














Internet communication using Skype

1. Skype  is a program which allows
 - video phone calls  to be made from your computer (or other device such as tablet or mobile) over the internet. We shall consider how to use Skype on computers. There are other programs, such as Oovo , which are similar. Other facilities include
 - calls  to landlines or mobiles throughout the world
 - messaging , including text chat, pictures and videos
 - group calls 
2. Skype  opens up a new way of communicating which allows the users to see each other whilst talking. This enables possibilities not available with a straightforward phone call such as seeing your friends and relations where they are, **either** in the next street **or** across the world. They can share with you what they are doing and demonstrate it if they like. Pictures or documents can be shown in real time and conference (group)  calls can be made with a number of participants.
3. To take part in this, in addition to your computer, you will need a webcam  (a video camera suitable for connecting to the web via  your computer) and microphone and headphones (or speakers) or headset . Usually the camera will connect to the computer  via USB and the headset with jack plugs.

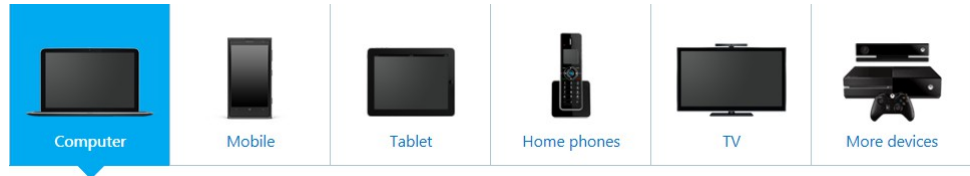
A camera, microphone and speakers may be built in to your computer already, especially if it is a laptop. If not, you may be able to buy a bundle of webcam and headset.


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4. So, how do you begin? Well, first you will need to download Skype  and open a Skype account.

In your internet browser type in www.skype.com and press Return. Then left-click on 

You will get a screen including this which allows you to select your device.

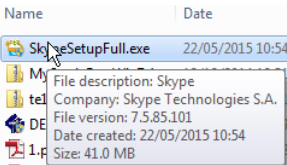


We shall assume that it is your computer that you want to use (which is the default) and you will be given the opportunity to check that your computer and broadband is suitable before left-clicking on 


Then you are shown the steps, the first of which is to save the Skype Setup Application on your computer. Left-click on Save 

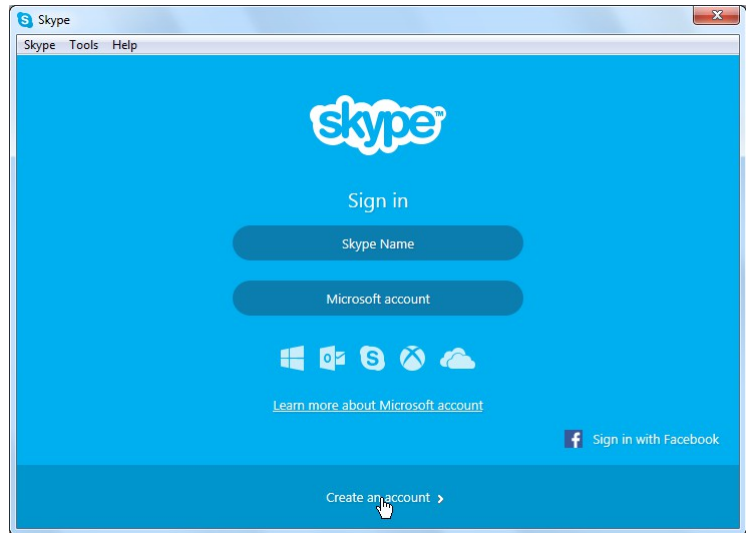
When you get this message left-click on Open Folder (which is likely to be your Download Folder).




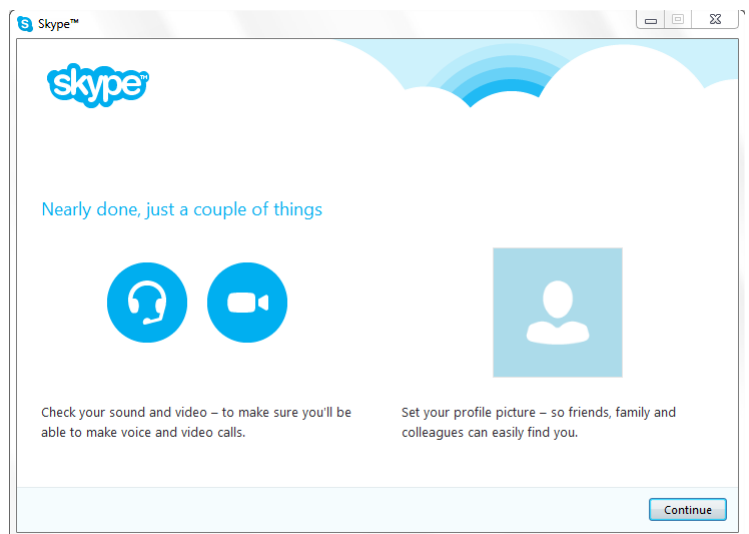
Then double-click on the Application  to install it. You may have to left-click on Yes to allow this to happen.


