

Getting started with Skype



Introduction: Skype is a worldwide and free to use online webchat service, owned by Microsoft it is integrated into the Microsoft “brand” and would normally come pre-installed on a Windows 10 computer or laptop (Windows 7 is no longer supported but it may be possible to download a version that should work) on a smart phone it will need to be downloaded from the app store unless of course it is a “Windows” phone.

Skype is a person to person connection over the internet and the following check list needs to be considered if you want to start Skyping with family, friends and colleagues.

Questions; Laptop, computer, tablet and smart phone.

- a) Does your laptop have a camera, microphone and speakers? (A camera is usually identified as a small plastic lens at the centre top of the screen) most computers and some older laptops may require you to buy all or some of the following; USB video camera, combined headset or microphone and speakers.
(A tablet or smart phone will not usually require any of this extra hardware).
- b) Does your laptop, computer, tablet or smart phone already have Skype installed? (Look for the icon either in the desktop menu, desktop, taskbar applications etc.) Otherwise it will need to be downloaded from the Windows or App. Store.

Setting up.

- c) Do you have access to an affordable internet connection?
(Wi-Fi is the better option as using your data allowance through the phone can be an expensive option)

Other considerations, you should have, prior to creating a unique account for yourself.

- d) Depending on the device used (except for the phone) you will also need an e-mail address and a new password to create a Skype account, in turn, for a new account; it will create a user name from your e-mail.

Save these details

e-mail;

user name; (Skype will allocate this)

password;

- e) You will also need to know the user names, e-mails or mobile number etc. of any existing family, friends or colleagues on Skype that you now wish to connect to.



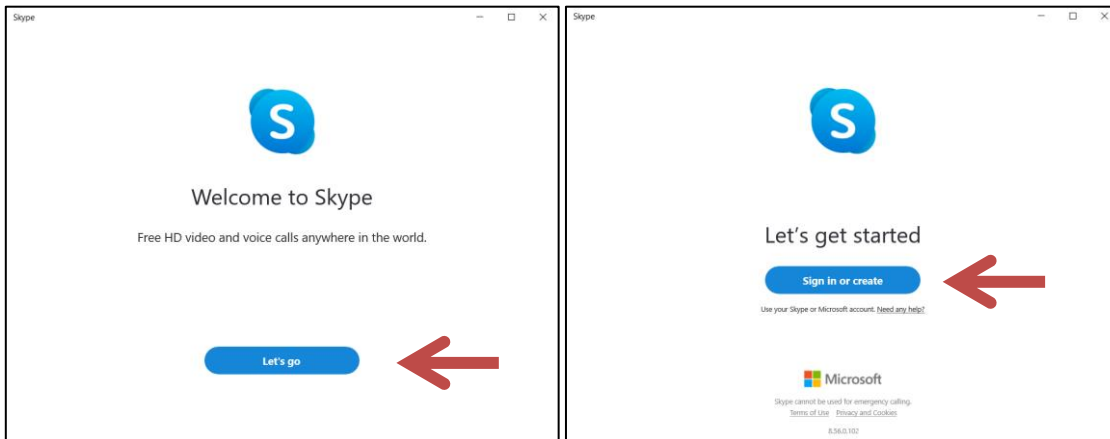
JNR8 Youth & Community Centre
(Entrance at rear of Manley Park Methodist Church)
82 Cromwell Avenue
Whalley Range, M16 0BG
- *Supporting our community*



Loneliness does not come from being alone but being unable to communicate the things that seem important

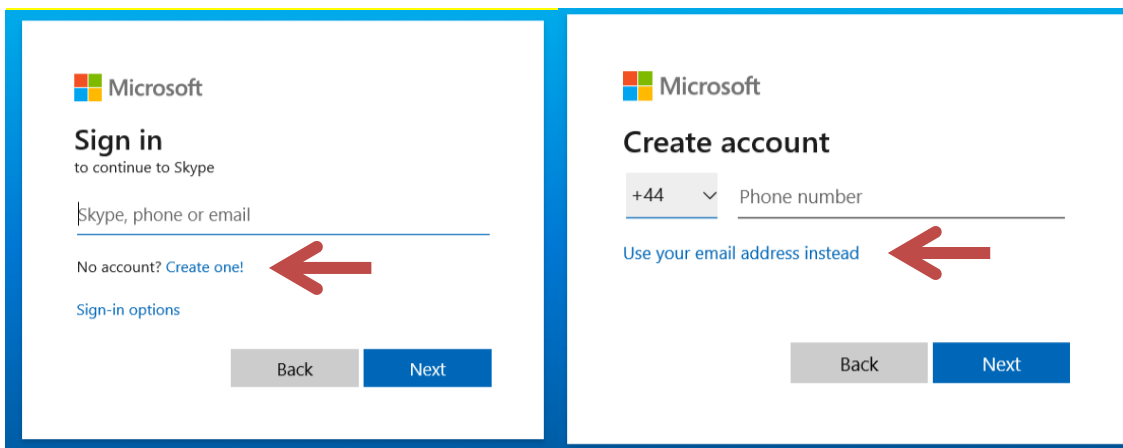
Creating your Account

Double click or tap on the Skype icon on the device and the screen 1 will load;



