

Create

Using Skype On a Phone Or Tablet

Skype is an app that you can use to make free video and voice calls to anyone who also has the app. In this lesson we will show you how to create and account make and receive video calls.

If you haven't already, make sure you create an email account before proceeding.

Contents

Lesson 1: Creating An Account	3
Lesson 2: Signing In	5
Lesson 3: The Skype Home page	6
Lesson 4: Adding a Contact	7
Lesson 5: Sending an Instant Message	10
Lesson 6: Making a Video Call	12
Lesson 7: Receiving a Video Call	14
Lesson 8: Accepting Or Rejecting A Contact Request.....	15
Part 1: REJECTING THE CONTACT REQUEST	15
Part 2: ACCEPTING THE CONTACT REQUEST	16

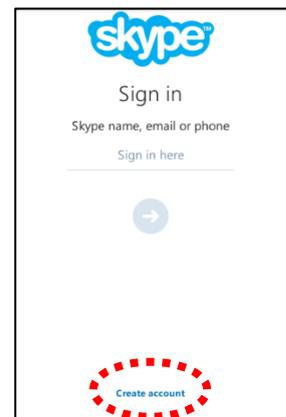
Lesson 1: Creating An Account

Please note: if you have already created an account please go straight to Lesson 2: Signing In

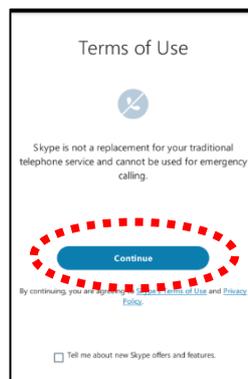
1. From the home page of your tablet tap on the Skype app.



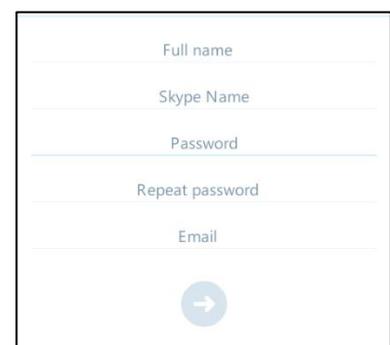
2. When the app opens tap where it says “Create Account”



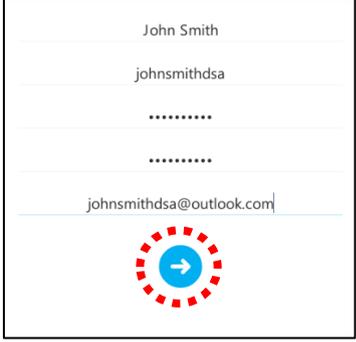
3. Tap “Continue”



4. Tap into each field and type in your details. For your skype name, try your full name with no spaces and the year of your birth at the end to ensure that it's unique. If this doesn't work it will offer some suggestions to choose from. Make sure the password you create is at least 8 characters long, has at least one capital letter and at least one number (a good suggestion is the number and street you first live on. For example: **27Smithroad**.)

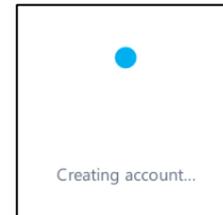


5. Once you've filled in the form press the arrow button.

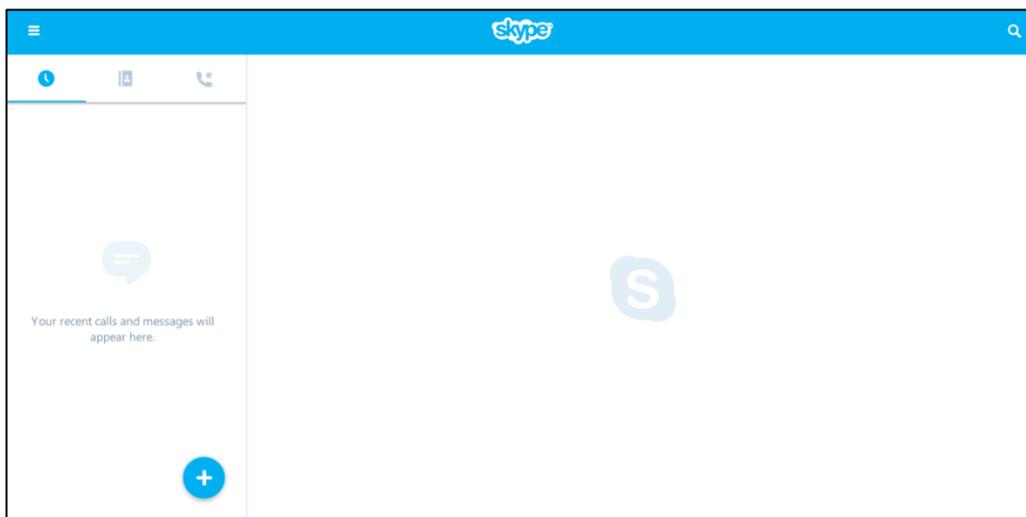


A screenshot of the Skype account creation form. It shows a registration page with the following fields: a name field containing "John Smith", a username field containing "johnsmithdsa", two password fields each containing ".....", and an email field containing "johnsmithdsa@outlook.com". At the bottom of the form is a blue circular button with a white right-pointing arrow, surrounded by a red dashed border.

