

Create

Using Skype On a Phone Or Tablet

Skype is an program that you can use to make free video and voice calls to anyone who also has the program. 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.

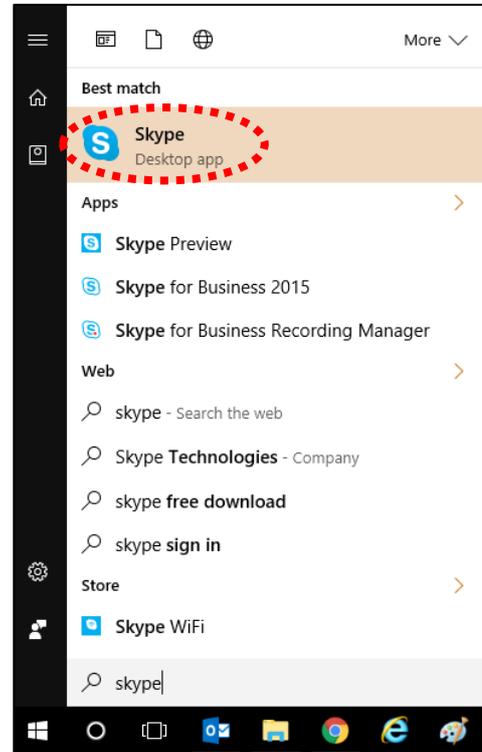
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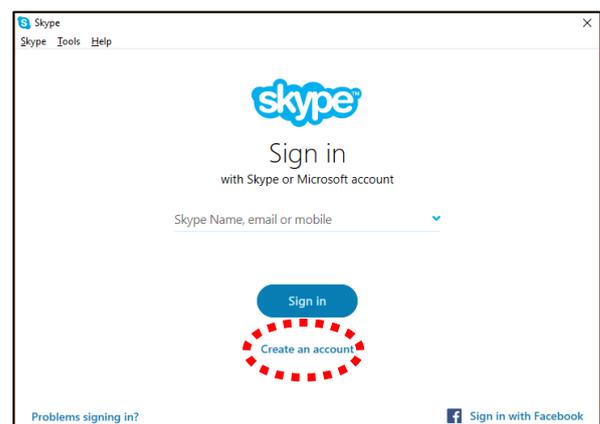
Lesson 1: Creating An Account

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

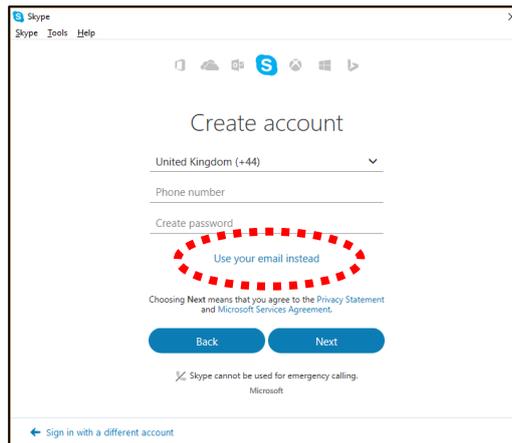
1. Press the Windows button at the bottom left of the screen and type “Skype”. Click on the icon when it appears and the program should open shortly. (If the icon does not appear it may be because Skype is not installed - if this is the case ask your instructor to assist).



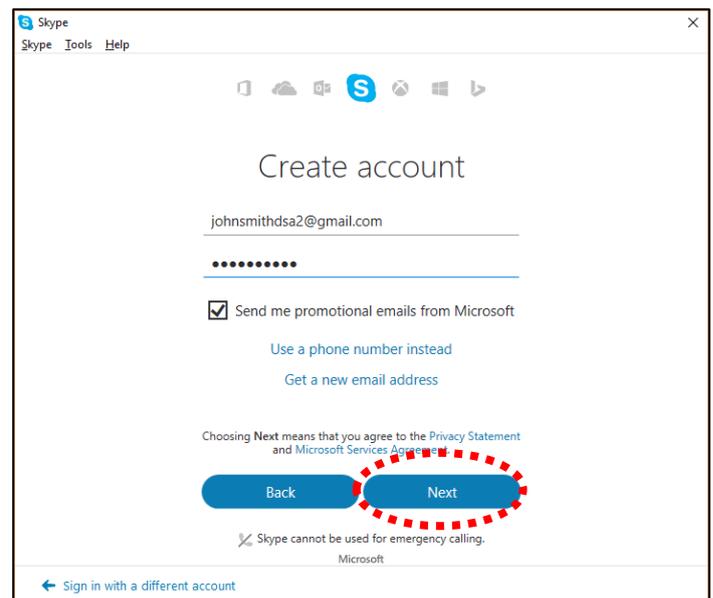
2. When the Skype opens click on where it says “Create an account”



