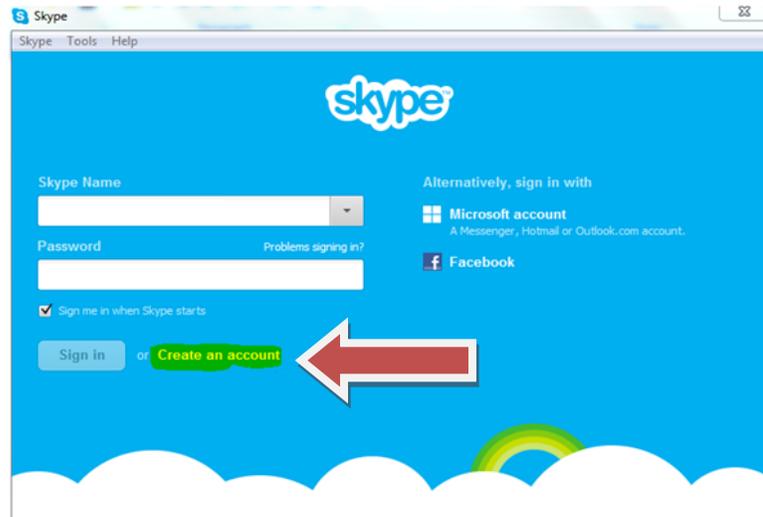


Using Skype

Creating an Account:

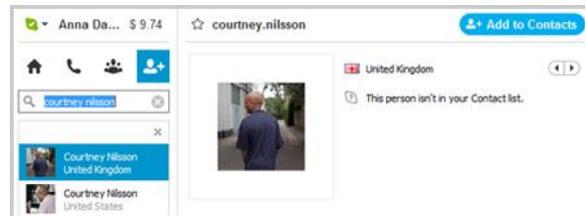
1. The first time you use Skype, you will need to sign up. You can do so by clicking the 'Create an Account' button.
2. Fill out the form, using an easy to remember profile name and password. Adding your phone number is optional.
3. Alternatively, if you have a pre-existing Facebook or Microsoft account you may log in using that.



Adding Contacts:

In order to communicate with someone through Skype, you need to have them as a contact. When you initially create an account you will not have any contacts, but you can quickly search and add them:

1. Select the add contacts icon ()
2. Type the full name, email or Skype username of your desired contact into the search bar and press enter.
3. Select your contact from the search results. If there are multiple matches for your search, you can use the information provided (profile picture, nationality) to find the right match.
4. Once you've found the correct person, click the  button. You can add a brief message to let the contact know you're adding them.



If you would prefer not to add each contact individually, Skype also allows you to import contacts from other sources:

1. Click on 'contacts' in the menu bar at the top left hand corner, and select 'import contacts.'
2. Select the account type you would like to import from (Facebook, Outlook etc.), enter in your user name and password and click 'import.'
3. All your contacts that have Skype accounts will be listed. Uncheck any contacts you would not like to add, then click 'add contacts.'

Making Calls:

Once you've successfully added contacts, you are ready to start Skyping:

1. Select the contact you wish to call from the contacts list on the left hand side of the screen.
2. Make sure the person is available. Availability is indicated by your contact's status:  - available,  - inactive,  - do not disturb,  - offline
3. Once you've selected an available contact, you can press the  or  button to call them. You will need an active microphone for regular calls, and a microphone and webcam for video calls.
4. During your call, there are several helpful things you can do by clicking the icons on the lower menu:



- A. Hide or reveal your contacts.
 - B. Send instant messages to the person you're talking to.
 - C. Turn your webcam on or off.
 - D. Turn your microphone on or off.
 - E. Send files (pictures, documents, etc) to the person you're talking to.
 - F. Indicates your internet connection strength.
 - G. Turn full screen mode on and off.
5. When you are ready to end your call, click  to hang up.

To learn more about Skype, visit <https://support.skype.com/en/>

Or call the West Vancouver Memorial Library's Community Computing Centre:

604-925-7405