6. If all of the details are correct you should see a "Creating account" page. This should only appear for a few seconds.



7. You should now be on the home page of the Skype App.



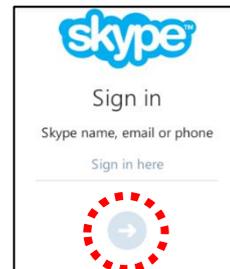
**Once finished go straight to
Lesson 3: The Skype Home page**

Lesson 2: Signing In

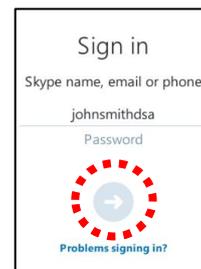
1. From the home page of your tablet tap on the Skype app.



2. Tap into the “Skype Name, email or phone” box, type in your skype name and press the arrow button

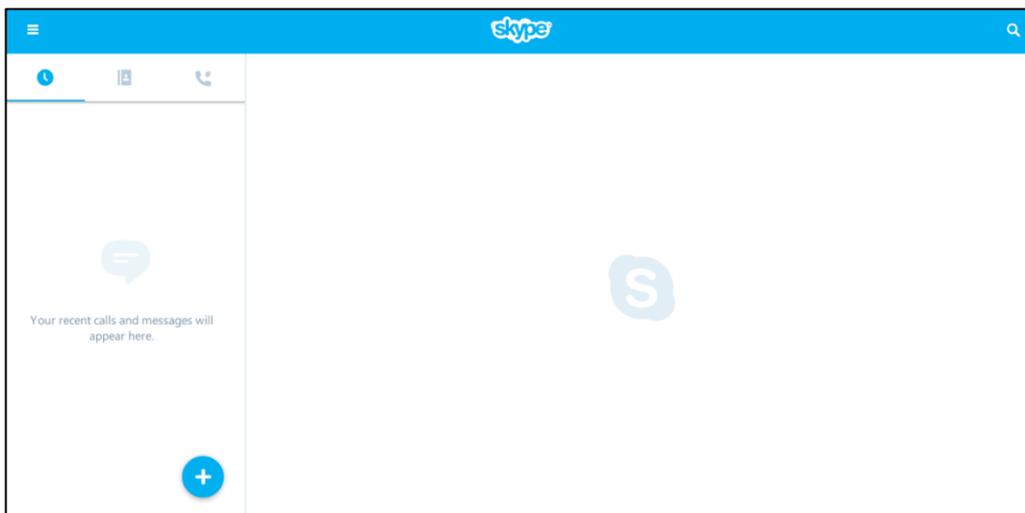


3. Tap into the “Password” box, type in your password and press the arrow button.



then

4. After a few seconds you should be on the home page of the Skype App.



Lesson 3: The Skype Home page

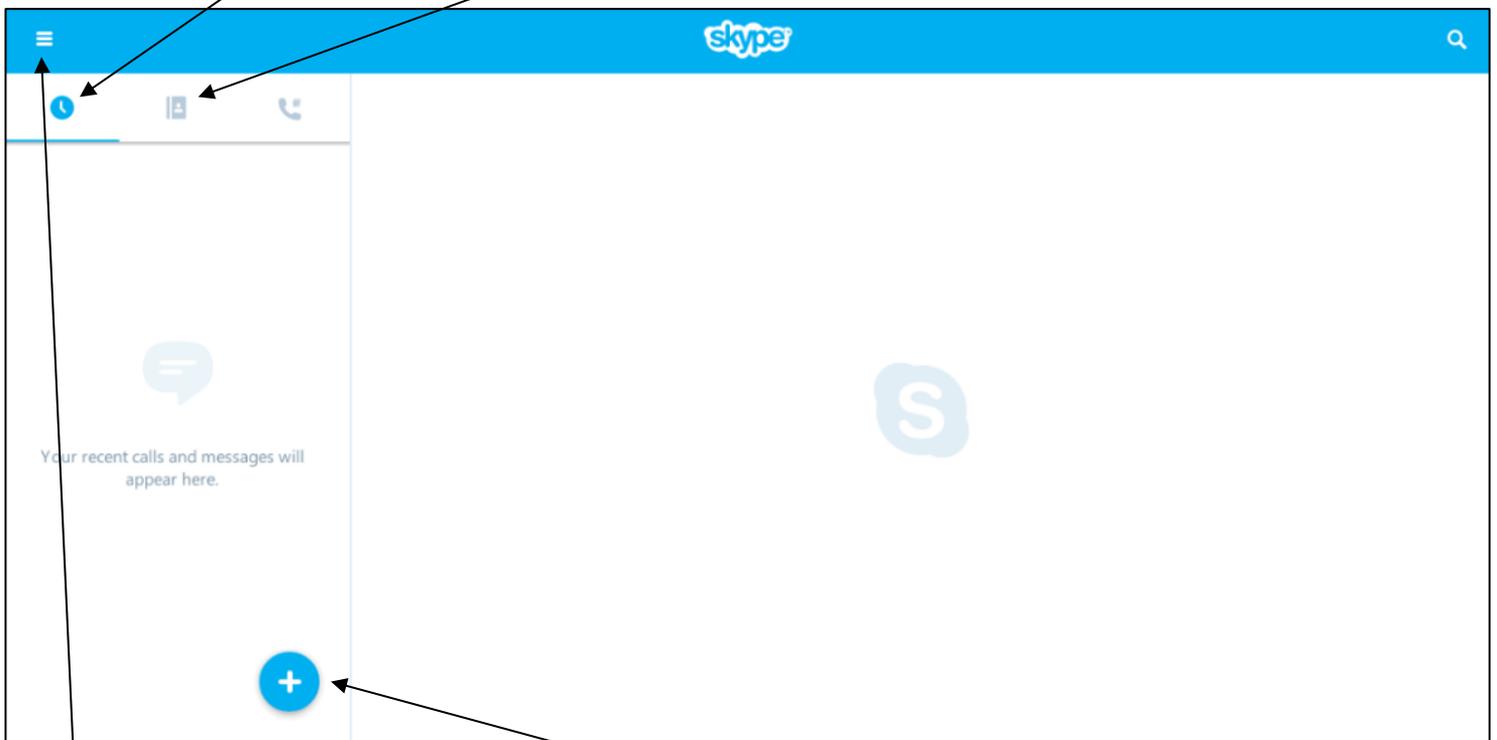
Let's look at some of the important and most-used elements on the Skype home page in detail. There are a few that we will not be looking at but you can ask your tutor about them if you're curious.

Recent:

This is where you can see any new notifications and a list of people you have contacted recently. New notifications are indicated by an orange number (we'll see examples of this later in the booklet).

