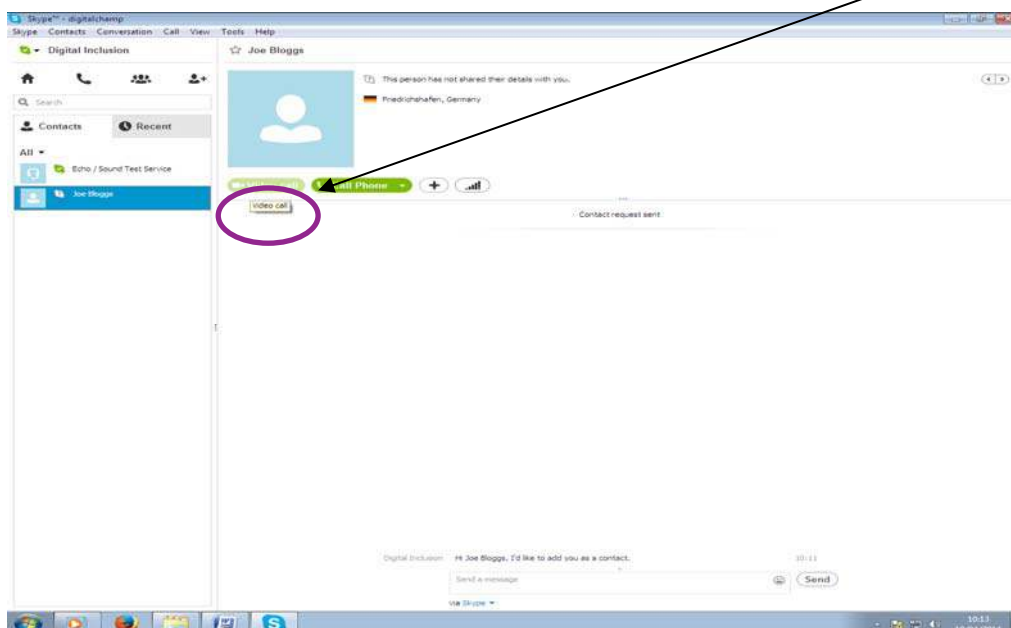
Step 26

You can see that this now appears on your contact list, when the icon turns green, the contact will have accepted your request.

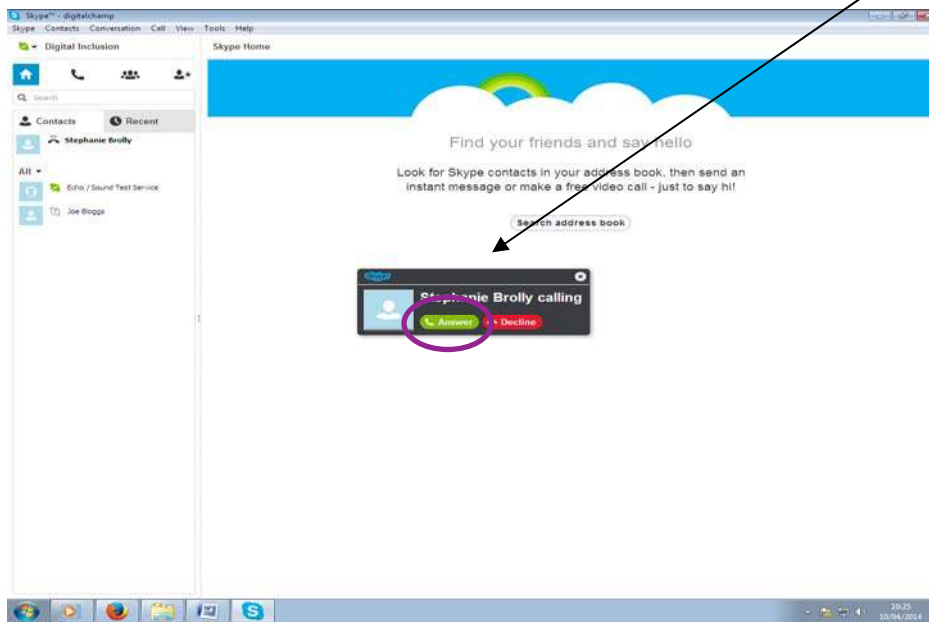


Step 27

To make a video call - simply click on any contact you have and click on **Video call**.