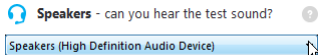
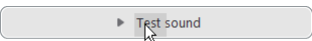
You will then be taken through a number of screens where you choose your language and agree to the terms and conditions, install click-to-call which allows you to click on the Skype symbol you see on websites to call directly, the opportunity to stop Bing being your search engine and MSN your Home Page by unticking boxes (advised unless you particularly want them). Then you are asked to wait whilst Skype is installed which may take a few minutes.

5. A Sign in Window appears. You will have to left-click on "Create an account" the first time. Here you will be taken to your browser and will have to fill in details such as name, email address, mobile number and country, and to choose your Skype Name and Password, finishing with agreeing to the Terms of Use .



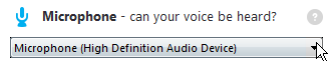
6. Once this is done you can Sign in with your . You are given the opportunity to be signed in automatically when your Skype starts by leaving a box ticked. Left-click on . You will then be given the chance to check your sound and vision.



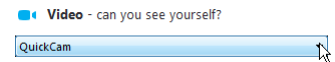
You left-click on Continue . Then left-click on select your speaker from the drop down Menu  and left-click on Test Sound  which you should hear from your speakers or headphones.

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Then select your microphone from the drop down Menu and speak to test your microphone



Then select your webcam from the drop down menu



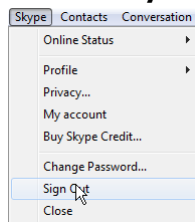
You should see yourself! Then left-click on Continue



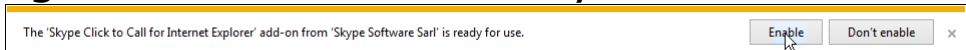
You are then given the opportunity to add a profile picture (of yourself) which you can ignore by left-clicking on Add later or action by left-clicking on Continue which allows you to browse for a picture or take one with your webcam.




When you've finished this you will get into your account. You can logout at any time by left-clicking on the Skype Menu and on Sign out

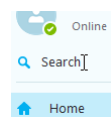


7. When you open your browser you may get a message saying that Click to Call is ready. Left-click on Enable to allow this



8. So, how do you use Skype ? Firstly you have to find your Contact i.e. make sure that they are also on Skype. (This applies before making video phone calls or messaging. You can make calls to phone numbers before listing a Contact. They will then be added.)

Find the Search facility and type in their name, Skype name or email address then left-click on Search



Skype 

A list of possibilities will be shown, in any part of the world! Some of the possibilities may have a picture to help you to

