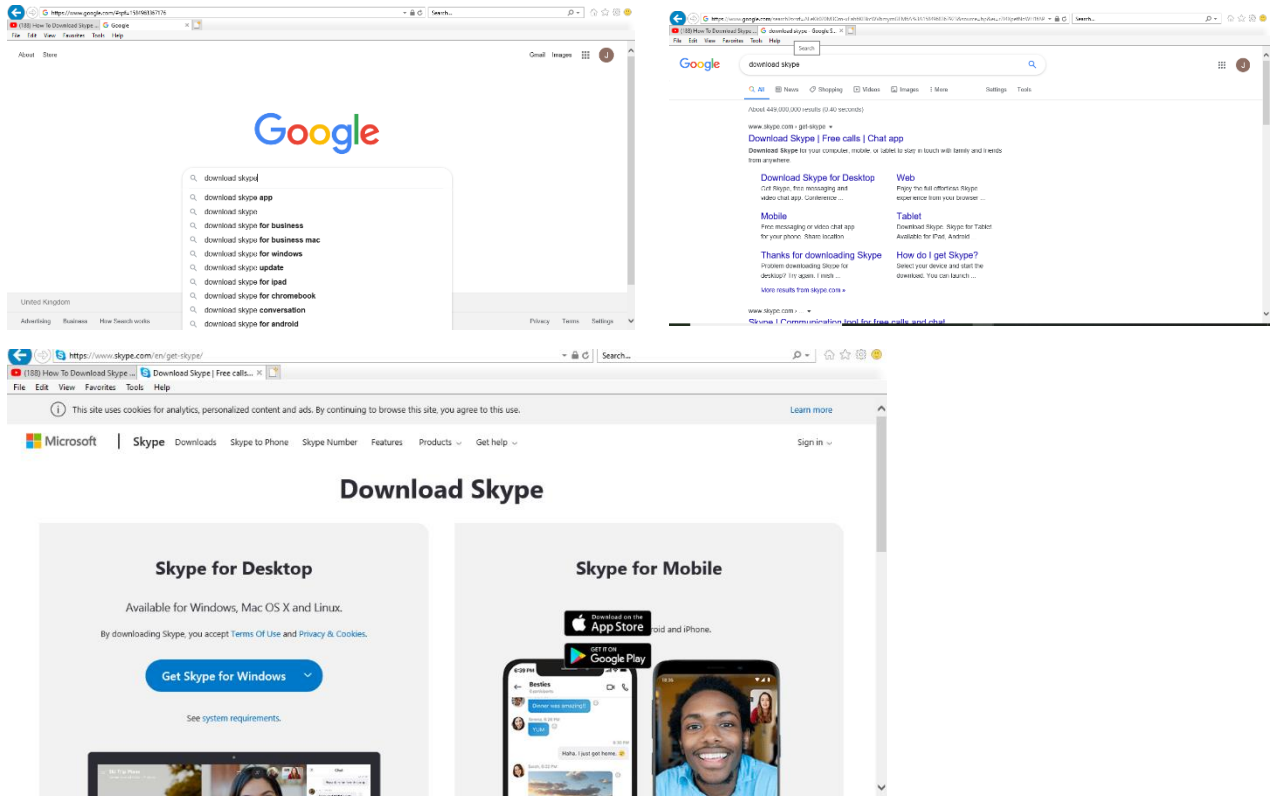


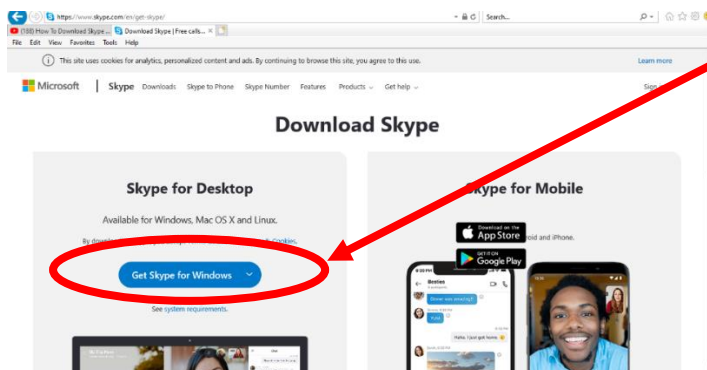
The 'Fool-Proof' Guide to Communications Technology

