

With Skype you can video chat, make voice calls and send instant messages between computers, tablets, and other devices that connect to the Internet. Most services are free, but payment is required for voice calls to landlines or mobile phone numbers. Skype-to-Skype voice calls are free of charge. The service requires a webcam and microphone for video and a microphone for voice only communication. You need to give Skype permission to record the content of your communications.

To use Skype on a desktop you can just log into www.skype.com. On your home computer or other devices, it is preferable to download the Skype app. On the computers in the Lab you need to go directly to the Skype website (see directions below).

The voice call and messaging features of Skype do not require specific instructions. Here we only consider video calls. You have to have a Microsoft account (Outlook.com, OneDrive, Hotmail, Windows Phone, or Xbox LIVE) and you need to set up a specific time for the video session to successfully connect with another Skype member. Activate Skype shortly before the agreed on time by logging onto www.skype.com.

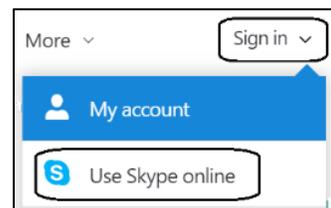
In the Lab, please do not hold Skype communication during the posted class times. Be considerate of other members using the Lab.

Using Skype in the Crestview Lab:

Click mouse to activate kiosk computer.

Do not use the Desktop shortcut for Skype.

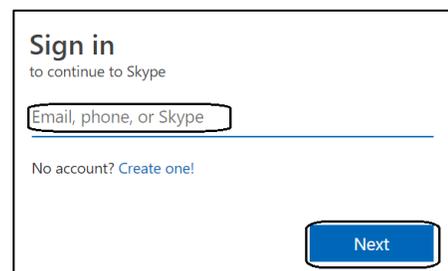
On the Desktop, DOUBLE click the Google shortcut.
At top, click in the Address Bar, delete what is there and type www.skype.com



Click on Sign in and then click on Use Skype online.

On the Sign in screen, click in the Email space and type your Microsoft account ID.

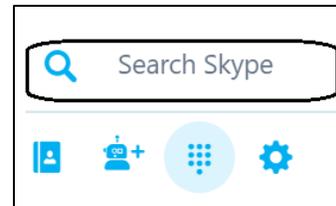
Click on Next.



Type your password and click on Sign in.

If you get a pop up asking to allow notifications, click on Allow.

Click in the Search Skype space and type the ID or Skype address of your contact.



Click on Search Skype Directory.
Click on the name of your contact.



If you wish, click On Add To Contacts.

Click on the icon for the Video Chat and wait for your contact to respond.

A pop up may appear saying that Skype needs to use the microphone and the camera.
Click on Allow.

If you are presented with a list of communications options, click on Stop Sharing.

If your contact does not see a clear image of you, check the camera button setting. At the top edge of your monitor, toward the back, is a slider button. It should be pushed all the way to the right as you face the screen.

When finished, at upper left, click on your account icon. If needed, scroll down and click on Log out.

Follow the standard Lab procedure for leaving the computer.

Click on Start 

Click on the Power Button 

Click on Restart 

Just walk away.