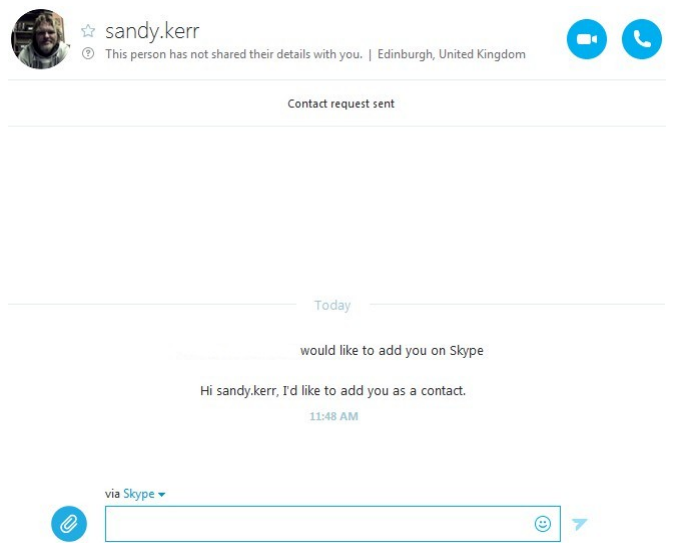
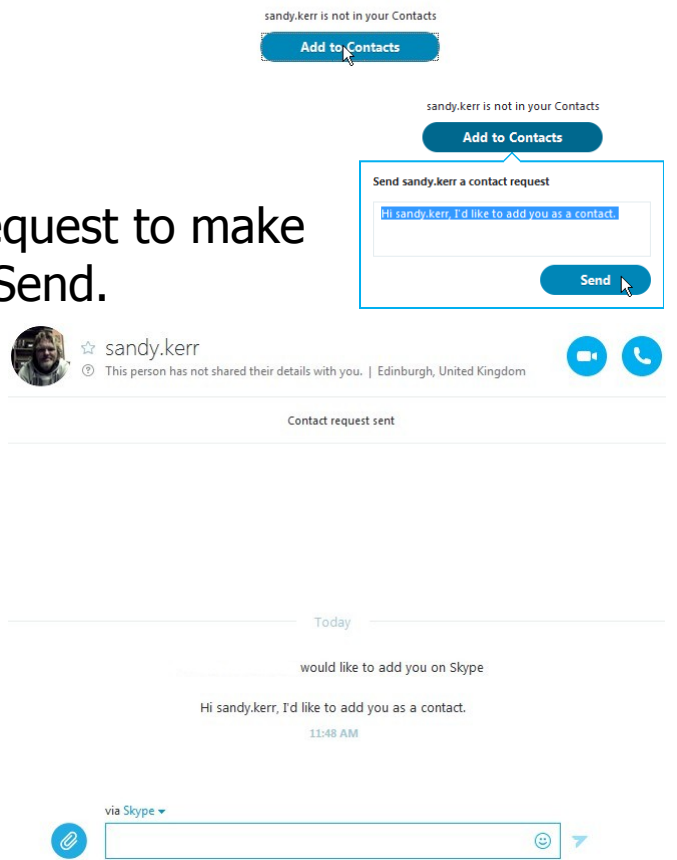
choose. However, if not, you might have to make contact (possibly in other ways apart from Skype) to confirm which is correct.

I looked for Sandy Kerr of Pass IT On and found this. Left-click on Add to Contacts.



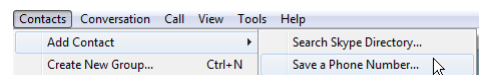
You will be asked to send a request to make them a Contact. Left-click on Send.

A screen shows the message sent. There is a text box in which you can send a further message.

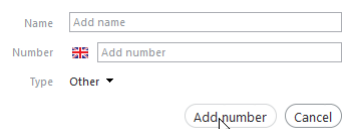


When you get a response **sandy.kerr has shared contact details** they will now remain in a list of your Contacts which you can select from easily in the future.

9. You can also add people as Contacts with their phone numbers. Left-click on the Menu Contacts and then on Add Contact and then on Save a Phone Number....



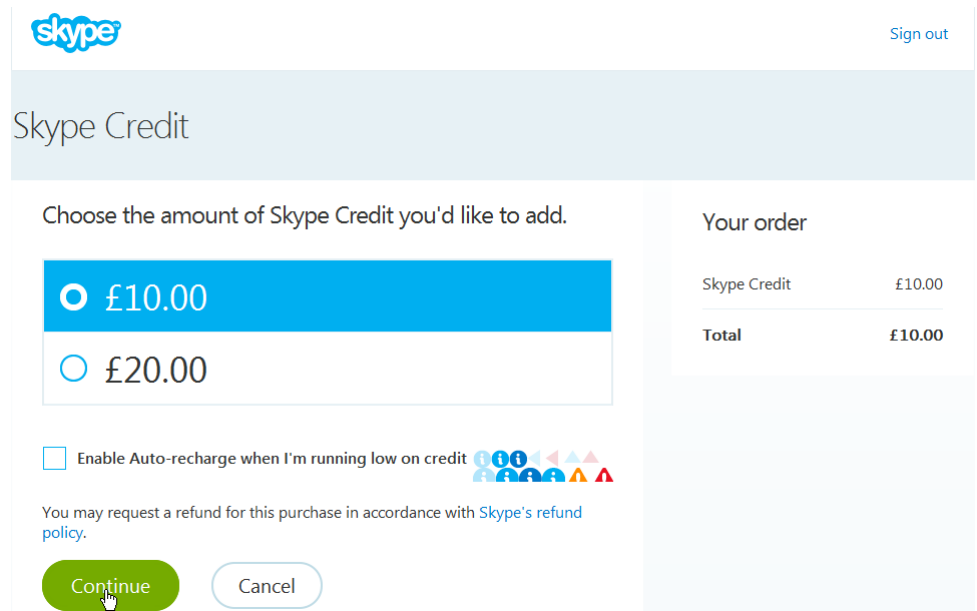
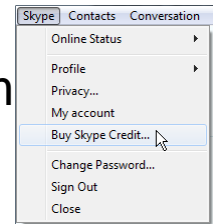
When you have filled out the details left-click on Add number. But note that you will need to ensure that the country is correct as well as name and number. They will then be added to your



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list of Contacts.