Skype

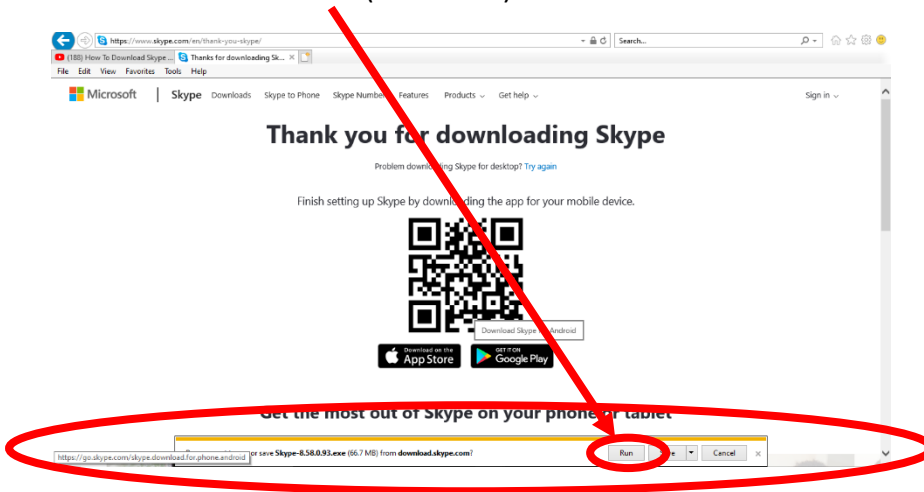
- **DISCLAIMER: THIS CAN ONLY BE USED IF YOU HAVE A LAPTOP OR PHONE WITH A WEBCAM OR BUILT IN CAMERA**
- In a search engine online type 'download skype' or 'skype app'
- Then follow the search to www.skype.com/en/get-skype/



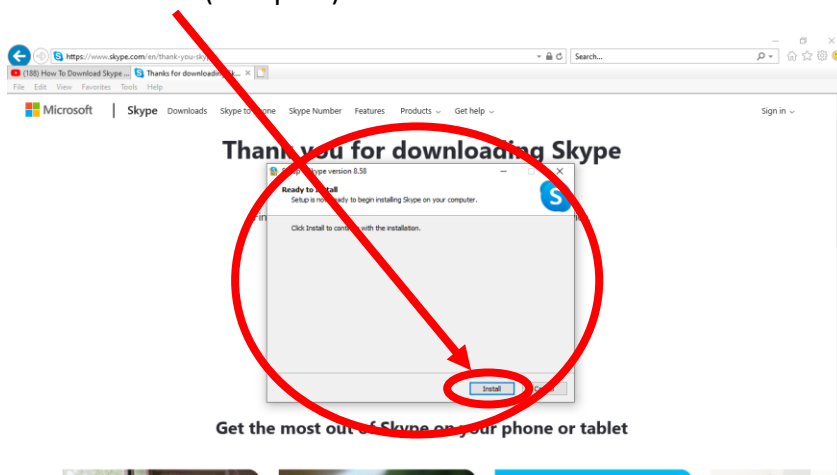
- Hopefully, following those steps you will have reached the screen directly above
- You can now choose which device you would like to download skype on; I am going to choose 'Skype for Windows' – which is for my laptop
- If you wish to do the same, click the big blue button 'Get Skype for Windows' or 'Skype App'



