

Oak Crest Digital World Expo: Using Skype : An In-Depth Tutorial

What You Will Need:

- Skype software (instructions on how to install are below)
- A Web cam for video calls and a Web cam with a microphone or a microphone on your computer for Skype to phone calls

Downloading and Installing Skype

Skype is a free application that can be downloaded from the Skype website.

1. Visit the Skype website at www.skype.com.



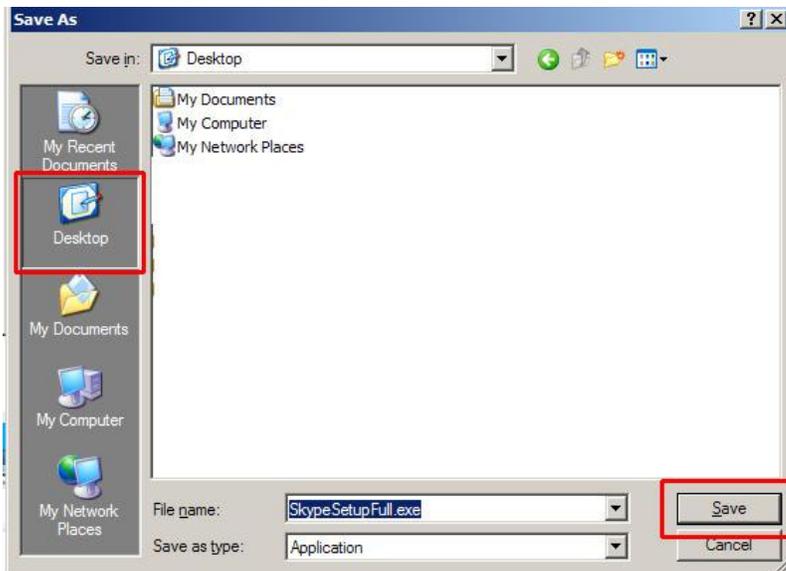
2. Place your mouse cursor over the “Get Skype” link at the top and then select the type of operating system your computer uses under COMPUTER.



3. A window will pop up that says File Download. If you are asked to authorize the download of the file, click “Allow” or “OK.” When it asks “Do you want to run or save the file?” – click SAVE.



4. A Save As dialog window will appear. Click DESKTOP on the left menu to change your save location to your desktop, and then click the SAVE button on the bottom right.



5. Find the installer file for Skype on your desktop. You may need to minimize or close any active applications to get back to your Desktop.



6. If you are asked to allow the application to open, click “Allow” or “OK.” A Skype Install window will appear. Click “I agree – install” when you are ready to begin installation.