10. In order to call phone numbers you will need to have credit. Left-click on the Menu Skype and then on Buy Skype Credit... This will open up your browser, allowing you to choose the amount and follow the instructions to pay for it.

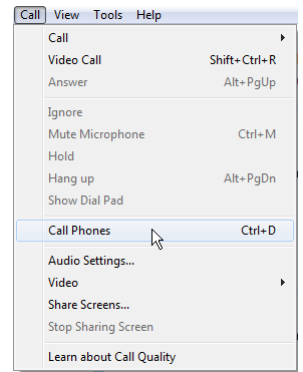


Each time you phone the cost of the call is deducted from your credit. But note that Skype to Skype calls are free.

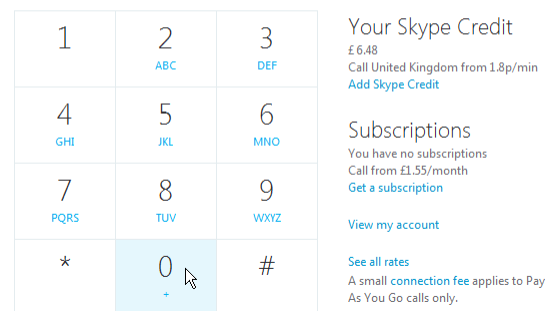
11. So there are essentially 2 ways of using Skype.

Firstly you can dial people in your Contacts list by selecting them and left-clicking on  for a video call and  for an audio call.

12. Secondly you just dial a number. Left-click on Call and on Call Phones.



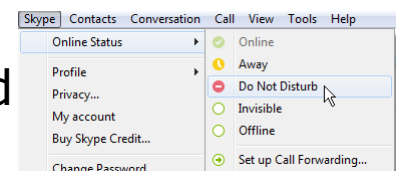
A screen with a numeric keyboard shows. You click on this to dial numbers.



The call charge rates are shown in your browser by left-clicking on See all rates.

13. A useful facility shows whether the Contact is on-line, since there is no point in trying to dial them if they're not. A green tick indicates this

You can set your status by left-clicking on Menu Skype and then on Online Status and on the required status.

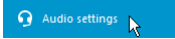


If a question mark shows , it means that the person has not shared their details with you.


14. A Contact which will appear automatically is the Echo/Sound Test Service . This helps you to check your Microphone and Headset.

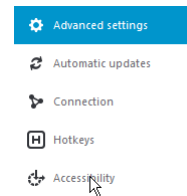
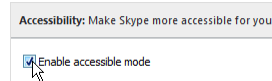
Left-click on Call and you will be given the chance to record a message to ensure that your Microphone and Headset are set up correctly.

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If it doesn't work then you will need to left-click on the Menu Tools, then Options..., then on Audio Settings  which allows you to choose your Microphone and Headset.

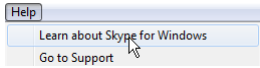
15. You may want to make Skype more accessible. Left-click on the Menu Tools, then Options..., then on Advanced Settings and on Accessibility and tick the box Enable accessible mode.

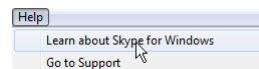
Then left-click on Save  .



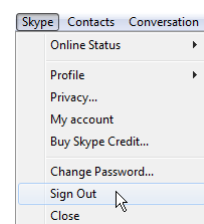
This introduces e.g. Screen reader (reads the text on your screen aloud), High-contrast settings (makes items easier to read), and Magnifier (enlarges your screen) depending on which version of Windows your computer has. In some cases Speech Recognition (converts speech to text) is available.

16. There is much more on Skype Help, such as videos.

Explore these to get the most out of Skype . This takes you to the Skype website in your browser.



17. When you've finished using Skype then ensure that you Sign Out by left-clicking on the Menu Skype and then on Sign Out.



18. An alternative to using your computer if you only want to make phone calls to landlines or mobiles, i.e. without a picture, is to use a Skype-ready phone which only needs an internet connection. From the Download Skype page if you select Home phones you will find that it tells you that all you need is a Skype Ready phone, a broadband connection and some Skype credit. You can also buy yourself a Skype number (at a monthly charge) so people can call you and if you wish it can be used for call forwarding from your normal phone.



19. So get started [GET STARTED](#), enjoy the features of Skype  and look out for the Skype Translator!