See example of someone calling you on your Skype Account. Click on **Answer** to accept call.

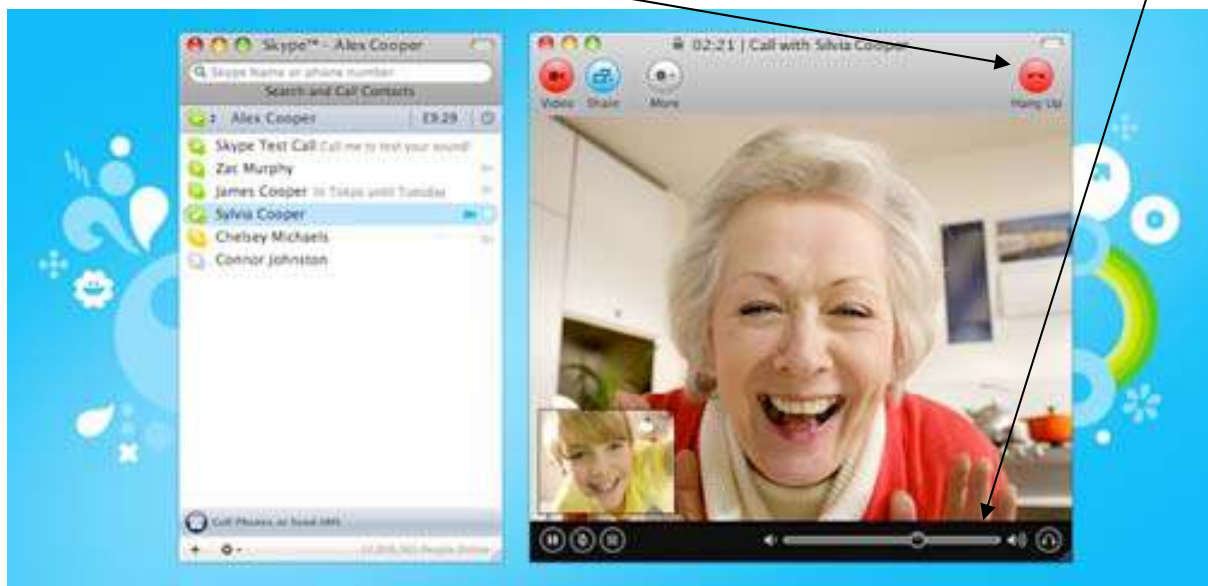


Step 28

You will then be able to view the person you are calling and vice versa. This will only work if you both have webcams on your laptops/computers or are working off a smart device such as an Ipad.

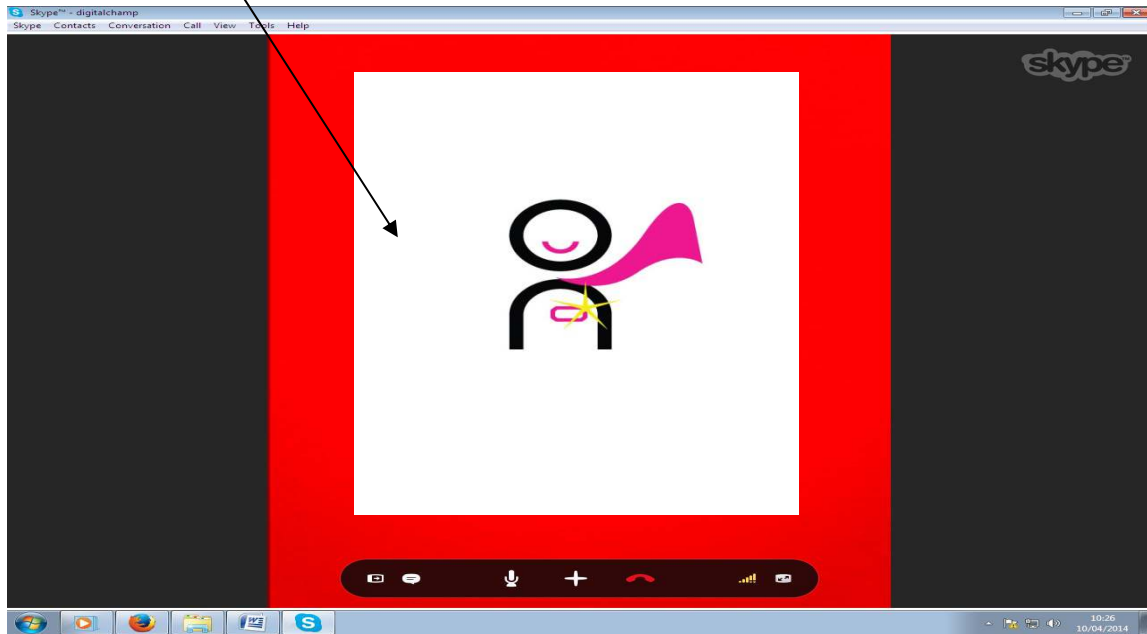
See below an example of a video conversation. You can increase the sound by click on this icon,

