

# Basics of Skype

## Galen Garretson - RASCAL

### What's Free?

Talk to anyone else over the internet who has Skype, free. This includes free Skype-to-Skype voice calls, video calls, file transfers and instant messages. It's free any time of the day or night.

### What costs a little?

- Unlimited calling to land lines or cell phones in US and Canada, with voicemail, \$2.95 a month.
- Unlimited calls to Mexico, \$5.95 per month. Unlimited call worldwide (39 countries), \$9.95 per month.
- Your own local Skype telephone number.
- Text messaging
- Call forwarding
- Caller ID

### Skype Icons

There are about a gazillion icons in Skype. Here is a list of the more common ones and what they mean.

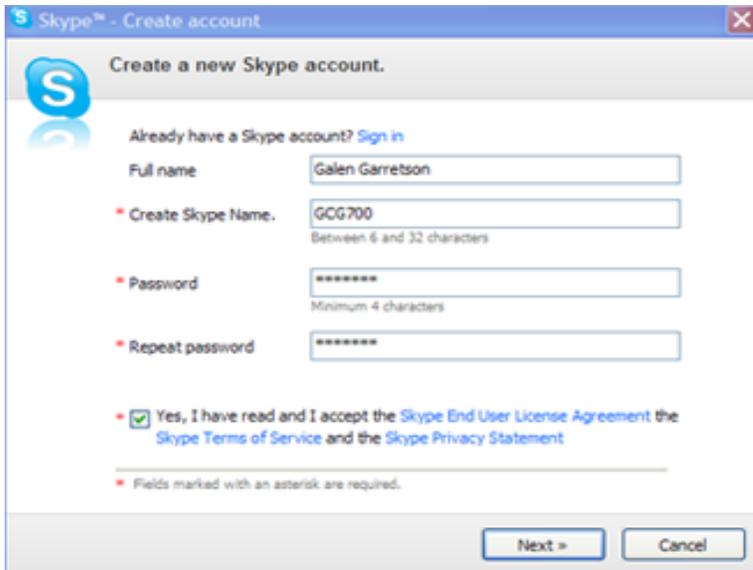
-  - Online: The person can receive calls or Chats.
-  - SkypeMe: The person is in SkypeMe mode, which means everyone knows he/she is available and interested in talking or chatting, including contacts they don't know.
-  - Offline: You can't call or chat with the person.
-  - Away: Person is temporarily unavailable..
-  - Not Available: Person can't be reached.
-  - Do Not Disturb: the person doesn't want to be bugged.
-  - Not Sharing: the person does not give you permission to see if he/she is online, offline, away, etc.
-  - Skypeout Contact: A person with a regular landline/mobile phone number.

### Getting Ready, Downloading and Installing

1. Install your microphone, speakers and webcam.
2. Go to Skype.com and press the Download button. This will begin the download of the installation program.
3. Select the "Save" button and designate the download location.
4. When the download is complete go to your download location and double click on "Skypesetup.exe".
5. Follow the prompts to complete your Skype installation.
6. Once installed you will see a dialogue box thanking you for installing Skype. Click on the "Start Skype" button.

## Create a new Skype Account

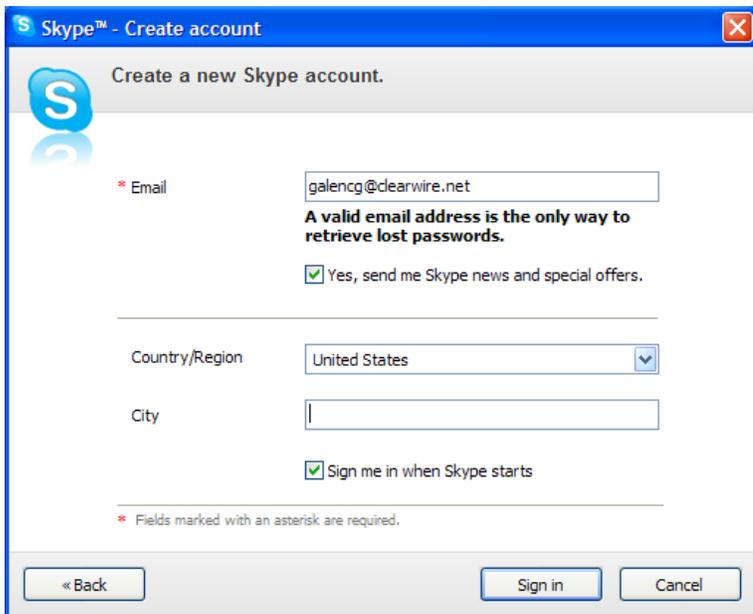
After pressing the “Start Skype” button the “Create a New Skype Account” window appears. Complete the required fields. If you already have a Skype account, click on the “Sign In” hyperlink.



