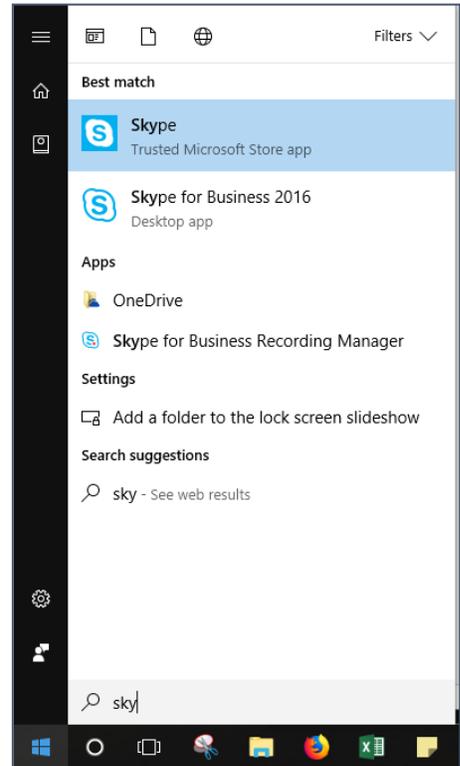


# Skype

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## Opening Skype on Windows 10

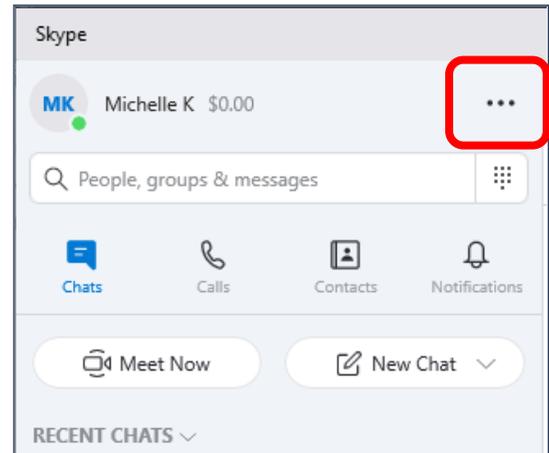
1. On a Windows 10 computer, in the lower left corner click the Windows icon.
2. Type in “Skype” and as soon as you see “Skype” click on that selection, and enter your Skype username and password if prompted.



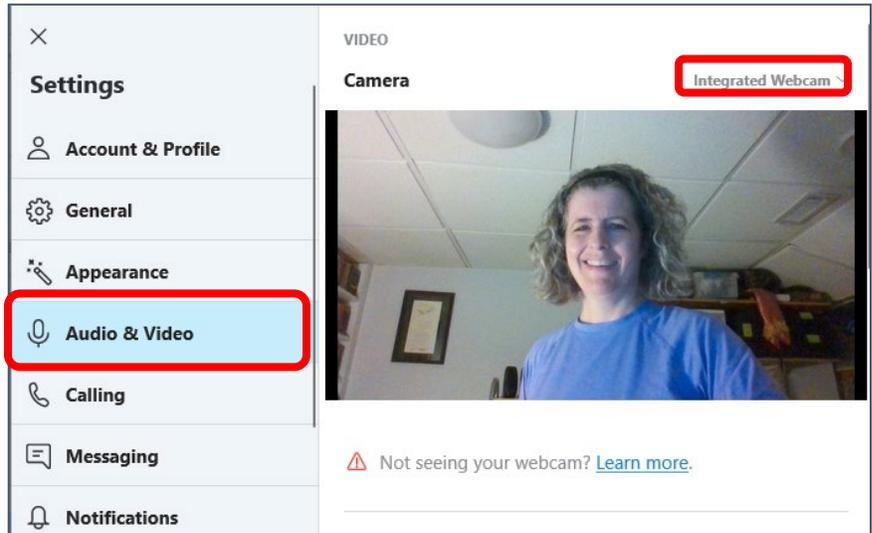
If you do not already have a Skype account, you can easily create one—they are free. You can even create a Microsoft account just for Skype at <https://outlook.live.com/owa>