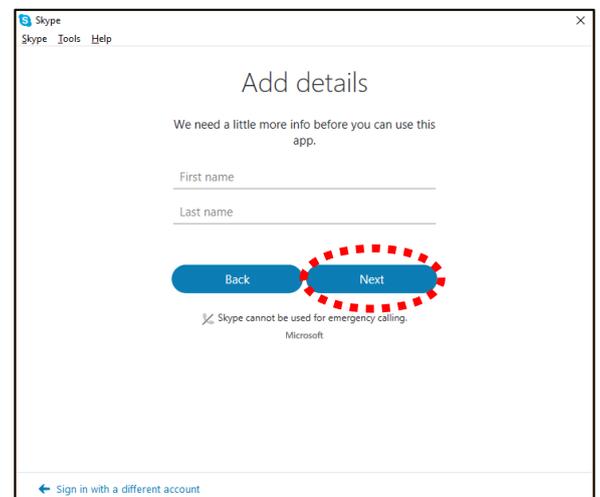
3. Click on “Use your email instead”



4. Click into the first field and type in your email address.
Click into the password field and type in a new password (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: **Smithroad27**)
Click on the little box beside “Send me promotional emails...” to make sure the tick disappears.
Click on the “Next” button.

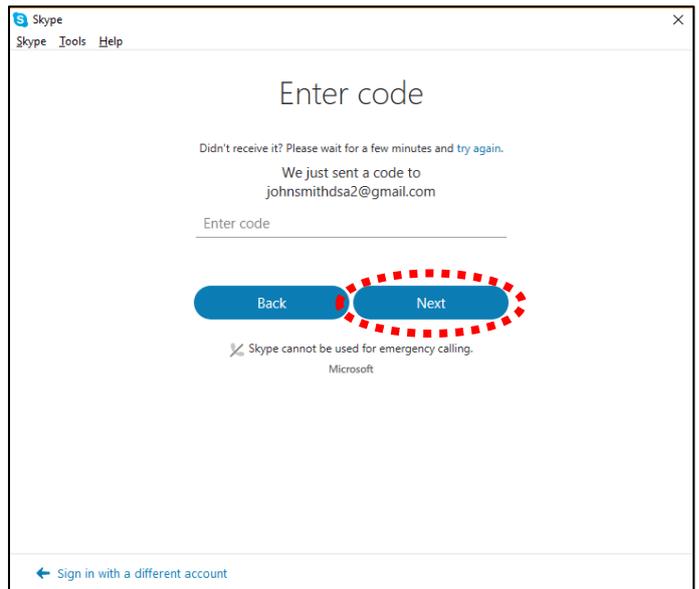


5. On the next screen fill in your first and last names in the fields provided and click on the “Next” button

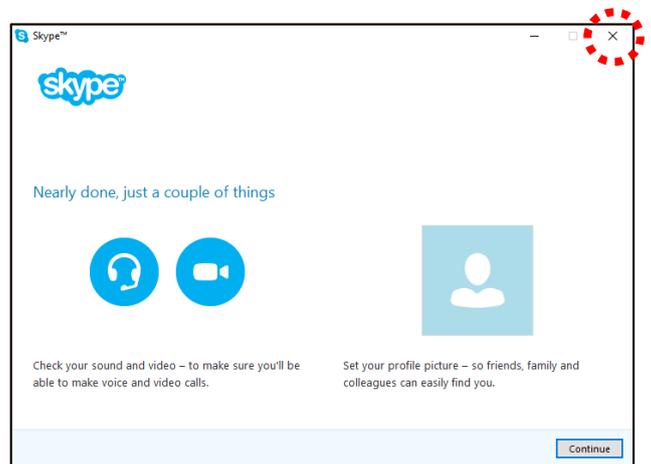


Using Skype On a Phone Or Tablet

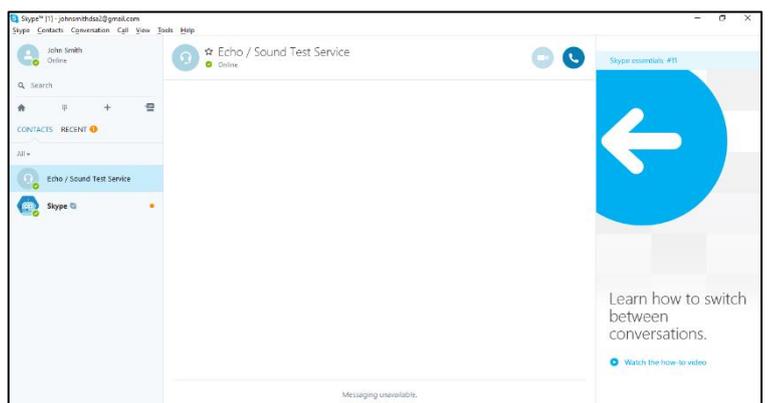
- The next screen will tell you to go and check your email for a verification code. If you open your email account you should see and an email from “Microsoft Account team”. Open the email and note down the four digit security code. Go back to Skype and type this code into the “Enter code” box and then click on the “Next” button.



- Click on the “X” at the top right of the screen to skip this screen.



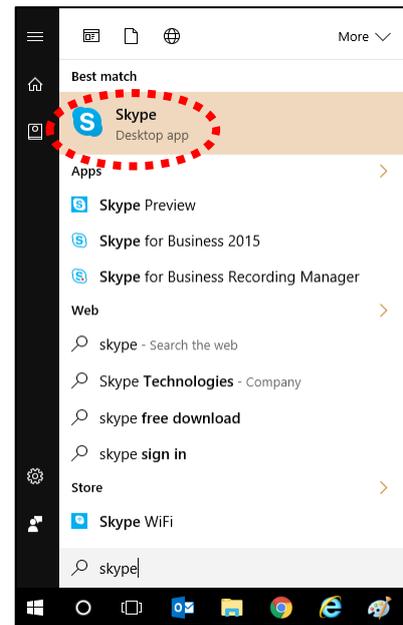
- You should now be on the home page of the Skype Program.