The screenshot shows the first step of the Skype account creation process. The window title is "Skype™ - Create account". The main heading is "Create a new Skype account." Below this, there is a link for "Already have a Skype account? Sign in". The form contains the following fields and options:

- Full name:** A text input field containing "Galen Garretson".
- Create Skype Name:** A text input field containing "GCG700". Below it, a note says "Between 6 and 32 characters".
- Password:** A text input field containing "\*\*\*\*\*". Below it, a note says "Minimum 4 characters".
- Repeat password:** A text input field containing "\*\*\*\*\*".
- Agreement:** A checked checkbox next to the text "Yes, I have read and I accept the Skype End User License Agreement the Skype Terms of Service and the Skype Privacy Statement".
- Footer:** A note that says "Fields marked with an asterisk are required." and two buttons: "Next >" and "Cancel".

Click the “Next” button. The following window appears. Fill in the appropriate information.



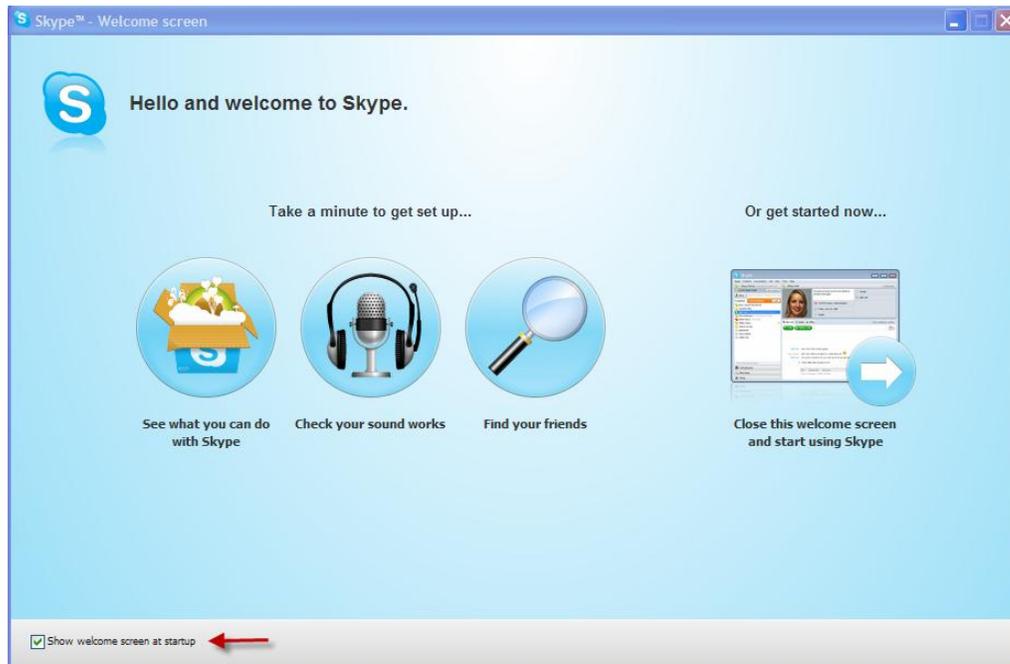
The screenshot shows the second step of the Skype account creation process. The window title is "Skype™ - Create account". The main heading is "Create a new Skype account." Below this, there is a link for "Already have a Skype account? Sign in". The form contains the following fields and options:

- Email:** A text input field containing "galencg@dearwire.net". Below it, a note says "A valid email address is the only way to retrieve lost passwords." and a checked checkbox next to the text "Yes, send me Skype news and special offers.".
- Country/Region:** A dropdown menu showing "United States".
- City:** A text input field.
- Agreement:** A checked checkbox next to the text "Sign me in when Skype starts".
- Footer:** A note that says "Fields marked with an asterisk are required." and three buttons: "<< Back", "Sign in", and "Cancel".

