

Learning Zone

Use Skype

What's it all about?

This Guide tells you how to use Skype to make calls to another computer with Skype.

Before you can use Skype, it must be installed on your computer. If you need to do this, go to www.skype.com and click Download. On the next page click the Download now button, and then follow the instructions on the screen.

You will also need a broadband Internet connection, and either a headset or a microphone and speakers connected to your computer.

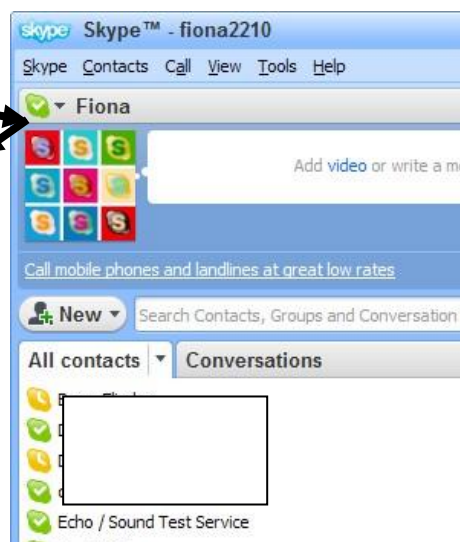
Try this



When Skype has been installed on your computer there will be an icon on your desktop like this.



Double click this to launch Skype.

- You will need to sign in with your Skype Name and Password. (You set these up when you installed Skype.)
- If you are working on your own PC, tick this box so that you don't have to sign in when you start Skype.
- The main Skype screen will be displayed.
- Your Skype name is shown in the title bar.
- This shows your status.
- Click on the down arrow to change status.
- Click on any option to choose that one.
- You cannot make a call if you are Offline.
- All of your contacts who are online are listed under All Contacts. (Names are given in full; I've blanked those here to maintain their privacy.)
- The symbol beside each name shows their status.



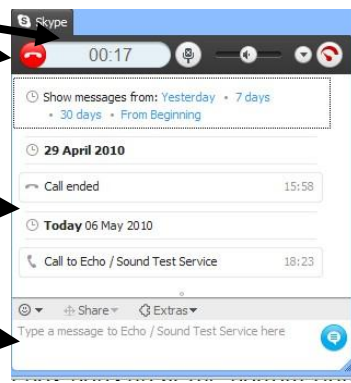
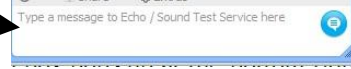


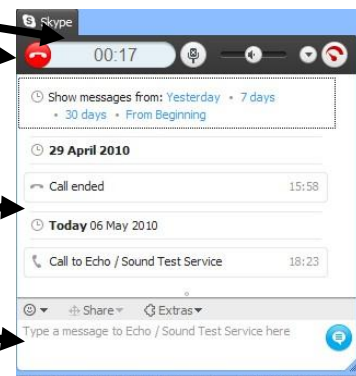
- If you have paid for **SkypeOut** you can also have contacts with a normal telephone or mobile number. These will have a symbol like this. 
- Contacts who are offline are also on the list – they don't show in the picture above because you would have to scroll down to see their names. If they have a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

Make a call

- To make a call, double click on the name of the contact you want to call.
- A new call window will open.
- Click on the Call button to make the call.
- If you have a webcam, you can also choose to make a Video call.



- This shows the call duration. 
- To end the call, click the Red Telephone button. 
- This panel shows the history of previous calls with this contact 
- You can also send a typed message. Type into this box and click the blue icon to send it. 



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 Answer 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.