## Checking Your Audio & Video

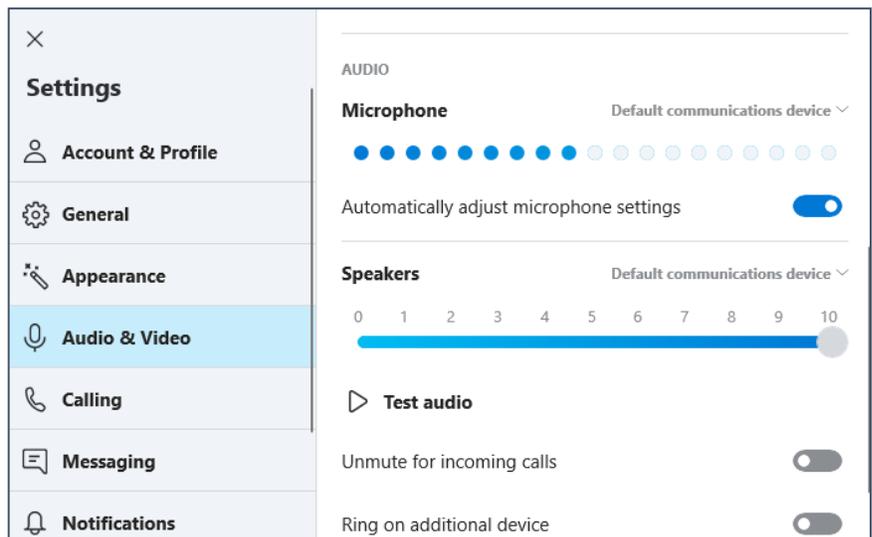
1. Open Skype.
2. In the left pane, in the top right corner, click on the **ellipse (...)**.



3. Your **Settings** open.
4. In the left pane, select **Audio & Video**.
5. In the **Camera** section your live picture should appear. If it does not, see if there is an option above your picture, and try selecting a different web camera.