Click the “Sign In” button.

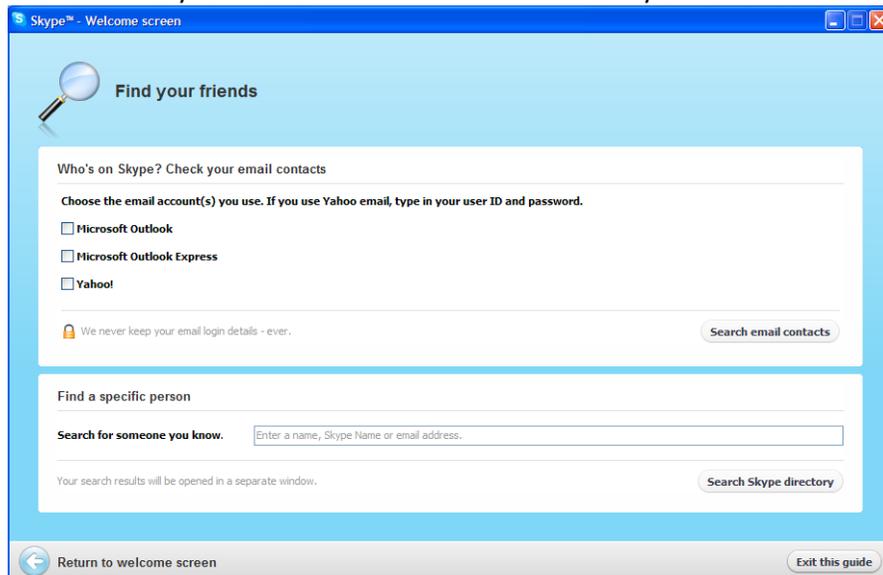
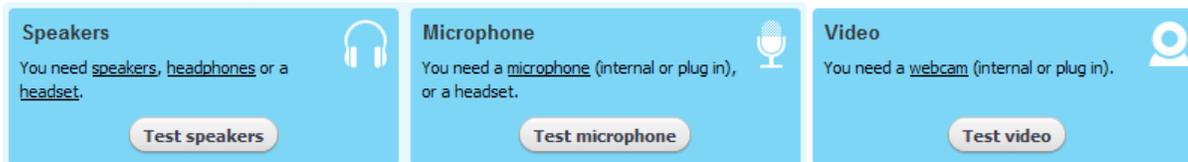
## Welcome to Skype

You are now at the welcome screen for Skype. You can have this screen appear each time you start Skype by leaving the check mark in the box in the lower left. Take it out to go directly to the Skype user interface each time you start Skype.



