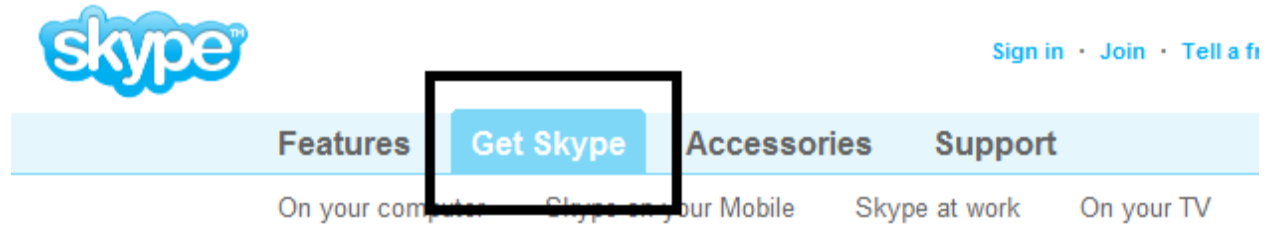


How to Download Skype

Visit <http://www.skype.com/> and Click on the "Get Skype" Button



Click "Get Skype for Windows"

Make Skype a part of your everyday life

On your computer
Install Skype, add your friends as contacts, then call, video call and instant message with them for free. Call people who aren't on Skype too, at really low rates.

[Get Skype for Windows](#)

Click Download Now or you can choose the appropriate installer for your OS.

Feel closer with voice and video calls
Get the new Skype for Windows on your computer.

[Download now](#) Skype 4.2 for Windows

On Your Computer

- Windows
- Mac OS X
- Linux
- Windows (Business vesion)
- Windows (Beta)
- Mac OS X (Beta)
- Linux (Beta)
- Email Toolbar
- Office Toolbar
- Myspace

Calling other people on Skype is free so you can talk whenever you want to – not just on special occasions.

After downloading, install it on your system.

To start Skype

If it's your first time opening Skype:



Open Skype on your computer.

That means double-clicking this icon on your desktop or choosing it from the Windows > Start menu.

Click Don't have a Skype Name?

This opens a Create account window.

Type in your name, then create a Skype username (called a Skype Name) and a password.

- Pick ones you can remember so you can sign in next time.
- Follow the directions from there and click Sign in.

How to Operate Skype

Open Skype from your desktop or Windows > Start menu.

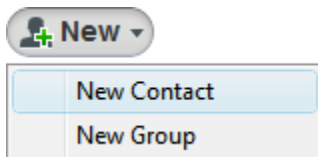
In the start-up screen, click in the box under Skype Name and type it in. Then do the same for your password.

(If you forget your password, click the Forgot your password? link and follow the directions from there.)

This will sign you in to Skype, ready for you to use.

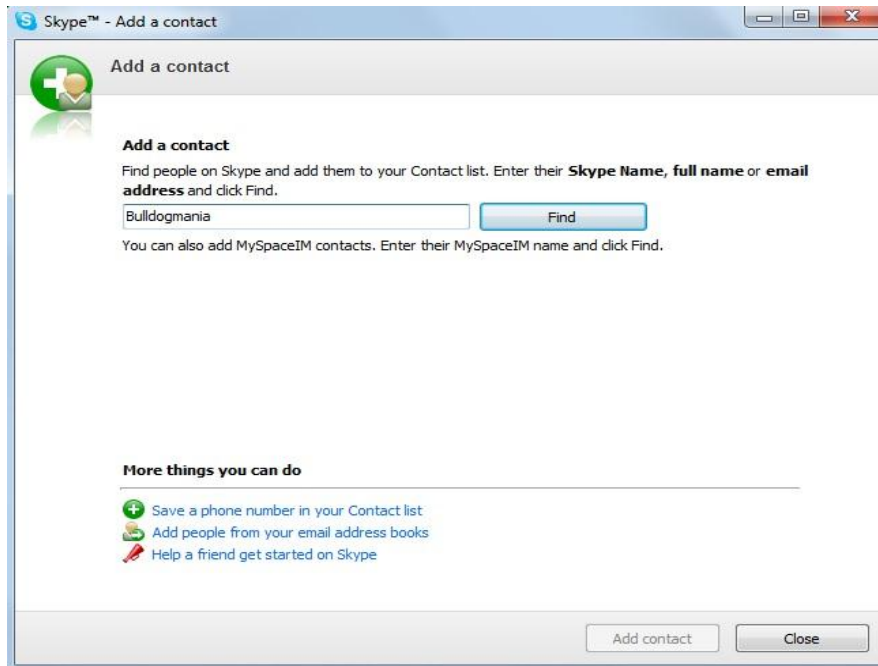
Adding a Specific/Desired Contact in Skype

Click the New tab and choose "New Contact"




In the box and type in their name, email address or Skype Name.