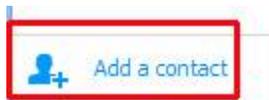
Starting Skype

1. To launch Skype, go to your Start menu on the bottom left corner of your screen and then to “All Programs” - “Skype.”

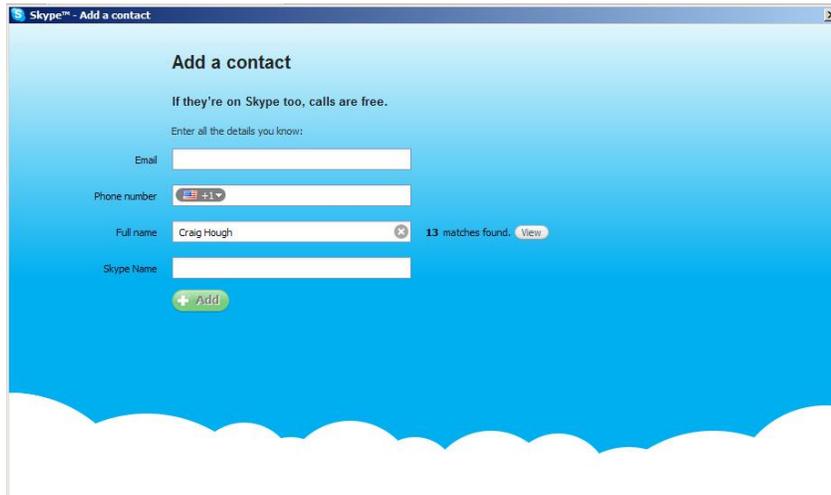


Adding Contacts

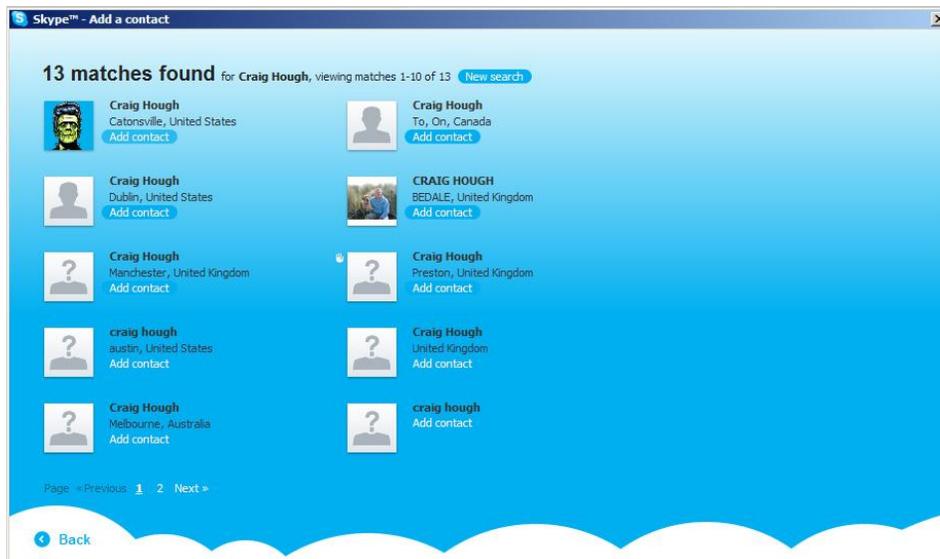
1. Click the Add a Contact button, or go to Contacts at the top menu and select Add a Contact.



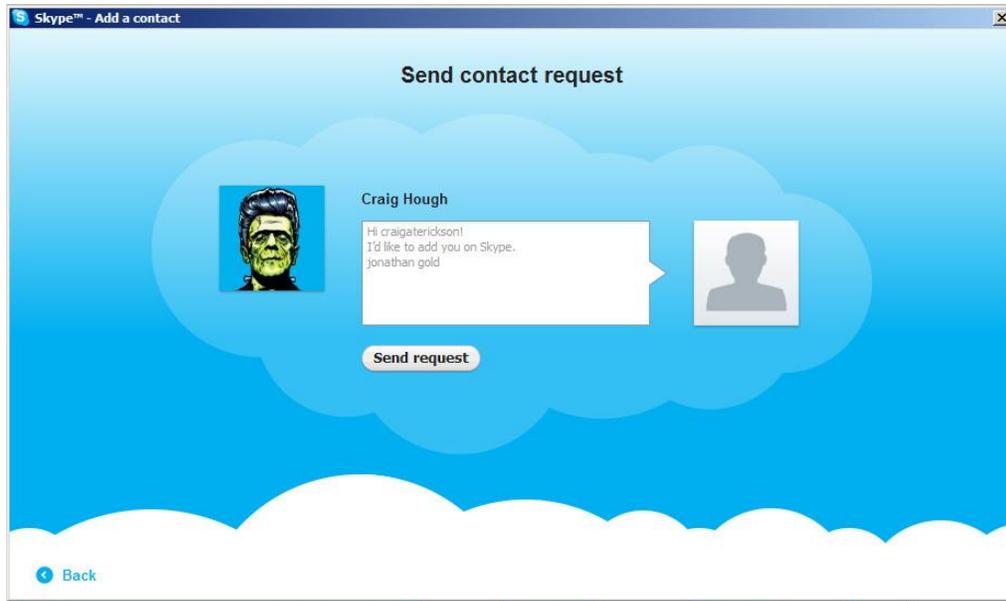
2. You can search by e-mail address, phone number and name-or Skype name if you know it.