People:

This is where you can a list of all the people you have added as contacts on Skype and access their profiles to make calls and send instant messages.



Account:

You can use this button to view your account details and sign out. The Green circle at the bottom indicates your online status as "Available". It being yellow or black indicates you are away from your tablet or not online.

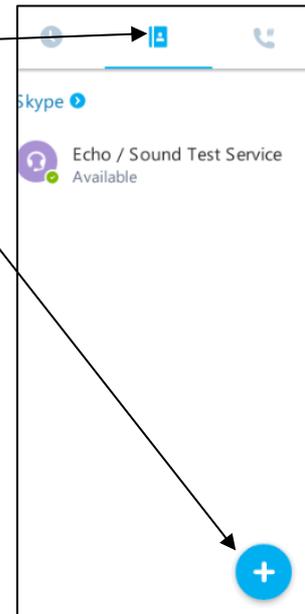
New:

Depending on whether you're in the "Recent" or "People" section this button will either start a new conversation or call with a contact or allow you to search for and add a new contact.

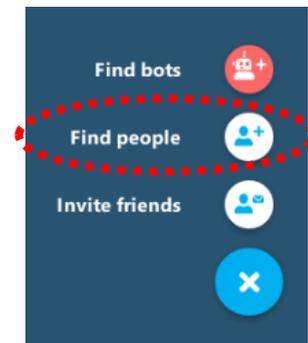
Lesson 4: Adding a Contact

In this lesson we will show you how to add a contact using their Skype name. You can also search for someone by name but bear in mind that there may be hundreds (if not thousands) of users with that person's name around the world. It is always much more efficient and safe to ask for a friend's Skype name and then add them using the method below.

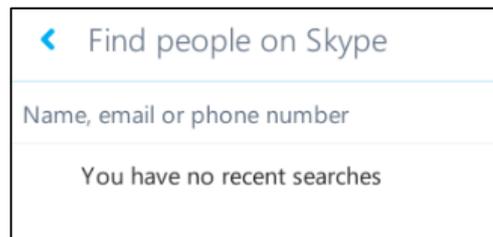
1. Tap the "People" button on the home page and then tap the "New" button.



