

Skype

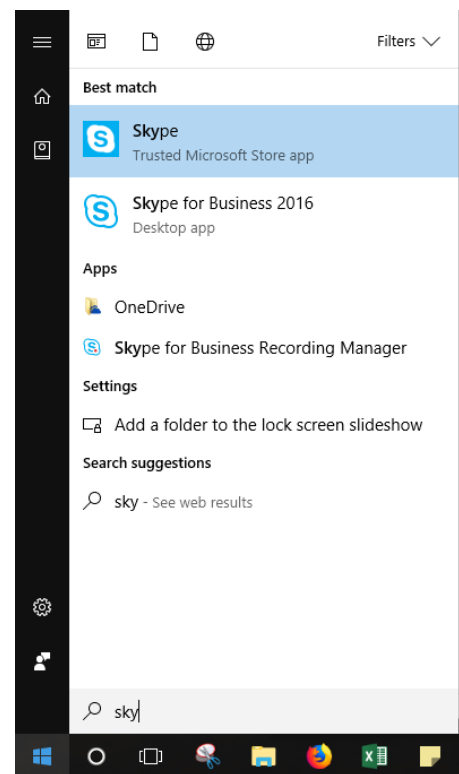
Windows 7

1. On a Windows 7 computer, in the lower left corner click the Windows / Start icon.
2. In the Start menu, click All Programs.
3. Scroll through the list until you see the Skype program. It will be a blue icon with an S.
4. Launch the Skype program and enter your user name and password if prompted.
5. When you receive a Skype call, your computer will give you both audible and visible cues. Answer the call.
6. If the recipient cannot see you, click on the video button to start the video camera on your computer.



Windows 10

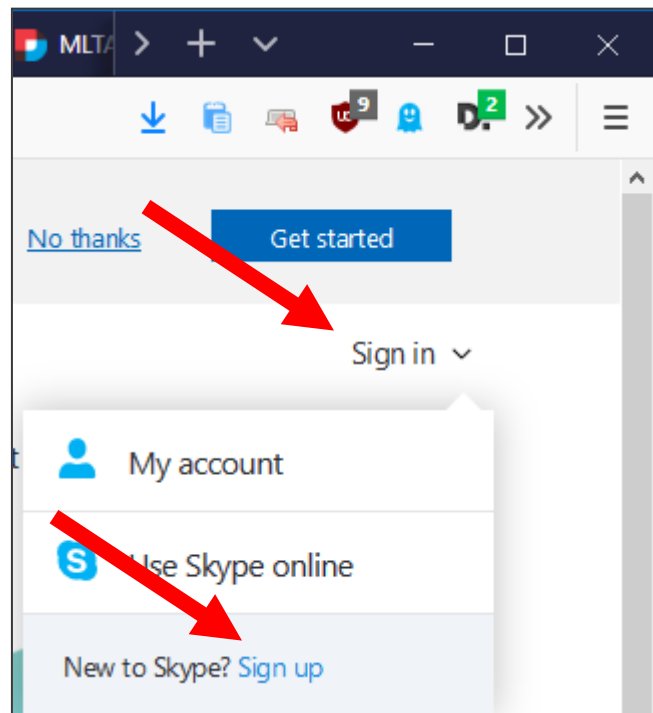
1. On a Windows 10 computer, in the lower left corner click the Windows icon.
2. Type in “Skype” and as soon as you see “Skype” click on that selection, and enter your Skype username and password if prompted.
3. When you receive a Skype call, your computer will give you both audible and visible cues. Answer the call.
4. If the recipient cannot see you, click on the video button to start the video camera on your computer.



If you do not already have a Skype account, you can easily create one—they are free.

To Install 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. Below it, the text 'Create account' is displayed. There is a dropdown menu for 'United States (+1)', a 'Phone number' input field, and a 'Use your email instead' link. A blue 'Next' button is located at the bottom right.

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

A screenshot of the Microsoft 'Create a password' page. It features the Microsoft logo at the top. Below it, the text 'Create a password' is displayed. There is a 'randommichellek@icloud.com' email address shown with a back arrow. Below that, the text 'Enter the password you would like to use with your account.' is followed by a 'create password' input field. A blue 'Next' button is located at the bottom right.

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 features the Microsoft logo and the email address 'randommichellek@icloud.com'. The heading is 'Add details', followed by the text: 'We need just a little more info to set up your account.' There are two main sections: 'Country/region' with a dropdown menu currently showing 'United States', and 'Birthdate' with 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 includes the Microsoft logo and the email address 'randommichellek@icloud.com'. The heading is 'Verify email', with the instruction: '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.