

HOW TO SKYPE

1. Type Skype into your internet browser (Google, Microsoft Edge, Mozilla etc)
2. Press on the top search called 'Skype | Communication tool for free calls and chat'
3. Next, press 'Download Skype'
4. Now press the little downward arrow next to 'Get Skype for Windows' and select the appropriate option. The downloader on the bottom left of your screen should appear (see below)



5. When it has finished downloading, press on it and install the app. Make sure when you are installing it that you add an icon to your desktop.
6. Once it has finished, you should get this on your screen (below)



Welcome to Skype

Free HD video and voice calls anywhere in the world.

Let's go

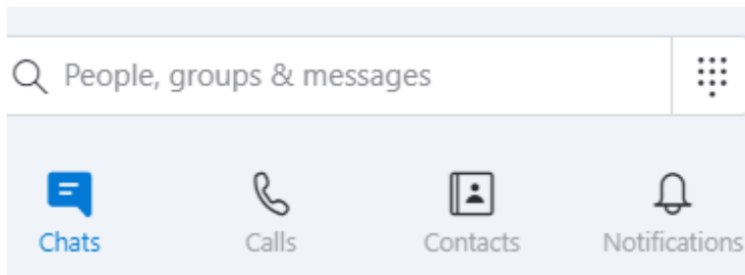
7. Click on 'Let's go'.
8. Now press on 'Sign in or create'
9. Press on section that says 'No account? Create one!'
10. Click 'Use your email address instead'
11. Enter your email and create a password (a strong one)
12. Add in your name and date of birth
13. You will then need to check your email to get the verification code and enter it into Skype, as well as completing the security step.
14. Add a profile picture if you would like to and press 'continue'
15. Now test your audio and press 'continue'
16. Test your camera and press 'continue'
17. You have now created your account.



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18. To add a person, type their email address into the box on the top left that looks like the below pic. The person's account will then appear – right click on their account and press 'add contact'. You have now sent them an invitation to connect.



19. When they have accepted, the below text will appear and you can talk to them/write to them

Great, you can now start chatting.

20. In the top right corner of the app, you can see 3 icons (below). The first is to video call, the second to audio call, and the third to add into a group. Press on your preferred option.



21. To stop a call, press on the red call icon at any time.

22. Finally, don't forget to log out from Skype when you have finished. Go to the top right of the page and press on the three dots, and select 'Sign out'.