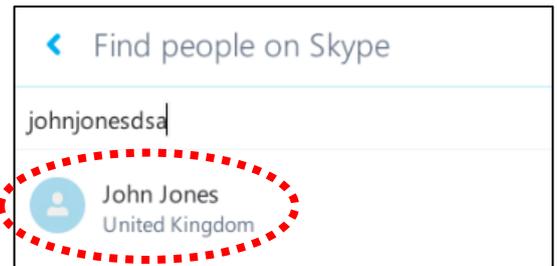
2. Then tap on "Find People"



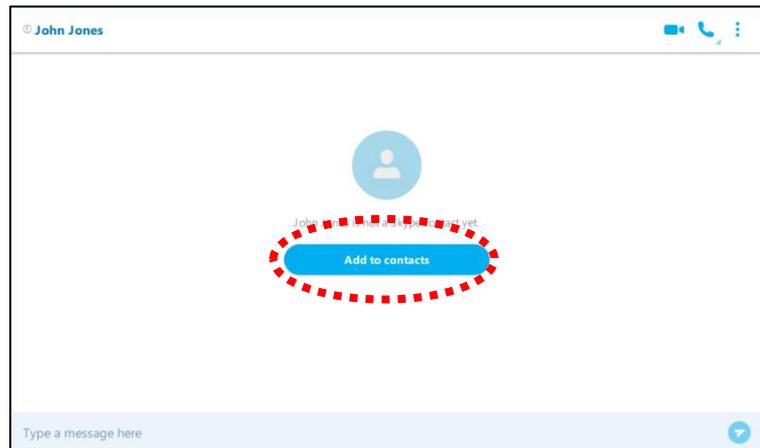
3. On the next page type in the Skype name of the person you want to add.



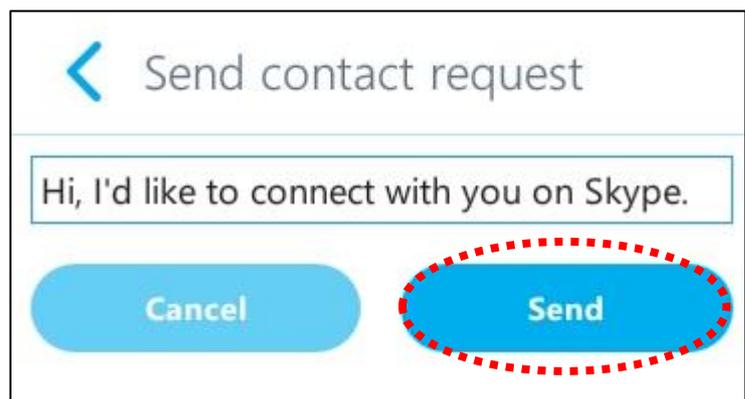
4. When you've finished typing a button for the account of the person should appear (if there are more than one it will be the first in the list). Tap on this button.



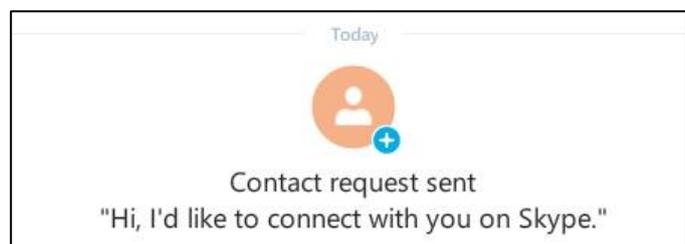
5. You will now see the person's profile page. From here tap the "Add To Contacts" button.



6. At the top left of the page a box will appear with a brief default message to send to the person you're requesting to be a contact. You can just leave it as it is unless you want to personalise it (you can do this by tapping into the box, deleting the contents and typing a new message). When you're ready, tap the "Send" button.

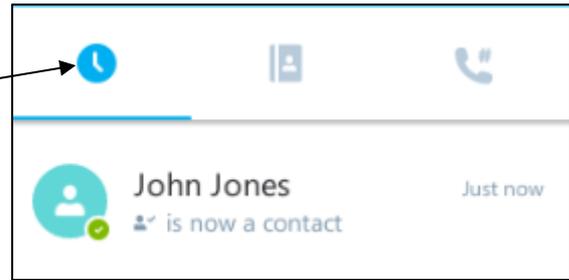


7. You will see on the right that the contact request has been sent.

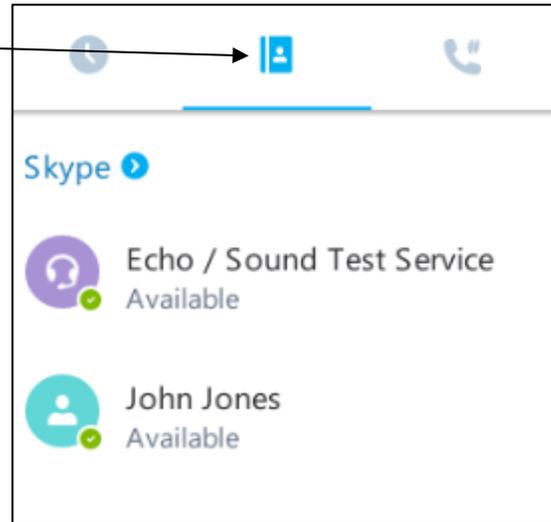


8. Press the back button   at the bottom of the tablet screen (see the "Android Button Cheat Sheet" if you're not sure) to return to the Skype home page.