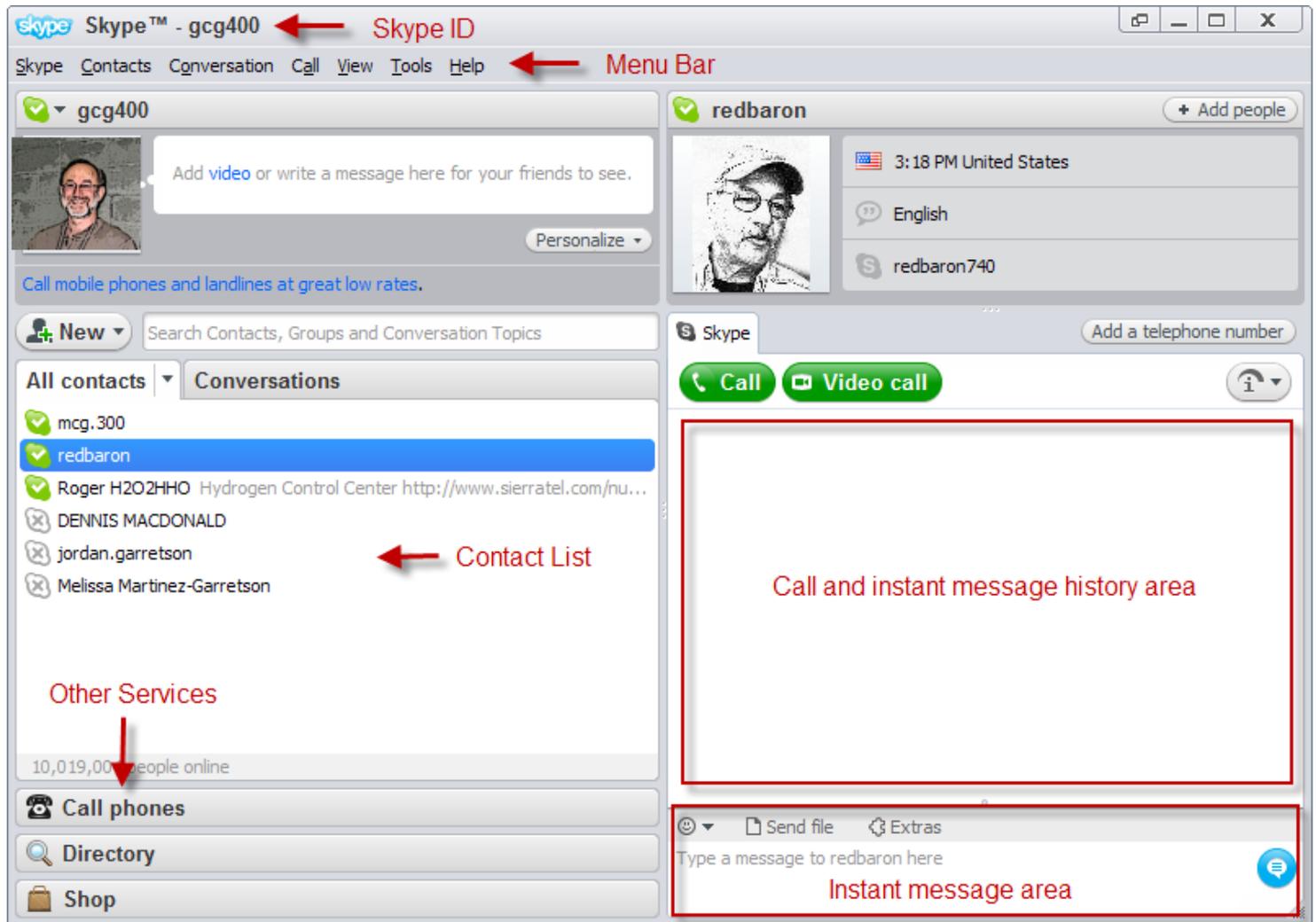
Click “See what you can do with Skype” to get a general idea of Skype services.

Click “Check your sound works” to test your speakers, microphone and webcam. Go through each test to be sure your equipment is working properly.



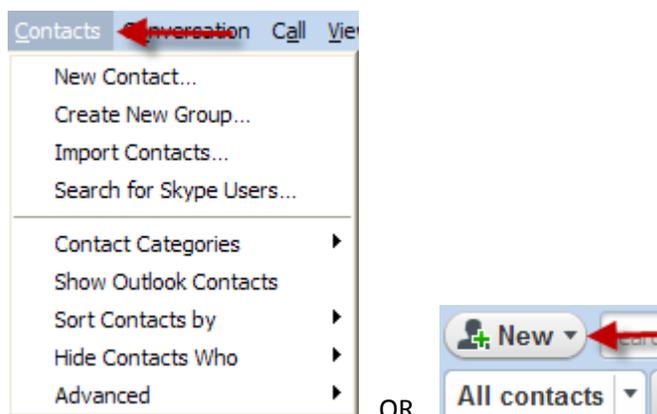
When finished with the Welcome Screen, click on the “Get started now” button.