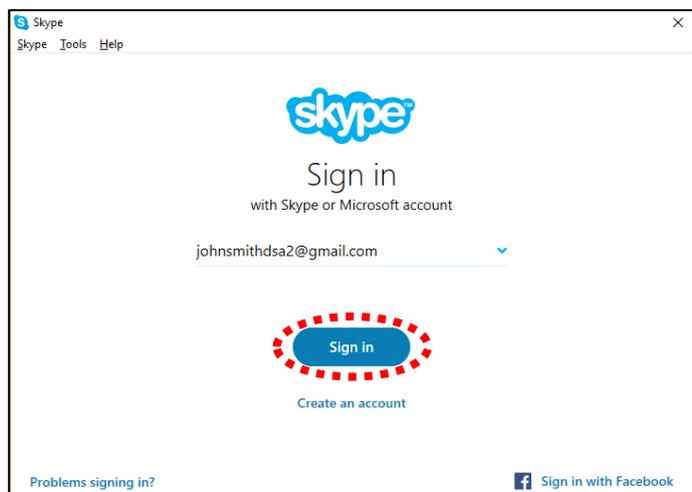
**Once finished go straight to
Lesson 3: The Skype Home page**

Lesson 2: Signing In

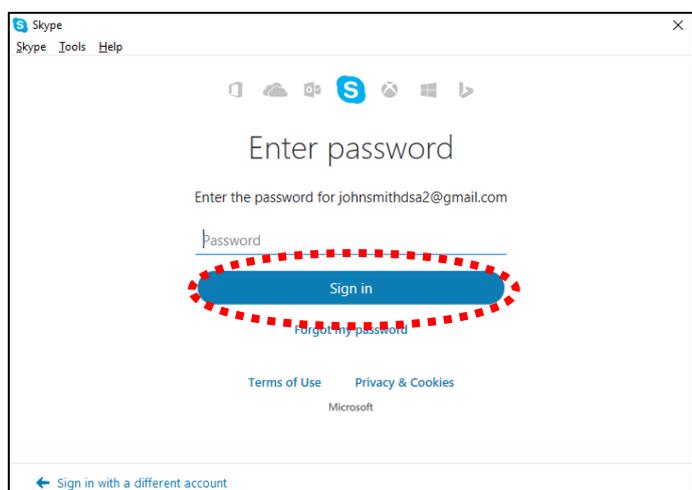
1. Press the Windows button at the bottom left of the screen and type “Skype”. Click on the icon when it appears and the program should open shortly. (If the icon does not appear it may be because Skype is not installed - if this is the case ask your instructor to assist).



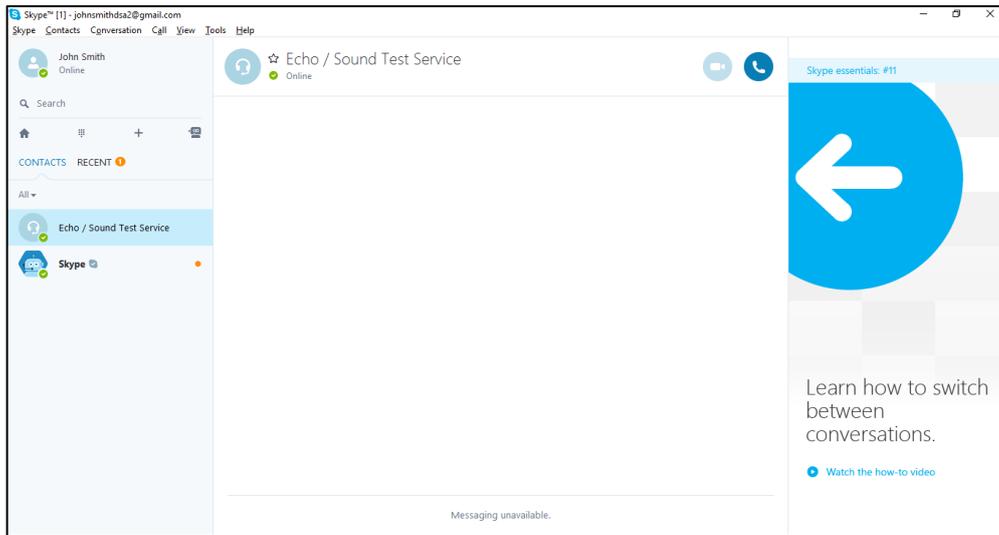
2. Click on the “Skype Name, email or phone” box, type in your email address and click on the “Sign In” button