9. Once the person accepts your request you will see in the “Recent” section of the home page that they are now a contact.



They also appear in the “People” section.

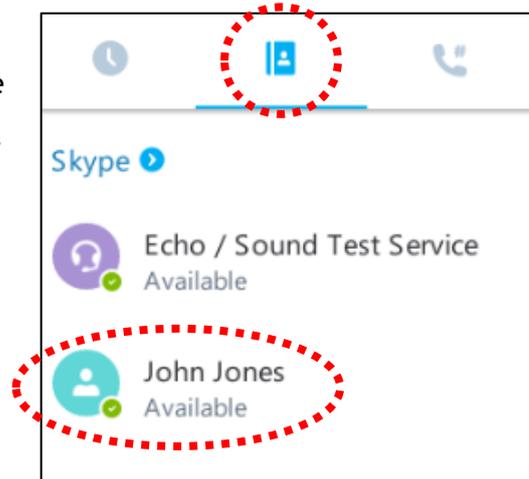


You will notice that you already have a contact called “Echo / Sound Test Service”. This is a pre-loaded contact by Skype which is used to test your video and audio if you experience any issues when making a call. You can just ignore this contact.

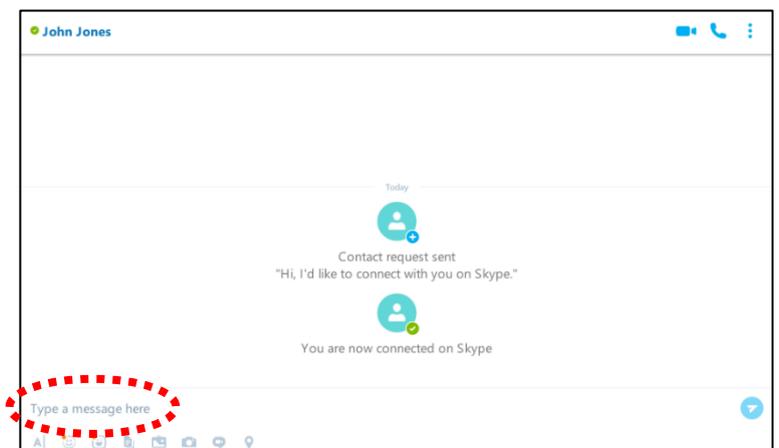
Lesson 5: Sending an Instant Message

In this lesson we will look at sending what’s called an “instant message”. This is simply a text message sent directly to your contact’s skype account. If you are both online at the same time you can have a full text conversation instantly.

Tap the “People” button and then on the contact you want to instant message in the people section of the home page. You will see that their profile appears in the main section of the screen to the right.



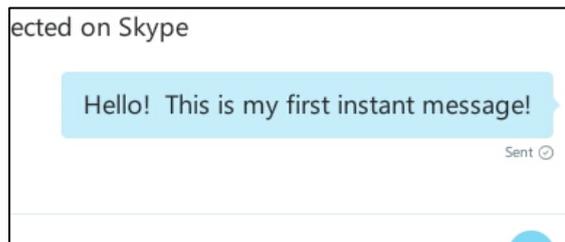
1. On the contact profile screen tap into the “Type a message here” box.



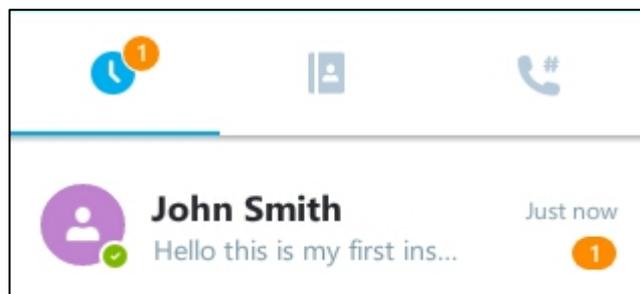
2. When keyboard appears type “Hello! This is my first instant message” and then press the button that looks like a blue arrow/paper airplane to send it.