## The Skype Interface



## Adding Contacts

Before making calls you will need to add other Skype users to your contact list. People on your contact list will need to have a Skype ID for you to make calls to them. Skype makes it easy to add new contacts. Click on "Contacts" from the Menu Bar or click the "New" button right above the contact list.



Follow the prompts to add your contacts.

## Setting Options Before Making Your First Call

It's a good idea to setup some options before making calls. This will protect you from unwanted and unsolicited contacts from people you do not know. Select Tools/Options from the Menu Bar. Select the Privacy button. Here's how I have mine setup:

**Privacy settings:** Protect yourself from unwanted calls and IMs

**Allow calls from...**

anyone

people in my Contact list only

---

**Automatically receive video from**      **Show that I have video to**

anyone                                       people in my Contact list

only people in my Contact list               no one

no one

---

**Allow IMs from...**                              **Keep history for**

anyone                                      no history [v]     

people in my Contact list only

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Allow my online status to be shown on the web [Learn more](#)

Accept Skype browser cookies [Learn more](#)     

Another good place to go is the General tab where you can tweak microphone , speaker and ring settings. You can also place a test call to check your microphone and speaker settings.

Skype™ - Options

**General**

General settings

**Audio settings**

Sounds

Video settings

Privacy

Notifications

Calls

IM & SMS

Advanced

**Audio settings:** Set up sound on your computer

**Microphone** M-Audio Delta AP Multi [v]

Low High

**Volume** [slider]

Automatically adjust microphone settings

**Speakers** Realtek AC97 Audio [v] [play]

Low High

**Volume** [slider]

Automatically adjust speaker settings

**Ring** Realtek AC97 Audio [v]

Ring PC speaker

**Other things you can do**

←

[Learn more about setting up your audio equipment](#)

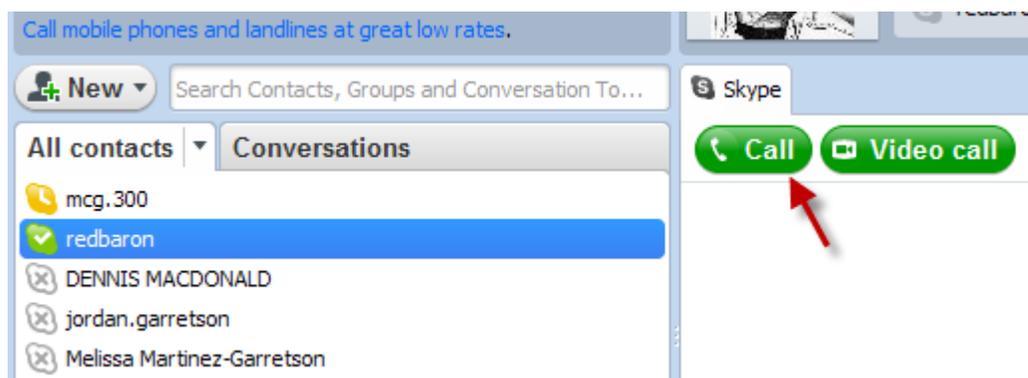
[Buy a headset or Skype phone from the Skype shop](#)

Didn't hear anything?