3. Click on the “Password” box, type in your password and then press the “Sign In” button.



9. You should now be on the home page of the Skype Program.



Lesson 3: The Skype Home page

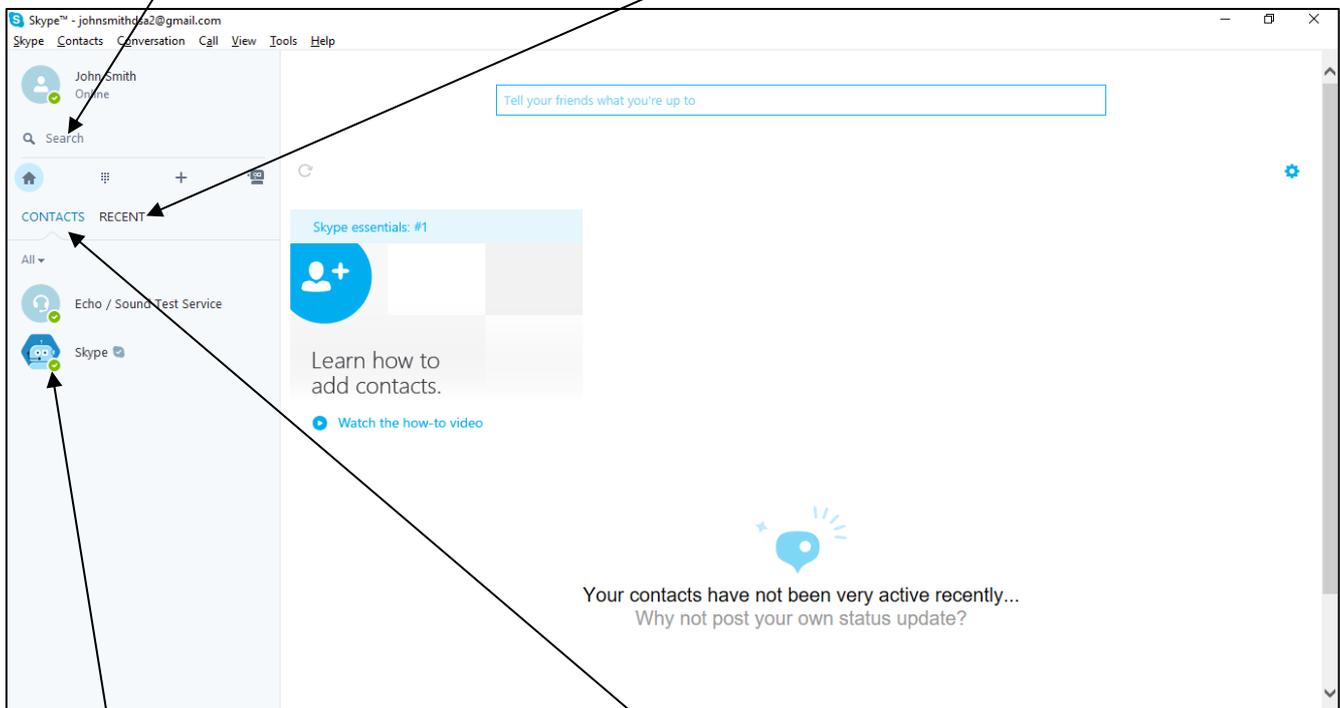
Let's look at some of the important and most-used elements on the Skype home page in detail. There are a few that we will not be looking at but you can ask your tutor about them if you're curious.

Search:

We will be using this box to search the skype directory for new contacts later in this booklet. You can either search for them by their full name but you will have a precise result if you search with their email address

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).



Skype Bots:

When you create your account you automatically have two "bots" in your contact list. They have been created by Skype to take you through some hints and tips on how to best use the program. We can ignore these for the most part and if you like you can right click on them, and then left click on "Remove Contact" which will remove them from your contact list.

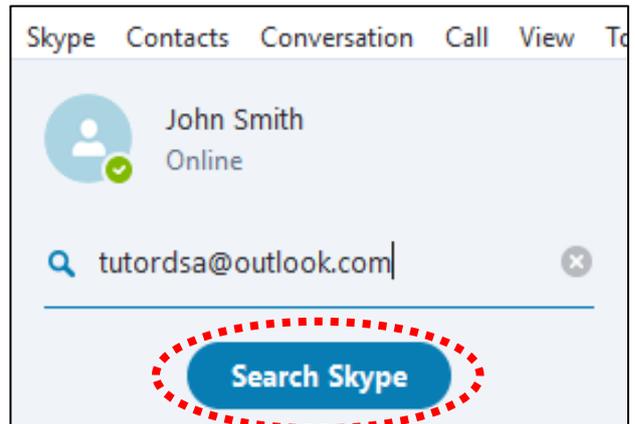
Contacts:

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.

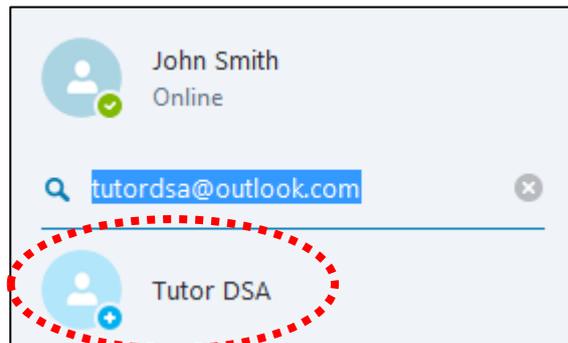
Lesson 4: Adding a Contact

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.