3. You will see it appears in the section above, highlighted in blue to confirm that it's been sent.

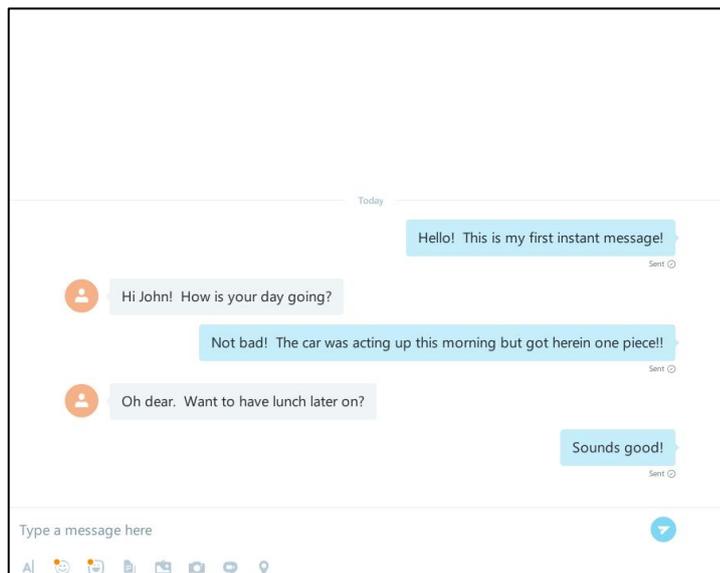


4. When your contact goes to their Skype they will receive a notification from you advising that they've been sent an instant message. If someone were to send you an instant message you would see this too on the Skype home page. An orange number will appear beside the "Recent" section AND the name of the person sending the message below that.



All you have to do to reply is to press on the name with the number beside it and profile page will appear in the main part of the screen on the right.

5. You can have a full conversation with someone if they are on line at the same time. Simply type your message and tap the blue arrow/paper airplane symbol on their profile page. If you stay on their page you will then eventually see their reply which will appear below and to the left of your last message. Below is an example of a simple instant "chat"

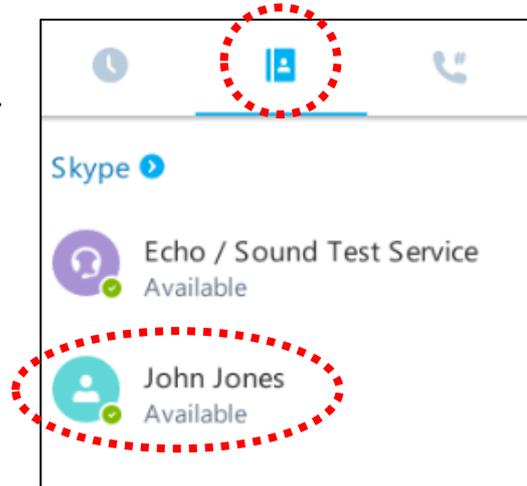


6. When you're finished press the back button  at the bottom of the screen on your tablet to return to the Skype home page (if you aren't there already).

Lesson 6: Making a Video Call

In this lesson we will look making a video call to a contact. As long as your tablet or phone has a camera that faces you, you should be able to have a face to face conversation with someone. The quality of the video may depend on how fast the internet connection you're using is.

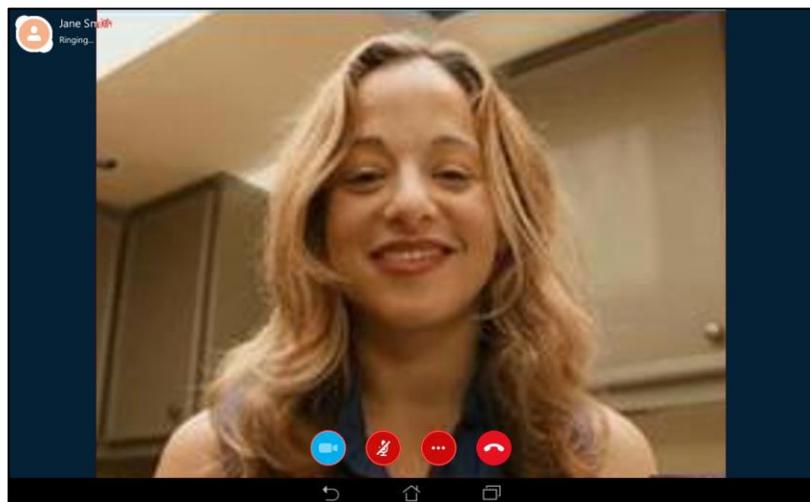
1. Tap on the contact you want to video call in the "People" section of the home page.



