

1. Download Skype from <http://www.skype.com>

1 Run the Skype Setup application

A window will open asking what you want to do with a file called **SkypeSetup.exe**.

You might see a confirmation message, asking if you're sure you want to run this software. Click 'Run' again.

2 Follow the Setup Wizard

When the download has finished, the **Skype Setup Wizard** will appear and guide you through the rest of the installation.

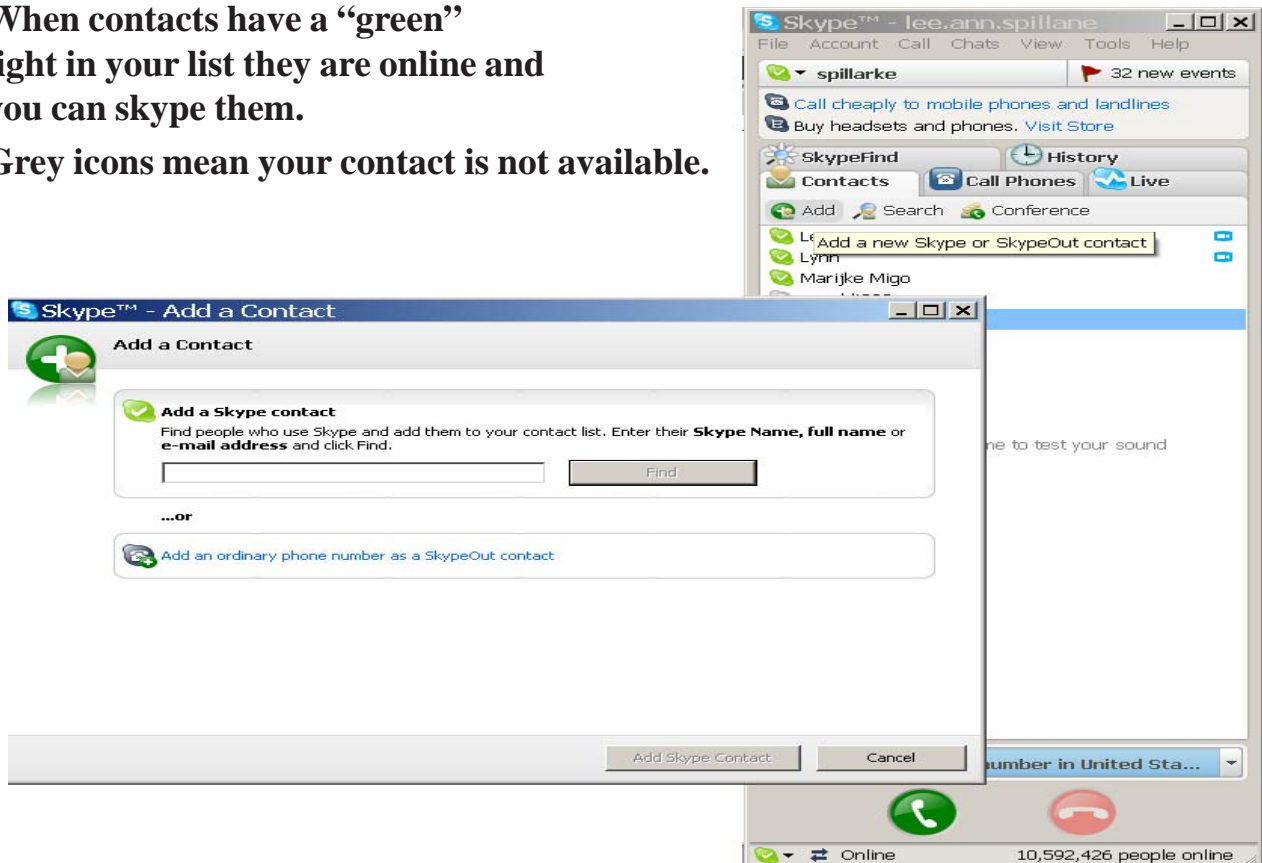
3 Launch Skype

After the installation has finished, you can **open Skype** at any time by clicking the icon on your desktop or in your system tray.

2. Add contacts.

When contacts have a “green” light in your list they are online and you can skype them.

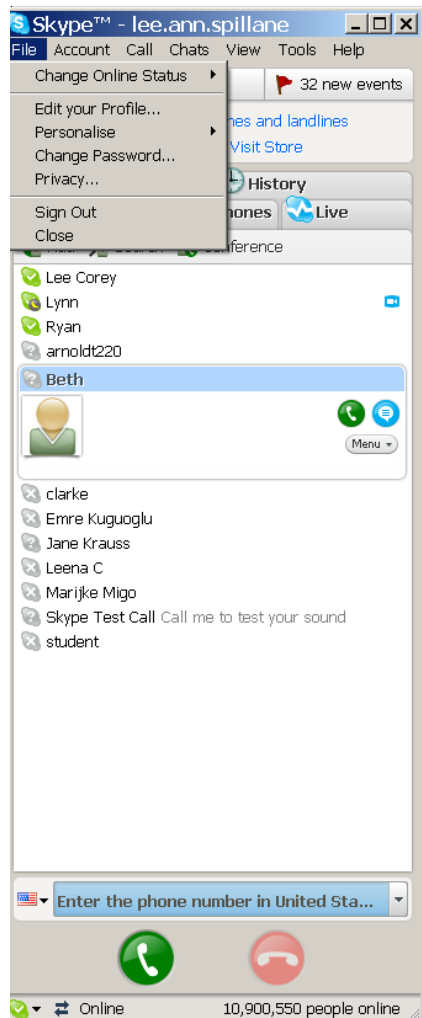
Grey icons mean your contact is not available.



3. Check your equipment.

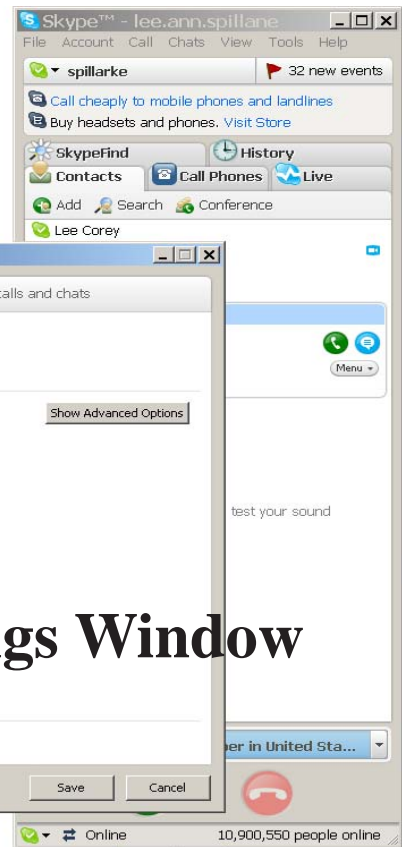
Are your headphones /microphone plugged in
Can you hear?

4. Make a call.



**1. Go to file to edit/
create profile,
personalize or set
privacy settings.**

**2. If using with students be sure to notify
parents and have students set privacy to
only allow people in contact list**



Privacy Settings Window

Conference Calling and Chat

- Click conference tab and click “add”
- Add contacts to the conference call
- Talk to up to five people at a time (we think)
- * video not available for conference call

type chat messages here;
hit enter to send them

CHAT WINDOW

CALL WINDOW

Want to Chat?

- Go to chat in the menu bar and start an individual or group chat