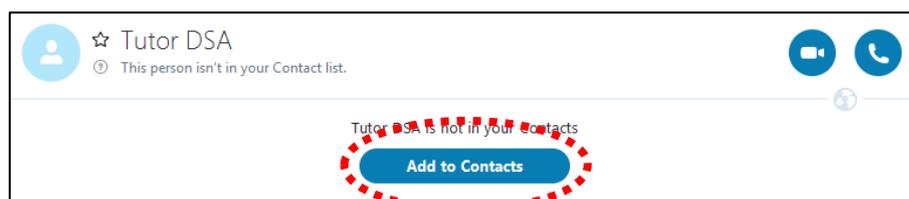
1. Click on the "Search" box and type in the email address of the person you want to add (if you don't have this then you can search for their name - be aware that there may be multiple people around the world with the person you're searching for who also have Skype accounts so it might be like looking for a needle in a haystack!). **If you don't have an address just now either wait until you get one or just use tutordsa@outlook.com and press "Search Skype".**



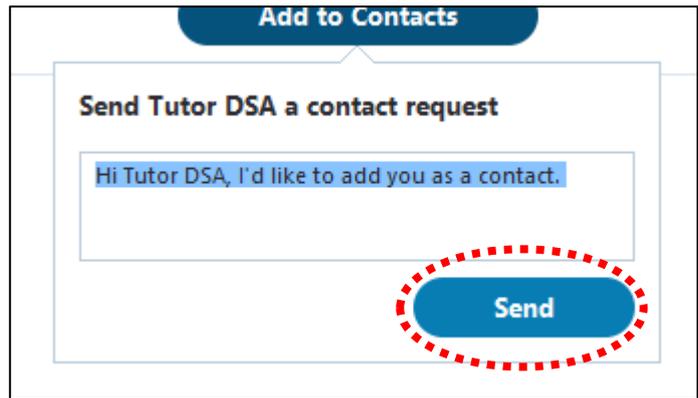
2. You should shortly see John Smith's account icon appear below. Click on this icon.



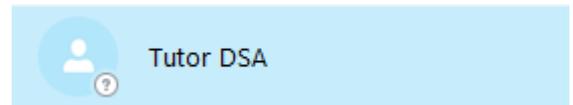
3. John Smith's profile should appear in the window to the left. Click on the button that says "Add To Contacts"



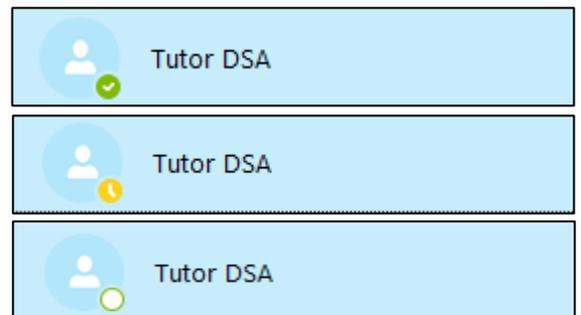
4. A box will appear with a brief default message to send to the person you're requesting to be a contact. You can just leave it as it is unless you want to personalise it (you can do this by tapping into the box, deleting the contents and typing a new message). When you're ready, click on the "Send"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



5. You will see that John Smith's name appears in your contact list to the left but there is a little question mark beside it to indicate that they haven't yet accepted the friend request.



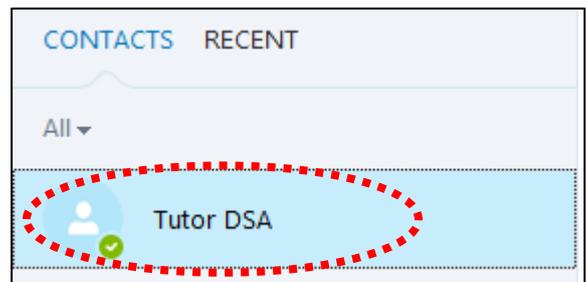
6. Once they accept your request you should see that the question mark disappears and is replaced with either a green circle (which indicates that they are currently using Skype) an orange circle (which indicates they are on Skype but away from their tablet/computer at the time) or a white circle (which indicates they are on Skype but not online at the moment)



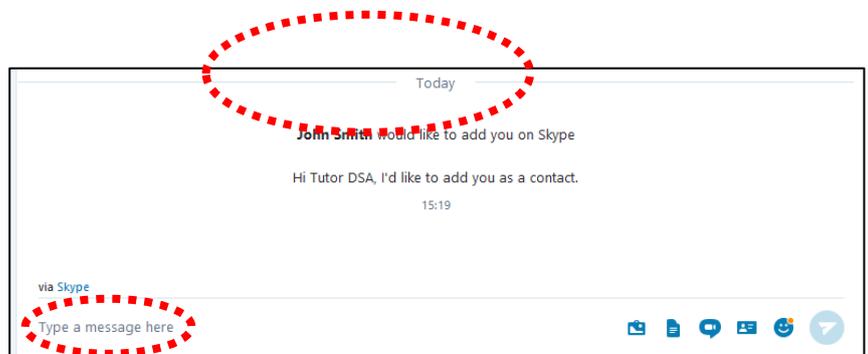
Lesson 5: Sending an Instant Message

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.

