

Skype User Guide

Skype is a free piece of communication software which uses VoIP (Voice over Internet Protocol) technology to allow users to make free video and voice calls, send instant messages and share files with other Skype users. This makes it an ideal solution to supervision of students who are not regularly in attendance on campus.

It is free and easy to download. First visit <http://www.skype.com/en/> and download Skype software v7.3.0.101 (as of 8/4/15) and follow the on screen instructions.

If you have not already got a Skype account you will be prompted to create one. You can either make a stand alone Skype account or login through Facebook. I would advise you to untick the box asking whether you would like updates on Skype products unless this is something that really interests you. At this stage you can also choose whether you would like Skype to sign in when you start up your computer. If you are not planning on using Skype frequently I would advise you to set your preference to manually signing in.

It is completely free for you to communicate Skype-to-Skype; this includes video calls, calls and instant messaging. You can also call to landlines although you will have to credit your account as this is not free, however call rates are low and international calls are particularly good value.

What you will need:

- Microphone (voice calling)
- Webcam (video calling)
- Speakers/headphones

Note: If all you want to do is send instant messages you will not need any of the above.

The welcome screen will help you to get set up and includes features which help check that the sound is working correctly and helps you to search for Skype contacts.

Tip: If you accidentally close the screen go to Help → Welcome screen to retrieve it.

Once you are set up, you can start to use Skype.

Call a Skype contact

1. Click the Contacts button at the top of Skype.



- In the list, find the person you want to call. Click on them. (Anyone with one of these beside them 🟢📞📱 is on Skype so it's free to call. Anyone with one of these 📞📱 means it's a phone or mobile number which means you will have to have money in your account to call them).
- You will see their details in the main window. Click the green Call button 🟢📞. You should hear ringing. If you don't hear the other person or they can't hear you, click the call quality icon at the top of your call window.

To hang up, click the red End call button 🛑 End call.

Useful things you can do on a call:

- Mute - click this icon 🚫 to mute your microphone so the other person can't hear you.
- Hold - click on this icon ⏸ to put the call on hold.

Make a video call

To make a video call make sure you've got a webcam plugged in; click the green Video call button 🟢📺 to make it a video call.



Useful things you can do on a video call:

- Resize the screen - click and drag the corner of the video screen to make it bigger or smaller.
- Move it around - click and drag the video of yourself around your screen.
- Instant message (IM) at the same time - click the Show messages link at the top of the video to instant message while you're on the call.

Send instant messages (IM)

- In your Contacts, find the person or group you want to message. Or in your Conversations list, find the message you want to pick up again.
- Click on the person/group or conversation.
- In the main window, click in the typing box. Type a message and click the blue send message button, or just press the Return key on your keyboard.



If someone IMs you, your Conversations button will turn orange.

1. Click on the button.
2. You'll see a list of conversations.
Find the IM you want to reply to and click it.
3. In the main window, click in the typing box.
Type a message and click the blue send message button, or just press the Return key on your keyboard.

Useful things you can do in an instant message:

- Group IM - click this button  to add more people to the conversation.
- Save a group IM - click this button  to save the group in your contacts. When you need to pick up the conversation again, just click on the group instead of adding everyone in all over again

Send a file

1. Click on Conversation → Send → File...
2. Choose the file you want to send.

Tip: To send more than one file hold down Ctrl as you select them.

Screen sharing

To share your screen, simply call a contact and in the conversations window click **Share** → **Share Your Screen** in the IM toolbar.

You can select if you want to share your full screen or just a part of it. The person you are sharing your screen with can see your screen in full screen mode. You can continue talking via Skype whilst you share your screen.

If you are having any problems with Skype visit <https://support.skype.com/> where you can access more tips and ask questions.

Other Skype features.

With Skype, you can also...

Make group calls with up to 25 people: If you're calling people who are on a mobile or landline, remember you'll need Skype credit or a subscription.

For Mac users: Go to "File," "New Conversation" and click the + button to add people to the group call.

For Windows users: Select the "Create a Group" button and then click on a contact you want to add to the group and drag it to where you see "Drag contacts that you want to add here." You can also click the + button and select "Add people."

Get a Skype number: You can purchase a Skype phone number by selecting "Skype Number" under the "Manage Features" section.

Forward your calls to any phone: Have your calls forwarded to a mobile or landline of your choice at per minute rates, pay through Skype credit or have it covered by a Skype subscription. You can set this up by selecting "Call forwarding" under the "Manage Features" section.

Set up a free caller ID: Get rid of your unknown number so people know you're calling them. Select "Caller ID" under the "Manage Features" section.

Make group video calls:

For Mac users: Go to "File," "New Conversation" and click the + button to add people to the group video call. To place the call, click "Video call."

For Windows users: Select the Create a Group button and then click on a contact you want to add to the group. Then, drag it to where you see "Drag contacts that you want to add here." You can also click the + button and select "Add people."

Send SMS texts: You can send SMS text messages to mobile phones that allow texting, or to a Skype contact who has his or her number listed. You'll need to purchase Skype credit for this. To send an SMS, simply right-click on the contact and select "Send SMS Message." When it's delivered, you'll see the message "SMS: Delivered."

Receive voice messages: Set up a free voicemail service so you never have to worry about missing a call. Select "Voice messages" under the "Manage Features" section.

Start a GroupMe chat on your mobile phone: To start a GroupMe chat, you will have to [download the GroupMe app](#).