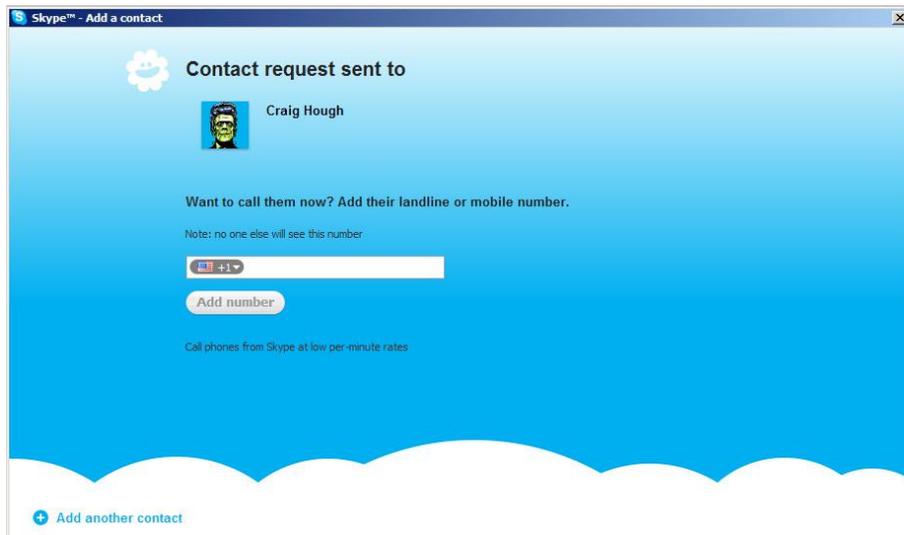
3. If you search by name, it will tell you how many matches were found. Then click the view button to the right to load the results. You'll find anyone with that name that has an account on Skype. Once you find who you are looking for, you can click "Add Contact."



4. The next screen will allow you to send your contact a welcome message that he or she will see. You can customize this however you would like.

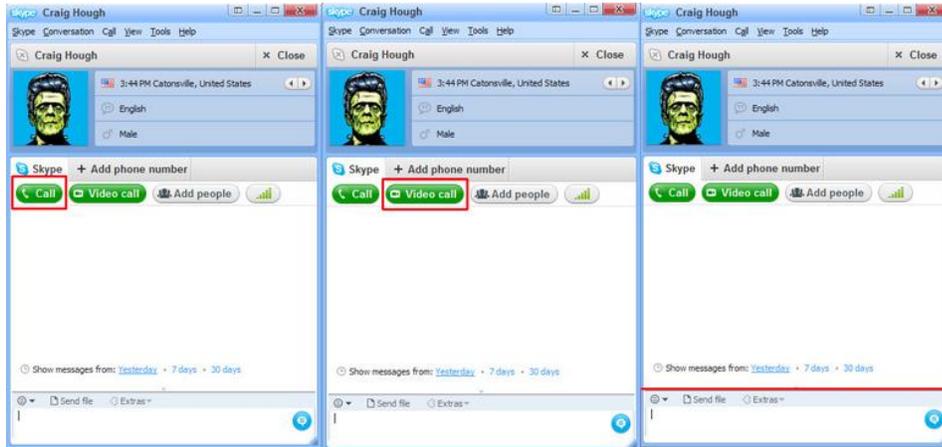


5. If you want to make calls to their phone number from your computer, you can add their phone number too. You will need to purchase credits through Skype for low per-minute rates in order to talk to someone on a mobile or standard phone line. You can talk to anyone through chat or video chat for free.



Making Contact

1. When you load Skype you will have a list of your contacts.
2. When clicking a contact name you will be brought to a detail screen where you can then make a phone call or video call to them. You can also type in the chat window at the bottom of the screen to send text messages or to send them files. Note: The contact must be online at the same time in order for you to initiate a chat or video chat.



3. When clicking call, you can dial the number right from your computer. You can also purchase credits on this screen by clicking the Buy Skype Credits button. When your call is connected, you will see a picture of your contact while you talk with them. Remember, you'll need a microphone or web cam with microphone to make calls and a web cam to make video calls.

