


- If you have paid for **SkypeOut** you can also have contacts with a normal telephone or mobile number. These will have a symbol like this. 
- Contacts who are offline are also on the list – they don't show in the picture above because you would have to scroll down to see their names.

Make a call

- To make a call, click on the name of the contact you want to call.
- The one line entry for the name will expand to give more information about the contact.
- Click on the telephone symbol to make the call.



At the bottom of the screen a message will show that your call is:

Connecting, then Ringing. When the person answers, you see Call Duration.



- To end the call, click the Red Telephone button.

Take a call

You have to have started Skype and signed in to take a call – people who use Skype a lot normally do this when they start their PC.

When someone calls you, a box pops up at the bottom right of the screen, whether the Skype window is maximised or not.

- Click on the Green Telephone button and you are connected.
- You'll see the Call Duration message as above.
- You can end the call by clicking the Red Telephone button.