6. Scroll down until you see the **Audio** section. Test your microphone and speakers and adjust the volume as needed.
7. Close the dialog box by clicking the **X** in the top left corner.



## Using Skype

Once you open Skype, you will select someone to call from the left pane.

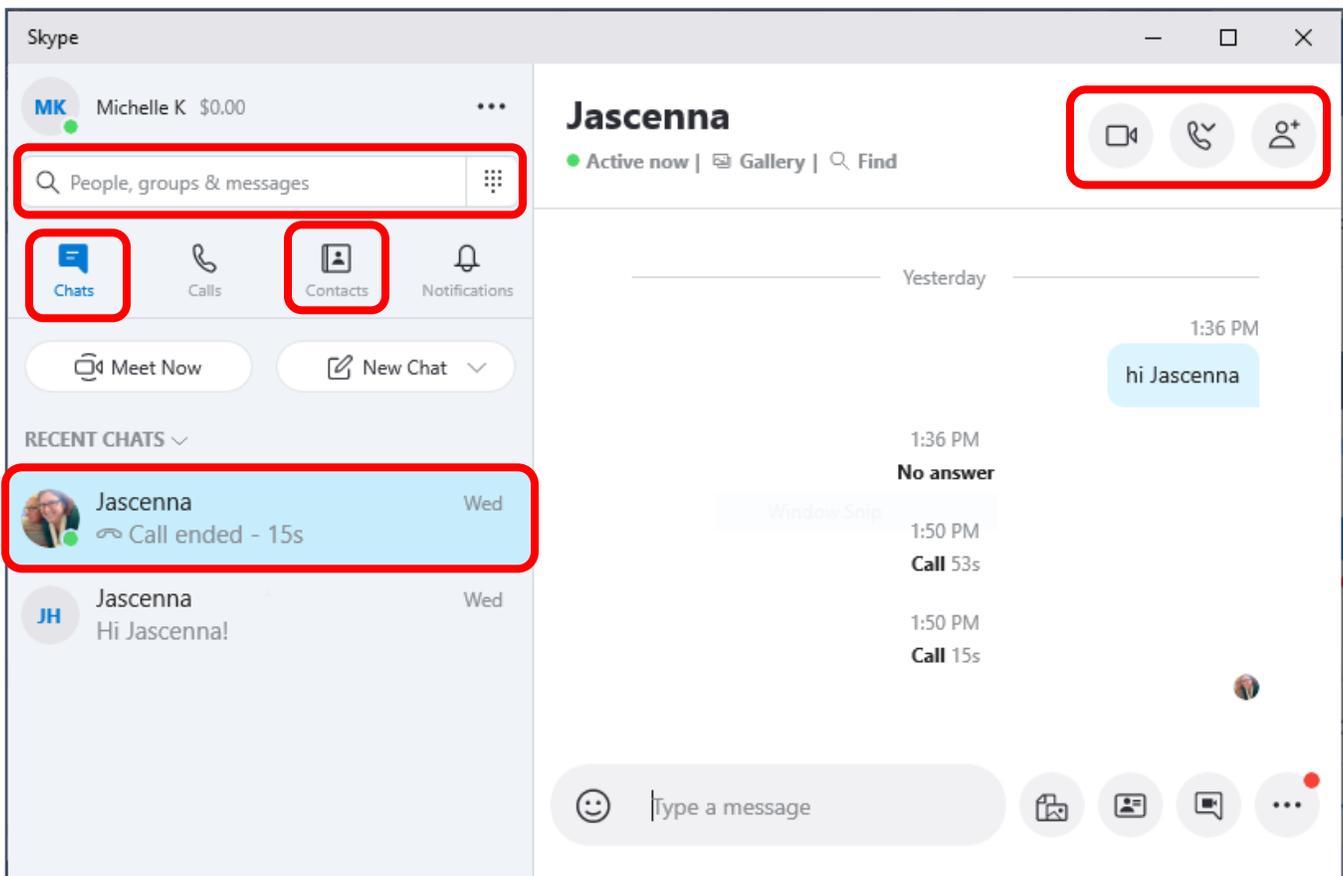
You have some important options there: **Search, Chats, Contacts**