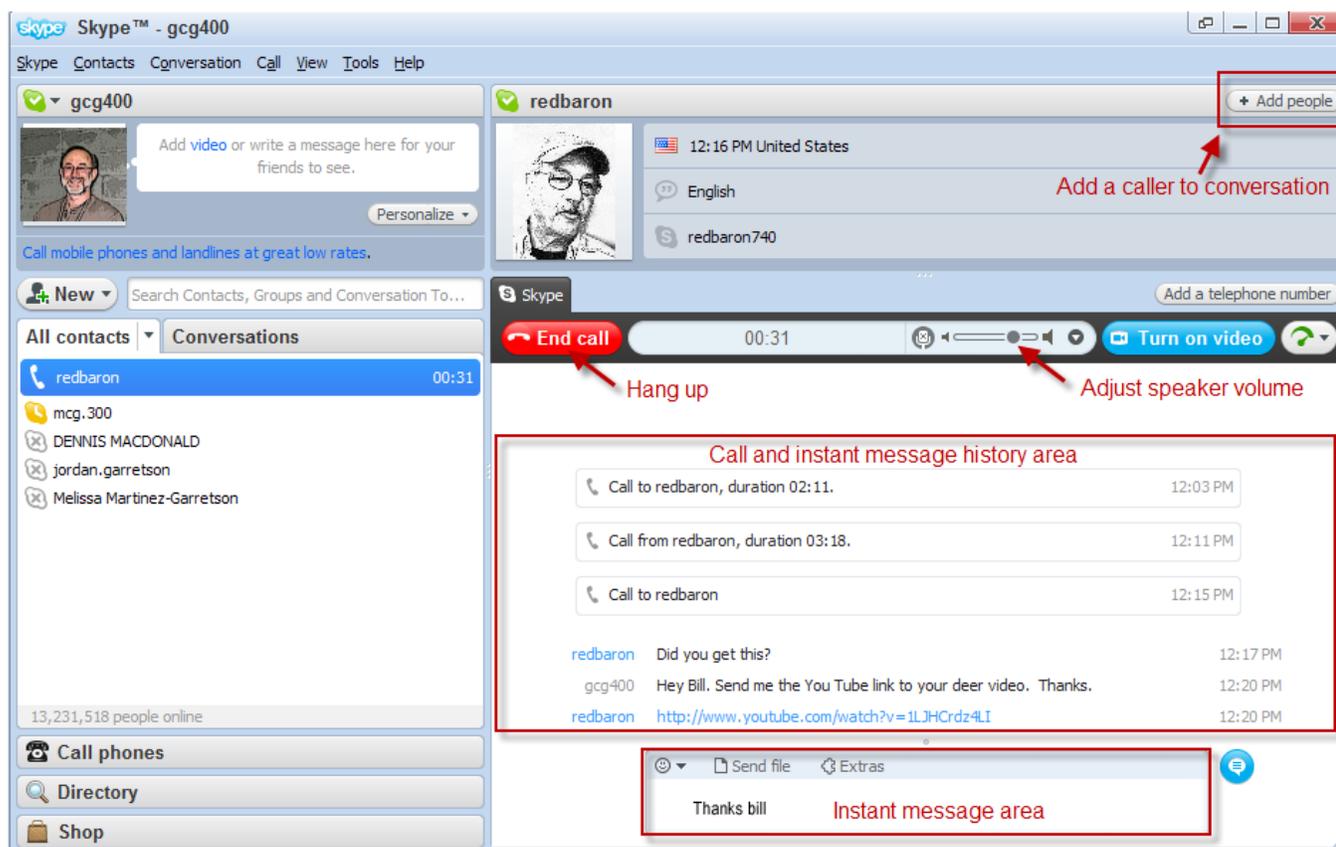
Review the Privacy, Notifications, Calls, IM & SMS, and Advanced to set your preferences.

## Making a Voice Call (It's Easy!)

Simply highlight the name of the person you would like to call in you Contact List and click the Call button.



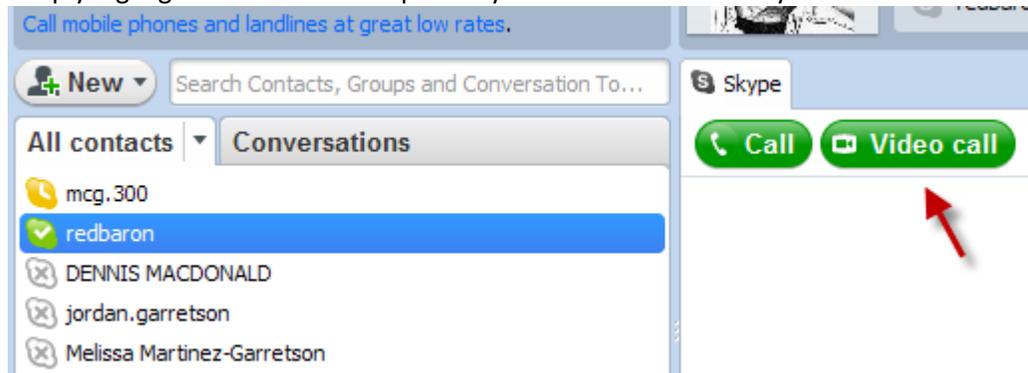
Once connected the following screen will appear and you will be able to talk back and forth to each other. Take a look at the different screen sections.