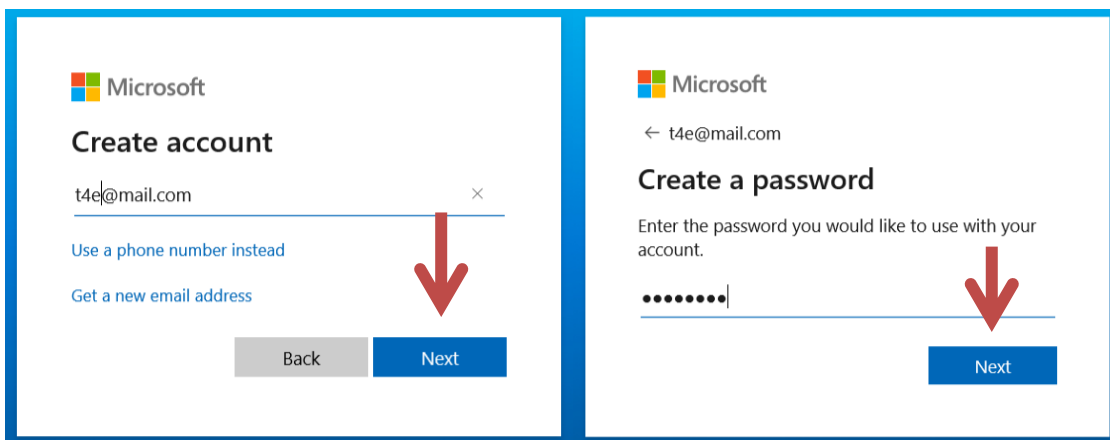
1. Click "Lets go"

2. Click "Sign up or create"



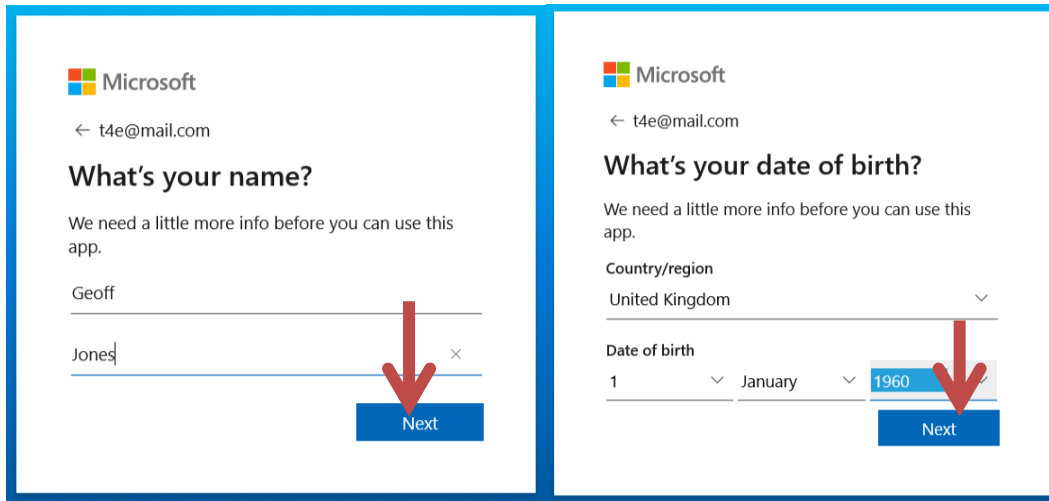
3. Click "Create account"