The first couple times you use Skype you may need to search for your friends and family. You can search by name or email address associated with their Skype account.

### Finding Someone

1. Click in the Search box and type in their name or user name.
2. If you have already contacted them, you can find them listed under Contacts and (recent) Chats.

Once you found your contact, select their name, and the right panel changes to show you various options.



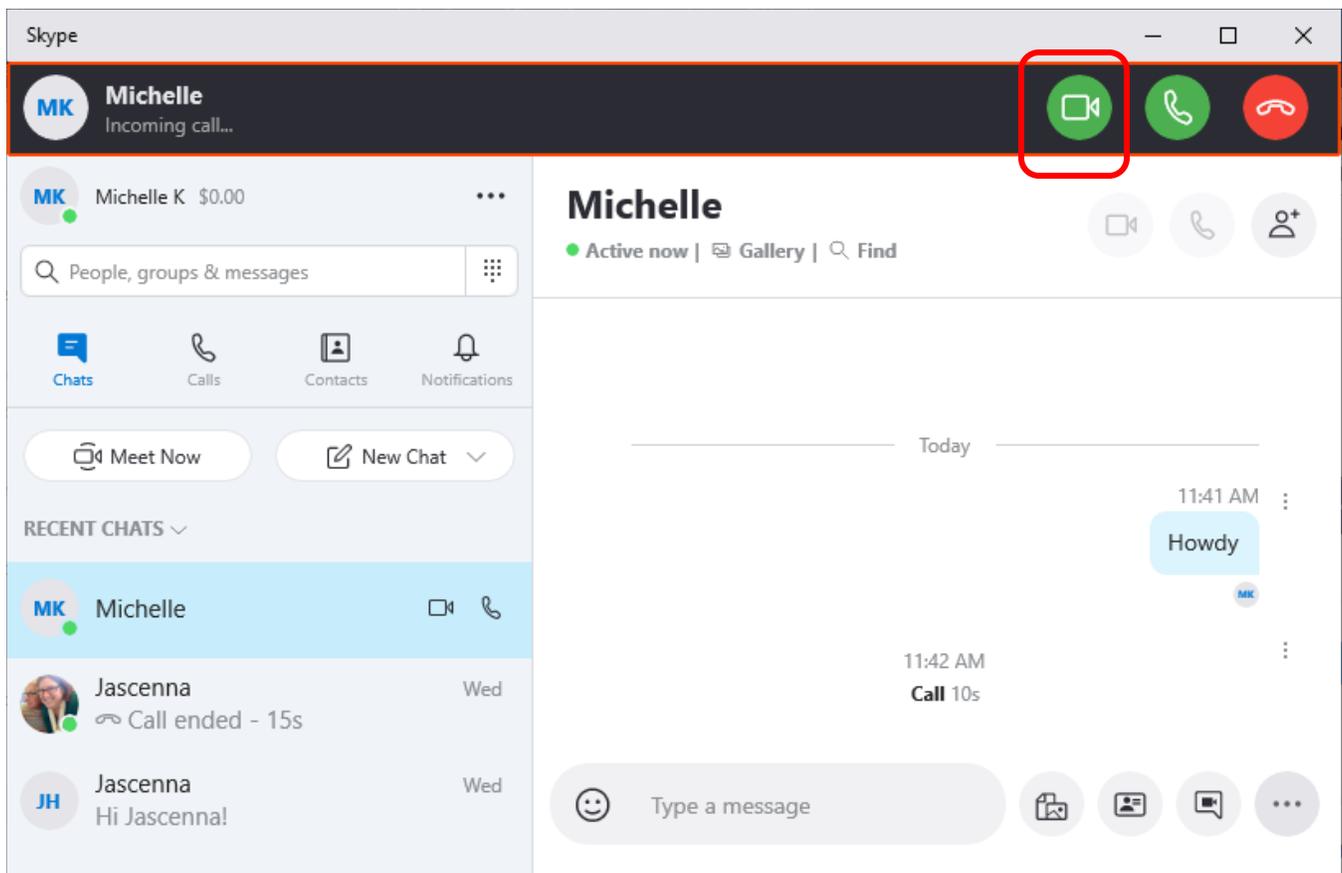
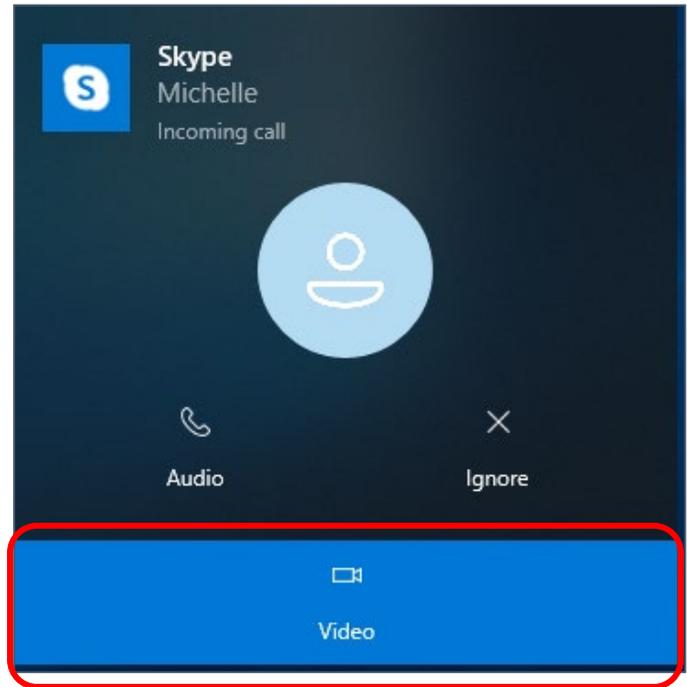
### Making a Video Call

