

# SKYPE

## What is Skype?

Skype is a type of software that you can use on a gadget (cellphone, tablet, computer) to make audio calls and video calls with your family and friends throughout the world.

## What do you need?

- Strong internet or mobile data connection
- Device such as a mobile phone, tablet, or computer
- Skype application and account

## How to Install Skype on a Mobile Phone

1. Go to the app store on your device. For safety, only use official app stores such as the Apple App Store for Apple devices and Google Play for others.
2. In the search box type “Skype”.
3. Click the “install” button and wait for it to download on your device. This may take some time depending on the speed of your internet connection.

## How to Install Skype on a Computer

1. Go to [www.skype.com](http://www.skype.com) using your internet browser.
2. Click on the “Download” button.
3. Click on “Get Skype for Windows” if you have a Windows computer or “Get Skype for Mac” if you have a Mac Computer.

4. Follow the prompts to complete the installation process.

## Creating a Skype Account

1. Create a “Skype Name” by entering the name you want your family and friends to see and call you.
2. Enter an email address or phone number. This is only for Skype to contact you. This information will not be shared to others.
3. Create a password that you can remember but not easy to guess.
4. Log-in to your account using your Skype name and password. You will need to enter your Skype name and password every time you will use Skype.

## Skype Features

- Skype is free to use for as long as you have a strong internet connection.
- You can call anyone as long as they are also using Skype.
- You can call a mobile phone or telephone using Skype, but this will incur charges. You cannot call emergency numbers and toll-free numbers with Skype.

## Skype Contacts List

1. Your Skype Contacts List is where you will find the saved numbers of your family and friends so that you can easily call them.
2. If you give Skype the permission to access your device’s contact list, Skype will automatically add the people using Skype to your Skype Contacts List. This permission may be granted upon creating a Skype account or in the Skype settings.
3. On a computer, go to Contacts from the main menu and select “New Contact”. Type the name or mobile phone number in the search bar

and select the person you are looking for. If you cannot find the person, double check the name and number. If you still can't find it, perhaps the person you are looking for does not have a Skype account.

4. You can invite someone who does not have a Skype account to create one so that you can video chat together. Simply go to Contacts then "New Contact". Click on "Invite to Skype" and enter their email address or phone number so that a message from Skype will be sent to them.

## Using Skype

1. On your computer, go to your Skype contacts list. Select the name of the person you want to call and click the "video camera button" at the top right of your screen.
2. To answer a Skype call on a computer or android phone, click the "green camera button". If you are using an iPhone, "swipe right" like a regular phone call.
3. Once in the Skype call, you will see the person you are talking to on the screen. You will also see yourself in a small box on the lower right side of your screen. At the bottom are the control buttons.
4. You can talk to one, two, or more people on Skype at the same time. You can add another person to talk to by clicking on the "head and shoulders icon" then the "plus button". You will then choose that person from your Skype contacts list.
5. To end the Skype call, click on the "red button".

## Safety Tips

1. Do not accept or send Skype requests to strangers.
2. You don't need to allow Skype to automatically add contacts for you if you are not comfortable with this. You can manually add each person.