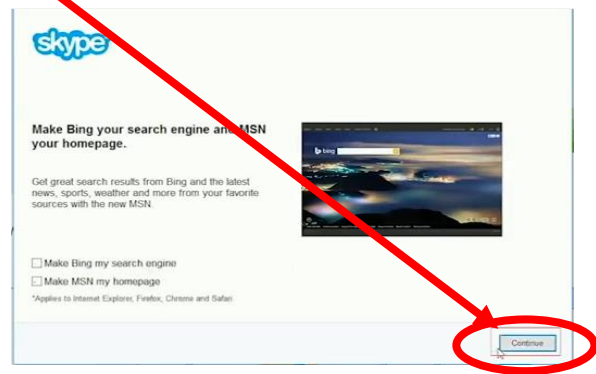
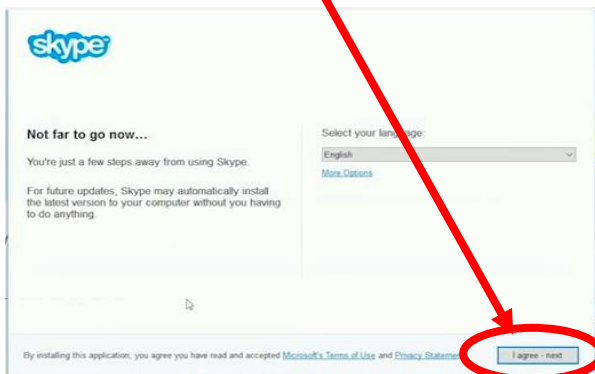
- As soon as you have clicked that button a tab will come on the screen and you want to click the 'run' (or 'install') button



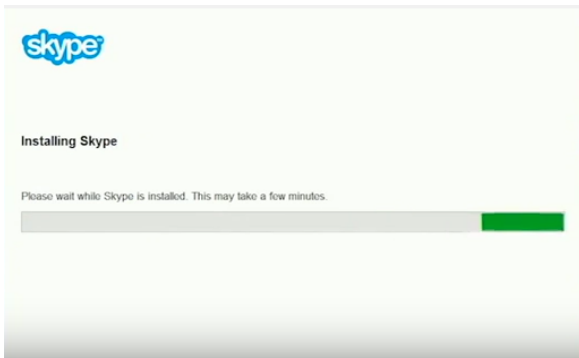
- As soon as you have clicked that, the screen below will appear and you want to click 'install' (or 'open')



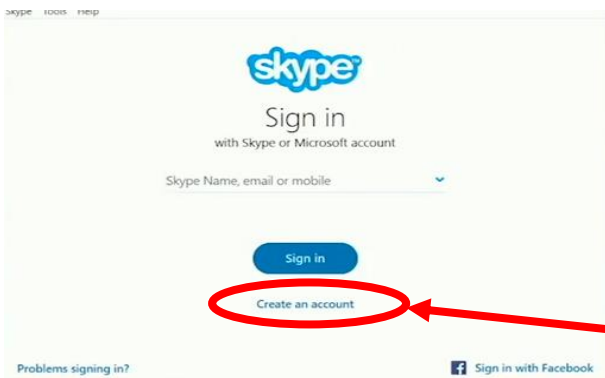
- Once it has installed, you want to agree to Skype's terms and conditions, do that by clicking 'I agree – next' (or 'open') and then 'continue' (or 'sign in') on the next two screens



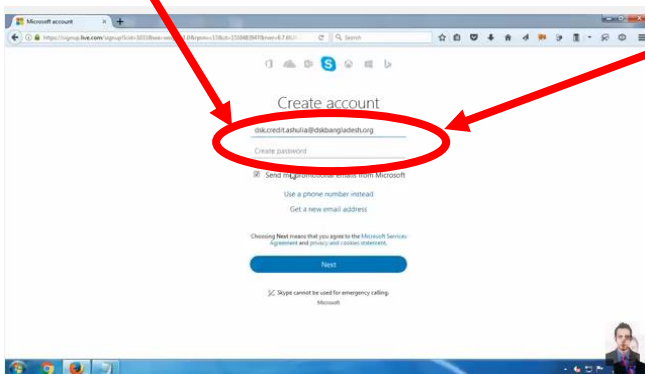
- This will begin the actual installation, it may take a few minutes – so be patient!