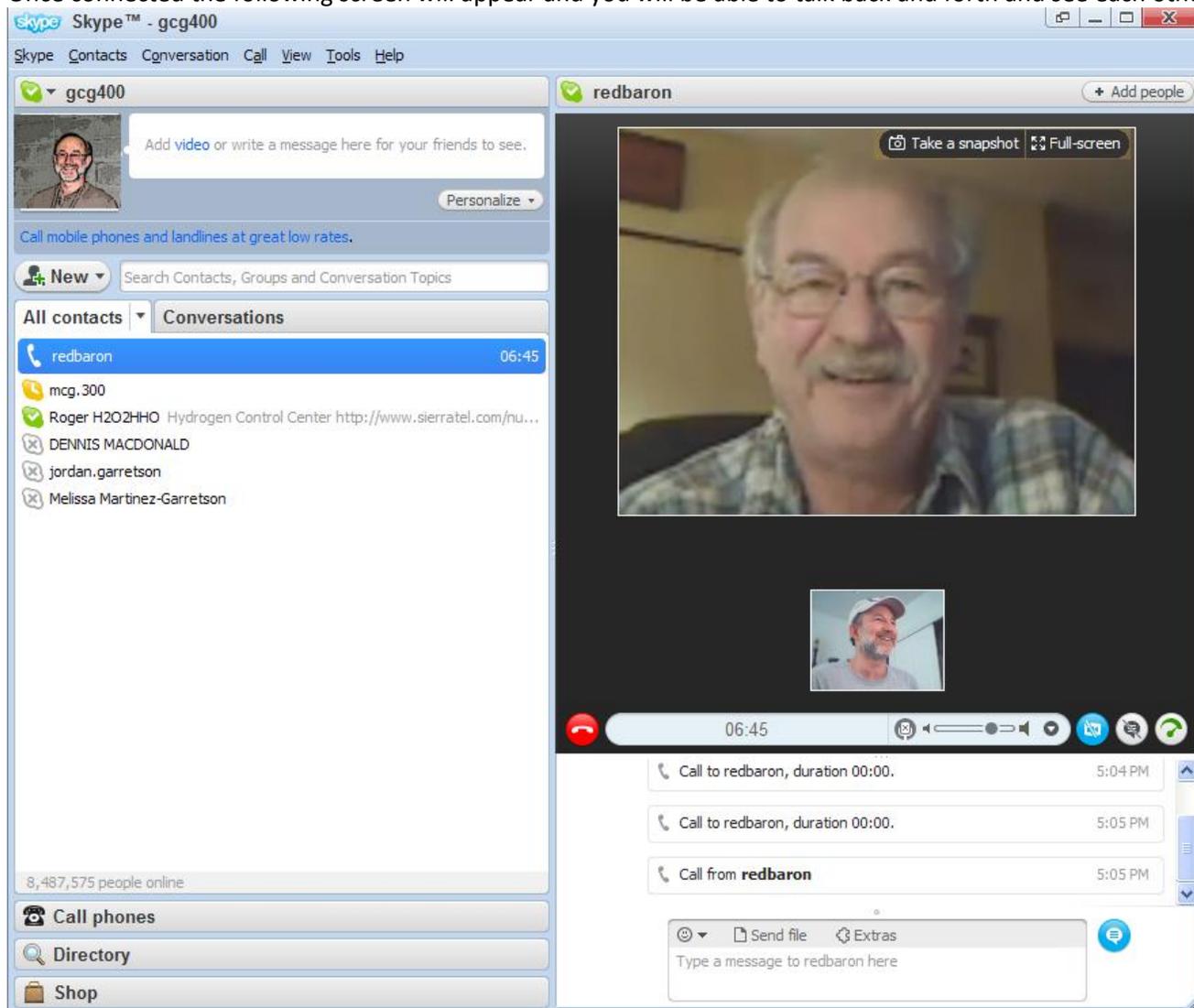
There's a lot that can be done here. In the Instant Message area you can type a message, add emoticons, and send files back and forth. The screen also lets you turn your webcam on, add another person to your conversation, etc. Be sure to explore the many options you have available at this screen.