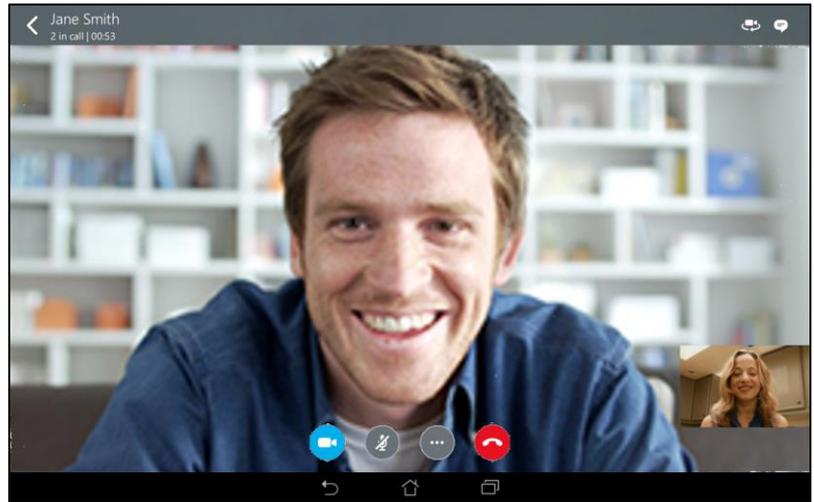
2. You will see at the top right of their profile page there are two symbols. One looks like a phone handset and one looks like a little video camera. When you're ready to make a call, press the video camera symbol.



3. Skype will start calling your contact and activate your camera so you'll be able to see yourself.



4. When the person answers the call your video will shrink and be put in the corner with their video filling the screen.

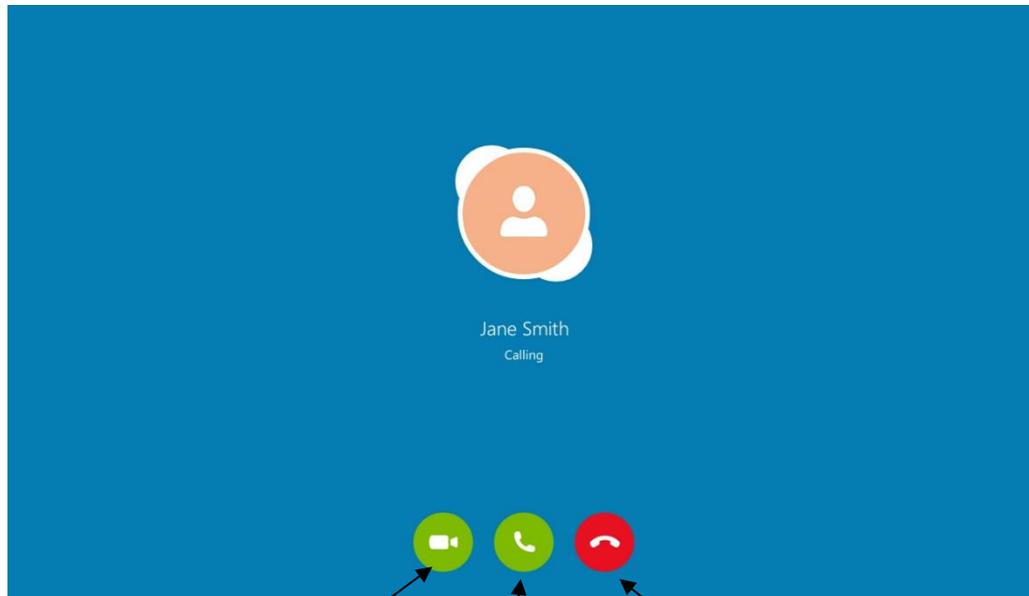


5. When you're finished with the call make sure you press the red phone symbol



Lesson 7: Receiving a Video Call

1. When someone is calling you your tablet should play a tune and the screen should look like the image below. Let's look at the buttons:



Answer With Video:
To answer as a video call press this button

Answer With Voice:
If you're not feeling too presentable you can answer as a voice call. You may be able to see the other person's video but they will only be able to hear your voice

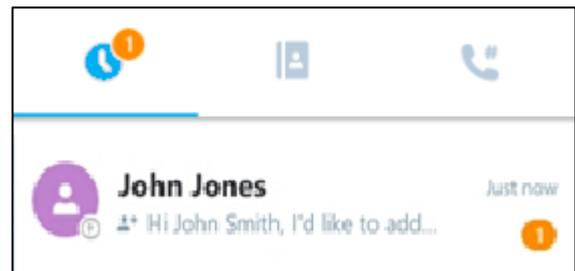
Reject Call:
If you're busy or don't want to speak to the person then press this button to reject the call