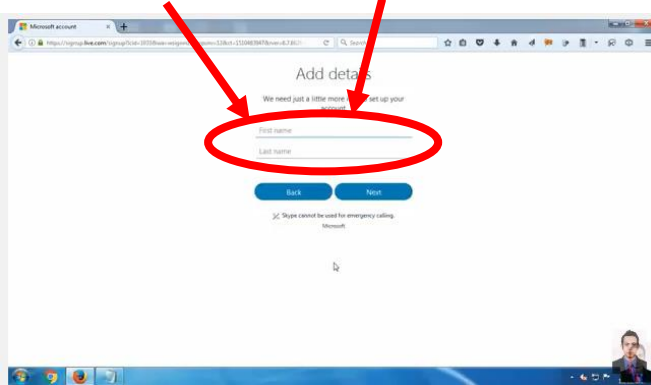
- Once the installation has taken place, you can start using Skype



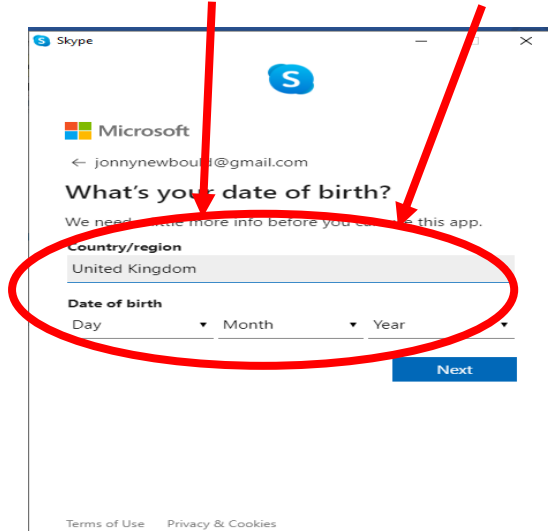
- Then all you need to do is create an account, do this by clicking 'create an account'
- Once you have done that filling in the details as you go along; email address and password



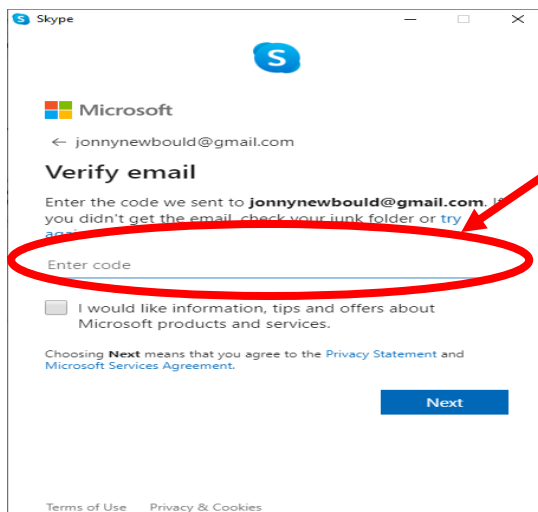
➤ First Name and Last Name



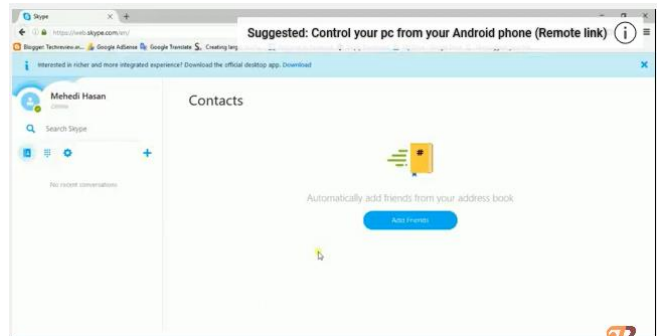
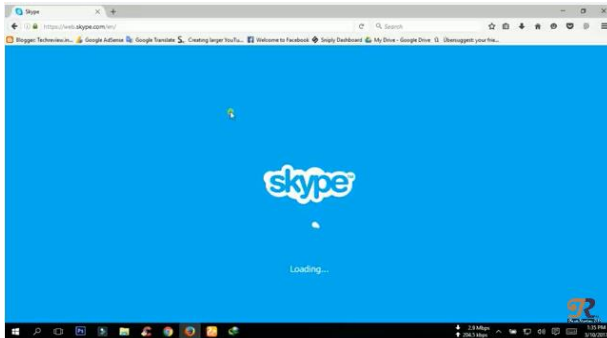
➤ Country/Region and Date of Birth