Type the Skype Id of BULLDOGMANIA – type “Bulldogmania” and click Find.



In the list, find the person you're looking for.

Check details like location and click this icon  to double check it's them. Click on them, then click **Add contact**. This will open a Say hello window.

Click in the message box and type an introduction message so they know who you are.






Click OK to send. When they accept your invitation, you will be able to see when they are online and call them, too.

How to Call Someone From Skype

Click the Contacts button at the top of Skype.



In the list, find the person you want to call.



Click on them. (Remember - 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 and calls will cost you a little.)

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.

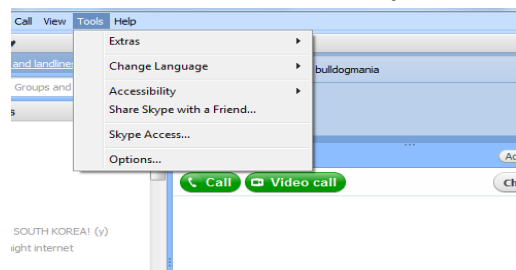
To hang up, click the red End call button.

Useful things you can do on a call:

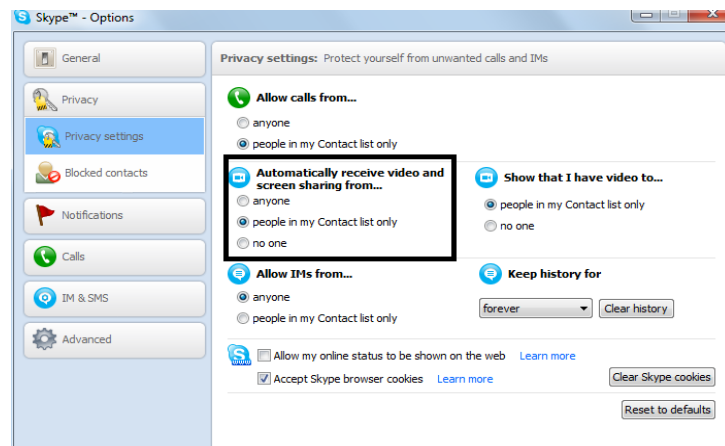
- **Mute** – click this icon  to mute your microphone so the other person can't hear you.
- **Hold** – click on this icon  to put the call on hold.
- **Turn video on** – if you've got a webcam plugged in, click the green Video call button to make it a video call.

How to Configure Your Skype to Receive a Video Call

Click on “Tools”, then select “Options”



Then Click on “Privacy” on the left side. Make sure the option “Automatically receive video and screen sharing from People in My contact list only” is selected. This will enable you to RECEIVE your contacts’ video.



How to Make a Video Call

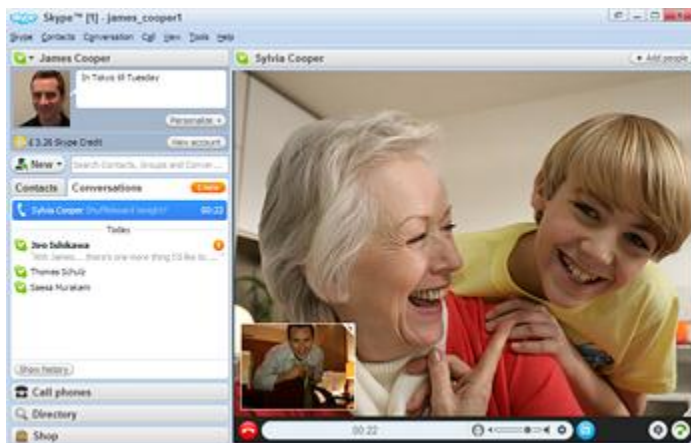
It's free to call people on video.

Make sure you've got a webcam and check:

- it's plugged into your computer
- you've installed the software that came with it
- it's switched on.

In your Contact list, find the person you want to talk to.
Click on them.

In the main window, click the green Video call button.



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.
- **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.

How to Accept a Call

You can accept either a voice call, video call or reject it. Simply click the right button to accept, reject or make a video call.