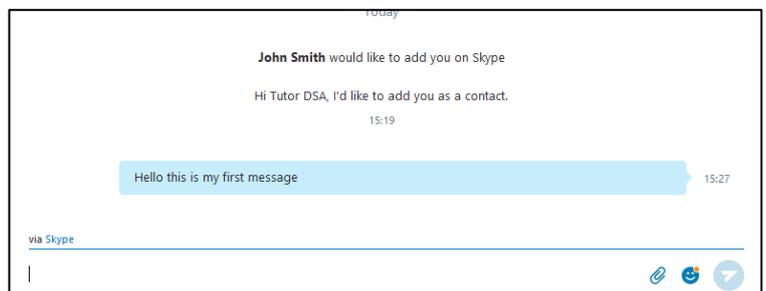
1. Click on the contact you want to instant message in the "Contacts" section of the home page.



2. You will see that their profile appears in the main section of the screen to the right. At the bottom centre of the screen click on the "Type a message here" box.

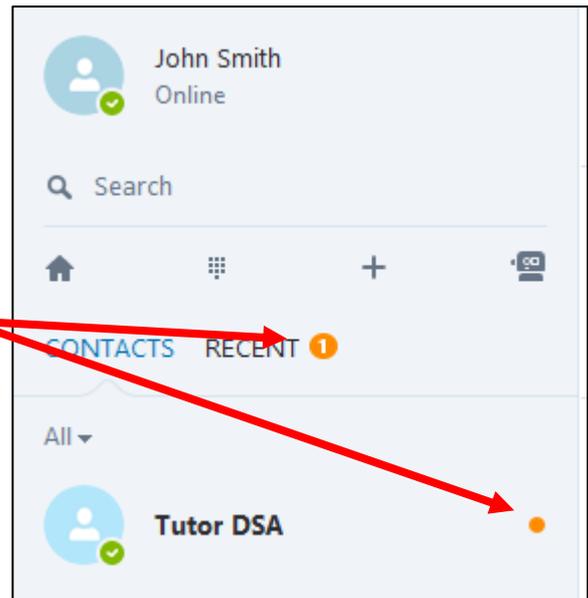


3. When the blinker appears type "Hello! This is my first instant message" and then press the "ENTER" key.
4. You will see it appears in the section above, highlighted in blue to confirm that it's been sent.

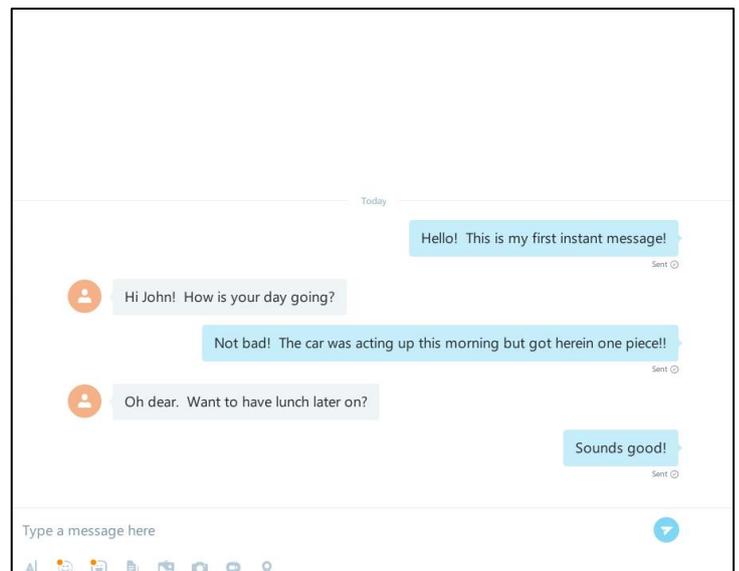


5. When your contact goes to their Skype they will receive a notification from you advising that they've been sent an instant message. If someone were to send you an instant message you would see this too on the Skype home page. An orange number will appear beside the "Recent" section AND the name of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



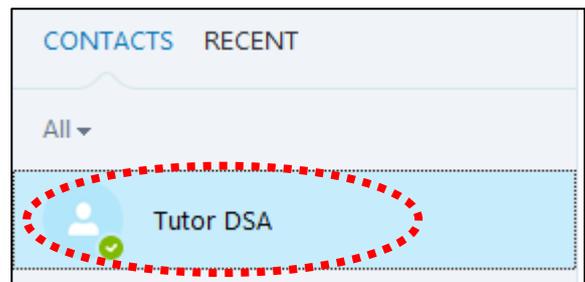
6. You can have a full conversation with someone if they are on line at the same time. Simply type your message and click on the blue arrow/paper airplane symbol on their profile page. If you stay on their page you will then eventually see their reply which will appear below and to the left of your last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



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.