Lesson 8: Accepting Or Rejecting A Contact Request

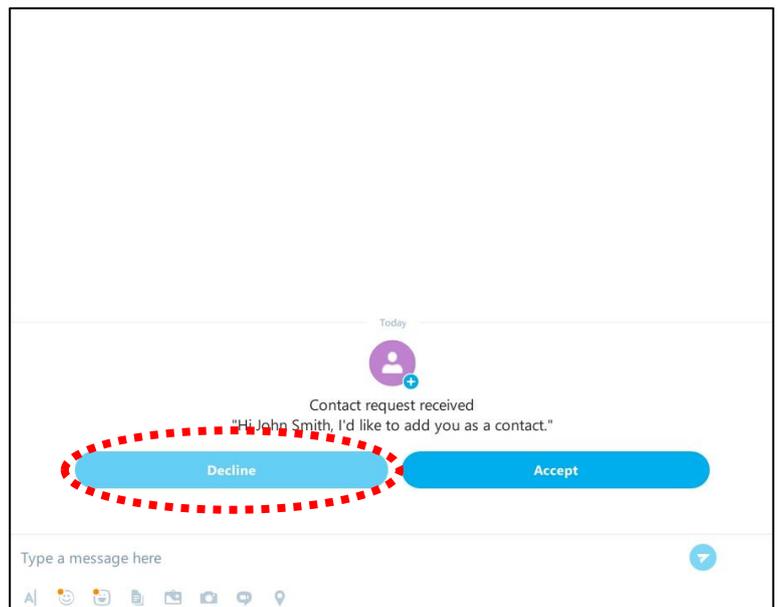
You may from time to time be sent requests by people you know without prior notice, in this lesson we will show you how to accept the request. You occasionally may receive contact requests from random people and it is always best to reject these to be safe.

Part 1: REJECTING THE CONTACT REQUEST

1. In the “Recent” section of your home page you will see the request appear. Press on the request. You will then come to their contact page.



2. If you do not recognise the person press the “Decline” button



3. When the box appears tap on check box beside “Report As Spam” and then tap on “OK”.

Decline contact request?

Are you sure you want to decline this contact request?

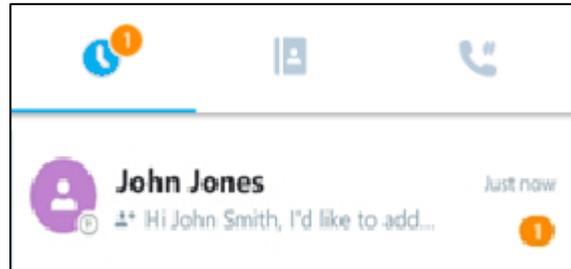
Block

Report as spam

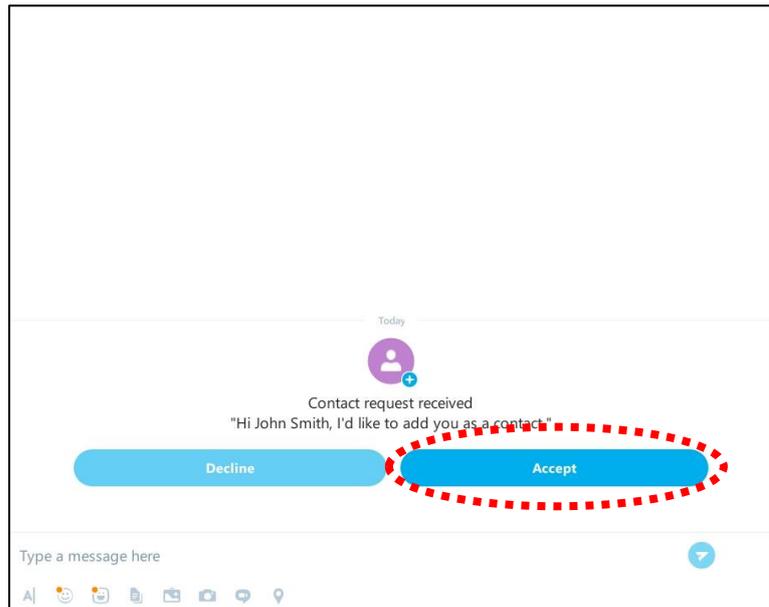
CANCEL **OK**

Part 2: ACCEPTING THE CONTACT REQUEST

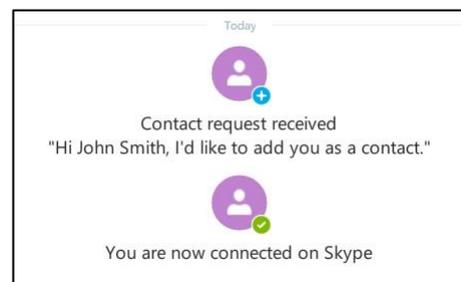
1. In the “Recent” section of your home page you will see the request appear. Press on the request. You will then come to their contact page.



2. If you recognise the person press the “Accept” button



3. You will see a notification to confirm you are connected on Skype.



4. Hit the back button   on your tablet to return to the Skype home page and you will see this person added to the “People” section. You can now call or instant message this person.