## Making a Video Call (It's Really Easy!)

Simply highlight the name of the person you would like to call in your Contact List and click the Video Call button.



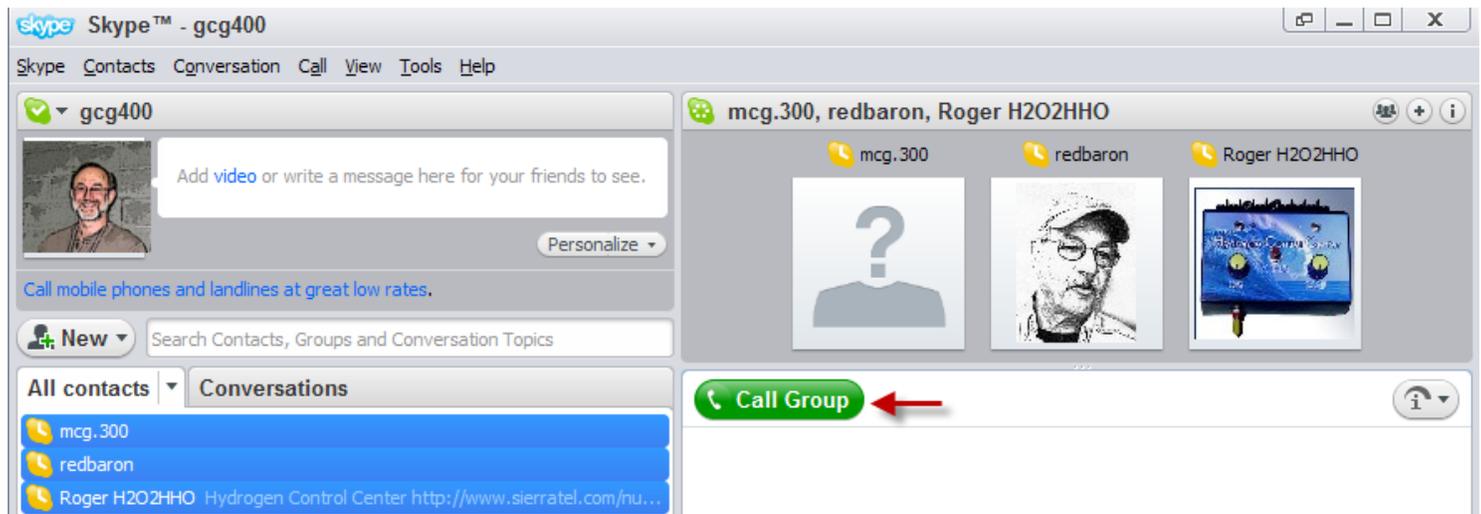
Once connected the following screen will appear and you will be able to talk back and forth and see each other.



This screen has many of the functions of the Voice Call screen. You can also turn your video off and on, rearrange the placement of video displays, mute your microphone, change the volume of your speakers, take a snapshot of your friend, etc. If you choose to add another person to the conversation while in a Video call, the video portion will automatically close. Voice calls are the only option for three or more callers at a time.

## Making a Group or Conference Call

To make a Group or Conference call, highlight the names in your contact list you wish to call. The Call button changes to "Call Group". Just click on the button and Skype will contact each person and connect you all at the same time.



SO...HAVE FUN WITH SKYPE!!