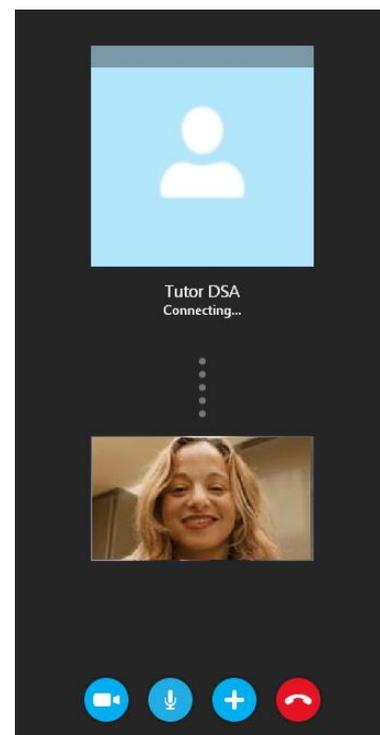
1. Click on the contact you want to video call in the "Contacts" section of the home page.



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.

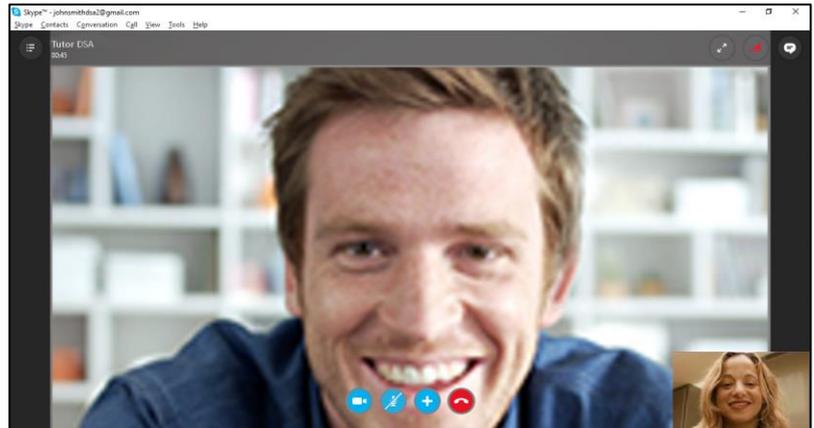


3. Skype will start calling your contact and activate your camera so you'll be able to see yourself in the bottom box.

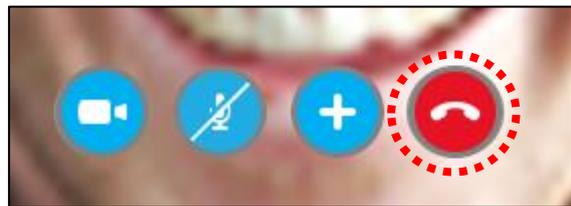


- 4.

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



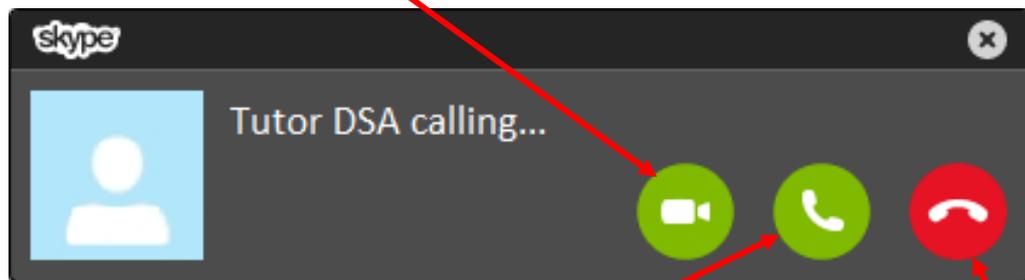
6. When you're finished with the call make sure you press the red phone symbol



Lesson 7: Receiving a Video Call

1. When someone is calling you your tablet should play a tune and a rectangle should appear that looks 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

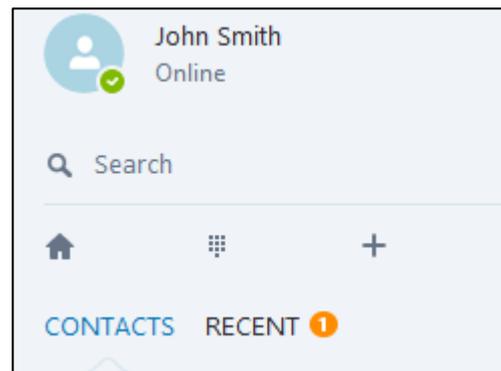
Reject Call:
If you're busy or don't want to speak to the person then press this button to reject the call

Lesson 8: Accepting Or Rejecting A Contact Request

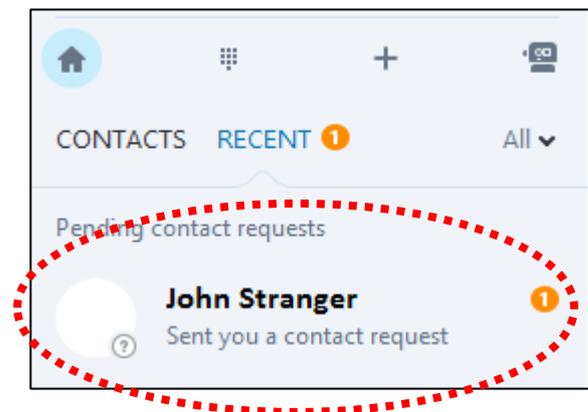
You may from time to time be sent requests by people you know without prior notice, in this lesson we will show you how to accept the request. You occasionally may receive contact requests from random people and it is always best to reject these to be safe.