4. Click "Use email instead"

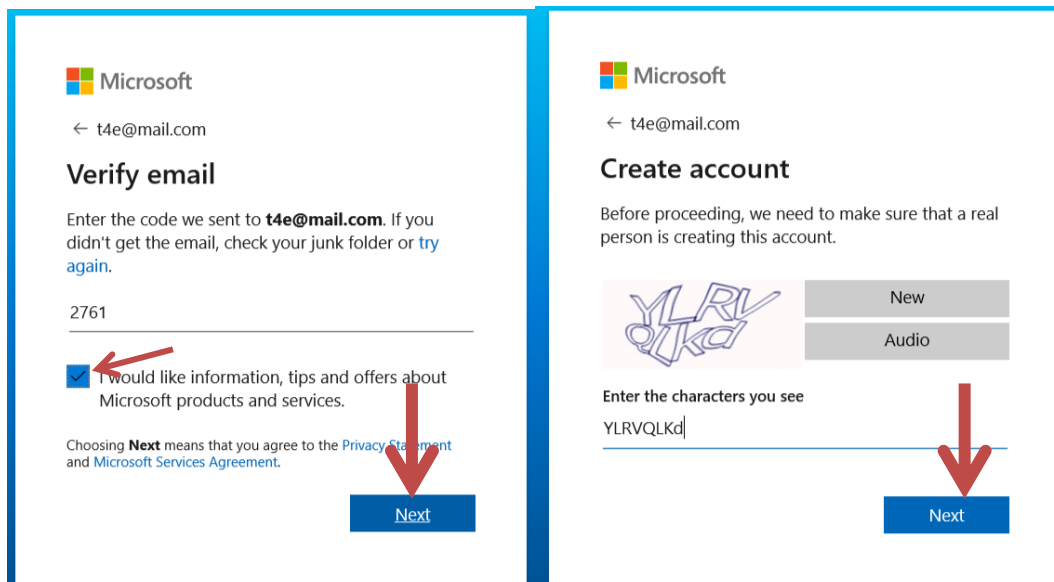


4. Add an e-mail address, click "Next"
(If you are setting up a phone account this will be the only difference)

5. Create a password, click "Next"

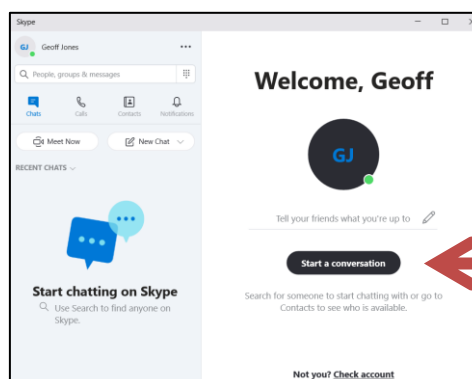


- 7. Add Name, click “Next”
- 8. Add Date of Birth, click “Next”

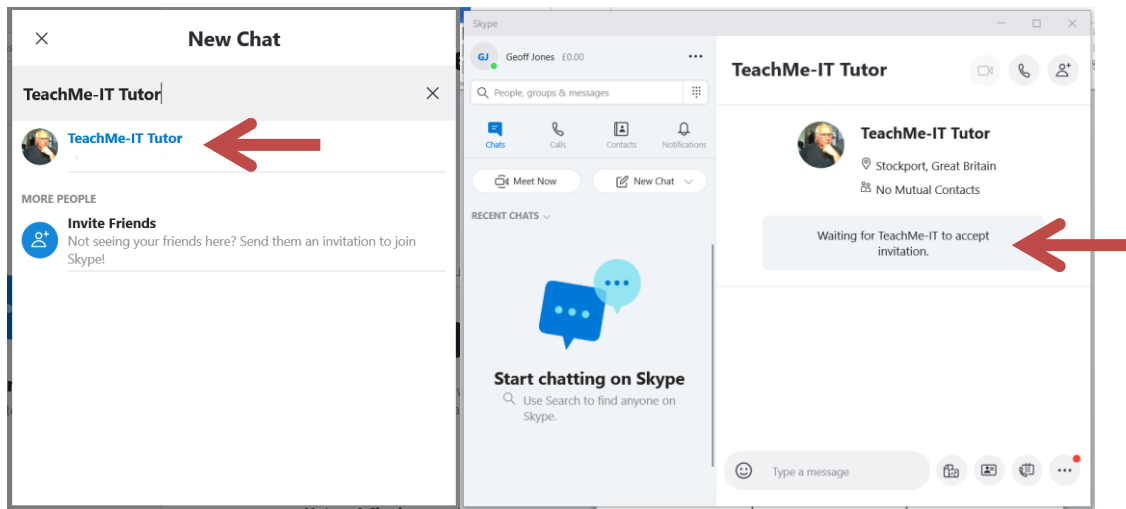


- 9. Insert email validation code that was sent, tick in box is optional click “Next”
- 10. Enter the characters in the security check box, click “Next”

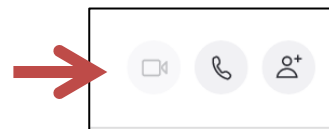
The set up will now finalise and check that you have camera, microphone and speakers



On the welcome screen click “Start a conversation”



11. Type in contact details and click on the correct contact, their details will appear
12. Click “Say Hi” after acceptance to your request, you are ready to go.
13. Click the video call button



When you have finished

Click the “End Call” button at the right below the contact photo to finish the Skype call.

Click “Home” in the left pane to go back to the main Skype screen. If you're finished using Skype, click the “Close” button.

Logging back into Skype

1. Tap or double click to open Skype and click or tap **Skype name, email or phone**.
2. Enter your Skype name, email or phone and select **Sign in**. Enter your password and select the arrow to continue. You’re now signed back in to Skype.

Further settings can be accessed by clicking here.