and you can hang up by clicking here.



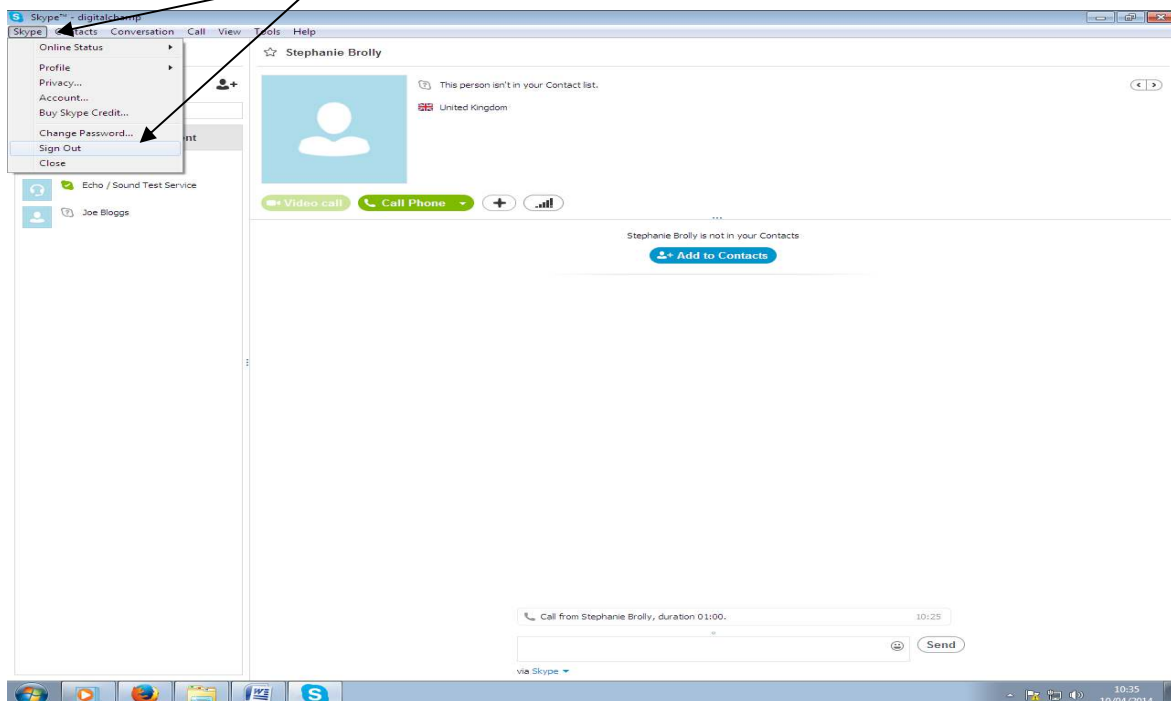
Step 29

If only one of the contacts have a webcam, you can still hear each other but you will only be able to view the person with the webcam, they will not be able to see you. You will be able to view the person here.