Part 1: REJECTING THE CONTACT REQUEST

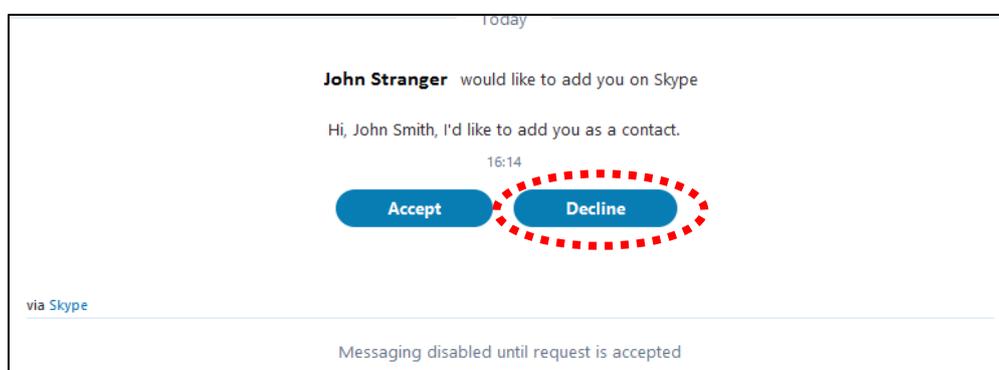
1. In the “Recent” section of your home page you will see an orange number appear.



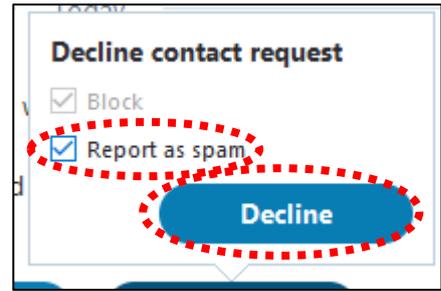
2. Click on “Recent” and you will see the request at the top of the list. Click on their name and their profile and details will appear to the right.



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

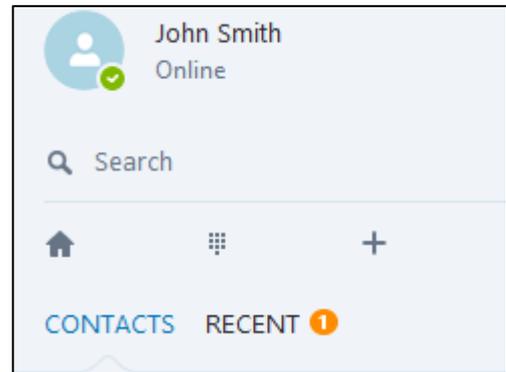


4. When the box appears click on on check box beside “Report As Spam” and then click on on “Decline”.

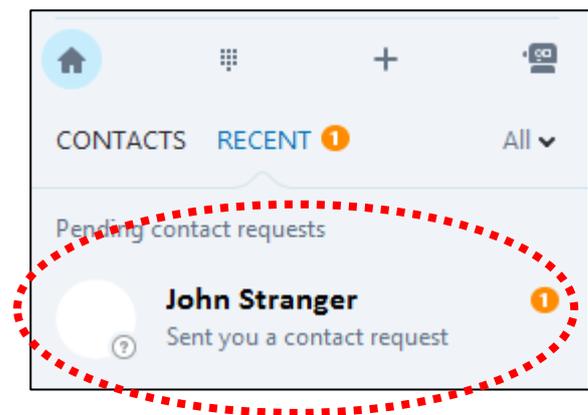


Part 2: ACCEPTING THE CONTACT REQUEST

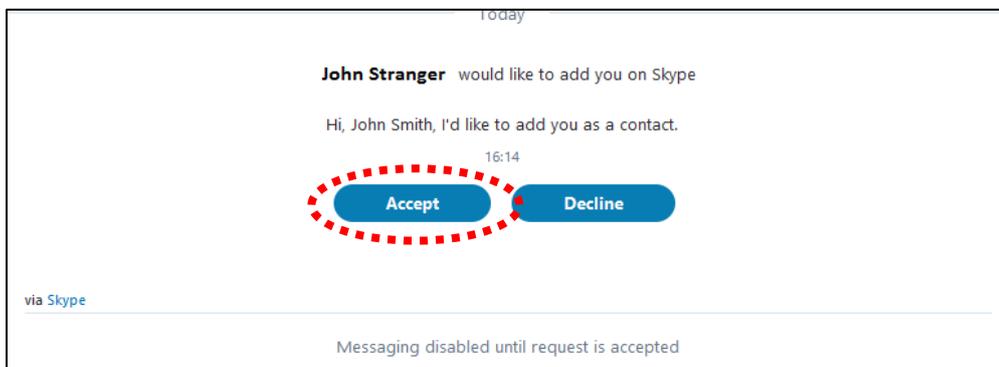
1. In the “Recent” section of your home page you will see an orange number appear.



2. Click on “Recent” and you will see the request at the top of the list. Click on their name and their profile and details will appear to the right.



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



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

