



Palm Isles Computer Club  
Workshop Session on How to Skype.  
May 3, 2016 – 1:00pm

Please bring your laptop, tablets, & smart phones fully charged. Skype is FREE.

1. Download Skype -- different ways based on device or operating system
  - a. [www.Skype.com](http://www.Skype.com) -- Pick the install for your device – Windows 10, 7, 8.1, tablet, smartphone
  - b. You can now Skype from the web with your account without downloading the application.
  - c. Search for the setup file setupskype.exe in the download folder after downloading
  - d. Use the Windows 10 **Get Skype** option in the all applications Start button
2. Install Skype for Windows or your device or use the web application(Beta)
  - a. Install Skype for Windows – follow the prompts after downloading and run the setup file
  - b. If application starts after installing enter your login/password or click Create Account.
3. Run the application to setup accounts if needed.
  - a. Click the icon on the desktop to start Skype
  - b. Enter your ID and password or create your account
  - c. Click sign in
4. Configure the application for startup options and audio and video calls
  - a. On the tool bar click the Tools then Options
  - b. Uncheck boxes – do not start Skype when windows starts (slows down PC)
5. Test the audio and video to make a video call – Tools, Options
  - a. On left side click-- Audio Settings to test sound
  - b. Click the blue circle arrow to test sound. Make sure sound is not muted.
  - c. At the bottom click the option-- Make a free test call to check audio only
  - d. On the left side click – Video Settings to check your web camera (fix if needed)
  - e. Check the option – People in my contact list only (can call me)
  - f. Click the save button when done. You can use your web cam to take your picture profile
6. How to setup and invite contacts to Skype
  - a. Click the option -- Contacts on the tool bar
  - b. select the option -- Add Contact
  - c. select the option -- Search Skype Directory
  - d. Type the persons Skype ID or email address or name to find
7. Demo making and receiving calls with Skype
  - a. How to receive a video or audio call
  - b. How to make a call
  - c. How to send a text message
  - d. Demo sign out and quit Skype. Goes to taskbar.

You should have seen this information on Pirex or the club forum before this meeting.  
For those that have a Skype account you can follow after the installation of Skype. For those that do not have a Skype account we will download and install Skype first then create an account.  
Then view options that need to be checked before you Skype. Who does not have Skype?

**Who has Windows 10? Other devices and OS. My laptop is Windows 10.**  
**The application works the same on all devices but we are using Windows 10.**

**We cannot all Skype at the same time in the same room because of audio feedback.**  
**To Skype the contact must be online for you to make the video call. We will do a live demo.**

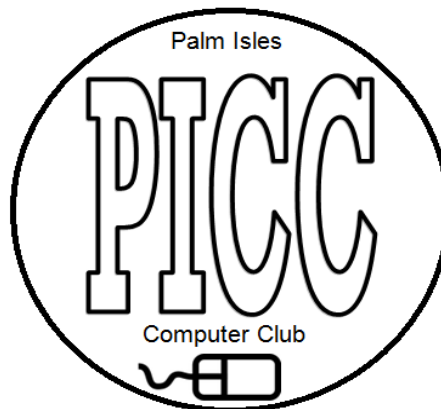
**Here are a few things to prepare before the workshop.**

1. Think of a user ID for Skype to create the account. If not have one.  
Windows 10 use your Microsoft account to login to Skype.
2. Think of a password for the account. Must be 8 or more characters.
3. Have names/email of the people you want to Skype.
4. Have questions written down so they can be answered.

If you have a Skype account come with the information to login.  
Have the ID and password with you and names to Skype.

To Skype a person they MUST be invited by you to Skype and they must reply with OK with their Skype account before you Skype.

Pam Isles Computer Club Workshop



Computer club forum web site: <http://pick.boardhost.com/> to see posts

Reference links ....

<http://www.trutower.com/2013/10/16/add-users-skype-voip-messaging-app-contacts/>

<http://www.tomsguide.com/faq/id-2329190/invite-skype-users-skype-chat-group-android-smartphone.html>

Skype to those without Skype account..

<http://www.cloudpro.co.uk/collaboration/5447/skype-now-allows-you-to-chat-even-without-an-account>

A PDF file of this document to download is on this web site -- [www.web2sons.com](http://www.web2sons.com)