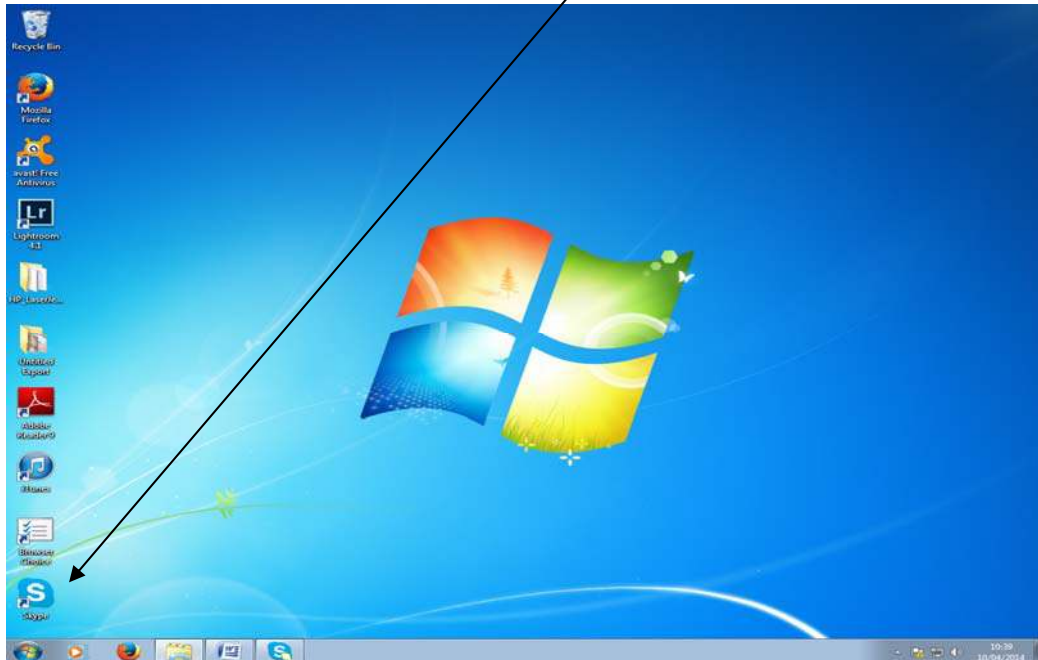
Step 30

Sign out by clicking here...



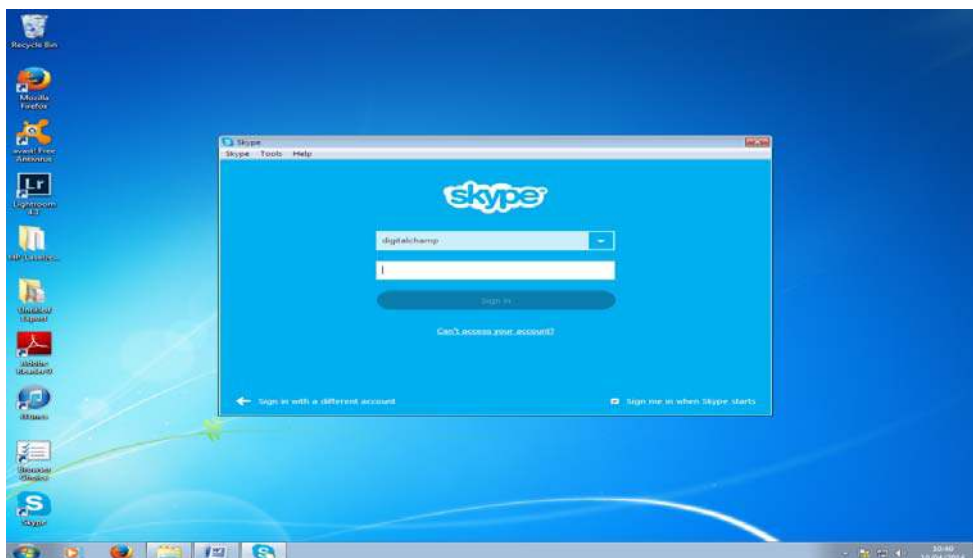
Step 31

As you downloaded Skype onto your device, you can now see the logo appear, when signing into your account again just **double click** on this icon.



Step 32

This dialogue box will appear and you can start signing in and Skyping your family and friends.



Step 33

Please keep your email address and password safe, you will need this in order to log into your Skype account again.