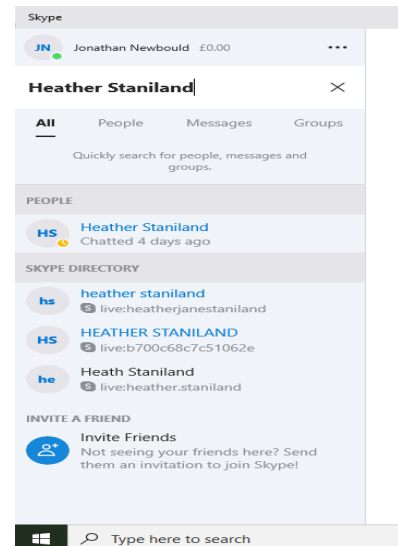
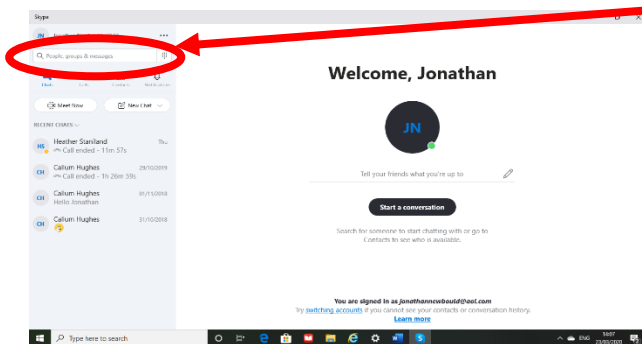
➤ A code will then be sent to your e-mail address. Find that code on your e-mails and type it in the space on the tab



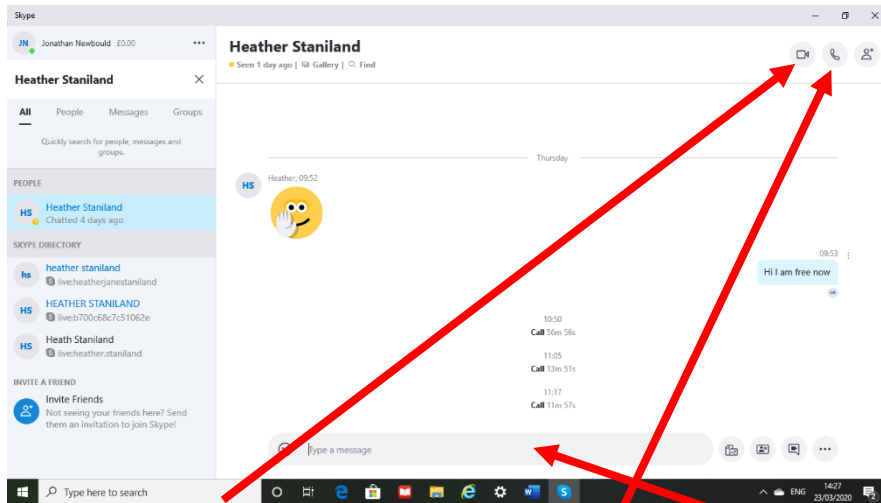
- Well done, once you click 'next', you have created your account, it might take a few minutes again.



- At last, you have downloaded, all you need to learn is how to use it
- Once you are logged in, you will need to search for the person you would like to call



- Make sure that you have the correct person, by verifying with the person their name and their picture or get them to call you
- Then if you want to call or message the person, add them to your contacts by clicking on the name when searching in contacts and then click on them and open up their page, as shown below



- To make a call with video, please click
- To make a call without video, please click
- To message the person, type in the box

I hope this all makes sense and you are able to speak with friend, family, colleagues and other people in the neighbourhood. If you have any issues, please look online and follow this link - https://www.youtube.com/watch?v=lb31wbnoz_c or call Jonny Newbould on 07799192626