1. In the top right corner, click the **Video Call** button.
2. You should hear a beeping / ringing noise.



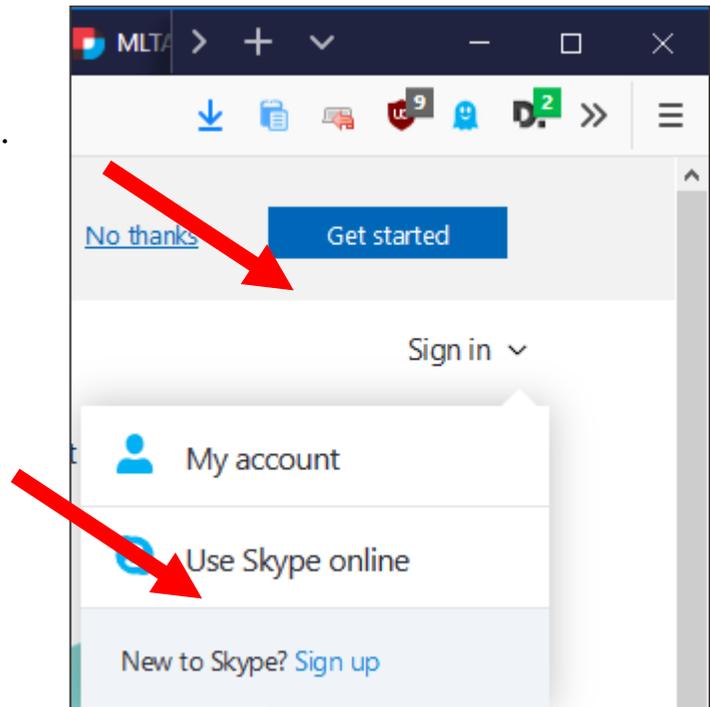
## Accepting a Video Call

1. If the Skype program is open, you will see a notification along the top of the window. If you are working in a different program, a window will pop up in the lower corner of your screen, prompting you to answer the call.



## Installing Skype

1. Go to the Skype website:  
<https://www.skype.com>
2. In the upper right corner, click **Sign in**.
3. From the drop down menu click **Sign up**.



4. On the Create account page, click the link for **Use your email instead**.
5. Enter your personal email address and click **Next**.

A screenshot of the Microsoft 'Create account' page. It features the Microsoft logo at the top left. The main heading is 'Create account'. Below it, there is a dropdown menu for 'United States (+1)', a text input field for 'Phone number', and a link that says 'Use your email instead'. A blue 'Next' button is located at the bottom right of the form.

6. Enter a password and click **Next**.

A screenshot of the Microsoft 'Create a password' page. It features the Microsoft logo at the top left. Below it, there is a back arrow and the email address 'randommichellek@icloud.com'. The main heading is 'Create a password'. Below the heading, there is a text input field with the placeholder text 'create password'. A blue 'Next' button is located at the bottom right of the form.

7. Enter your name at the prompts.

The screenshot shows the Microsoft account creation interface. At the top, there is the Microsoft logo and the email address 'randommichellek@icloud.com'. Below this, the heading 'Create account' is displayed. A message states: 'We need just a little more info to set up your account.' There are two input fields: 'First name' and 'Last name'. A blue 'Next' button is located at the bottom right of the form.

8. Enter a birth year and birth date. The year is to make sure you are old enough to use Skype.

The screenshot shows the 'Add details' step of the Microsoft account creation process. It includes the Microsoft logo and the email address 'randommichellek@icloud.com'. The heading is 'Add details', followed by the message: 'We need just a little more info to set up your account.' There are two main sections: 'Country/region' with a dropdown menu currently set to 'United States', and 'Birthdate' which consists of three dropdown menus for 'Month', 'Day', and 'Year'. A blue 'Next' button is positioned at the bottom right.

9. A verification email is sent to your email. Check your email, copy and paste the code you received, UNCHECK the box for “promotional emails” and click Next.  
10. You should now be able to log into Skype on your computer.

The screenshot shows the 'Verify email' step. It features the Microsoft logo and the email address 'randommichellek@icloud.com'. The heading is 'Verify email'. A message says: 'Enter the code we sent to randommichellek@icloud.com. If you didn't get the email, check your junk folder or try again.' There is an 'Enter code' input field. Below it is a checkbox labeled 'Send me promotional emails from Microsoft', which is currently unchecked. At the bottom, there is a small note: 'Choosing Next means that you agree to the Microsoft Services Agreement and privacy and cookies statement.' A blue 'Next' button is at the bottom right.