

# SKYPE Handout

## INSTALL SKYPE

Step 1: Go to [www.skype.com](http://www.skype.com). Click on “Download Skype.” Then Click on “Get Skype for Windows Desktop”. (You can instead, download a version for Macs).

(Note: Download the Skype program directly from the [www.skype.com](http://www.skype.com) website - rather than through Windows 8, etc.)

Step 2: Find the SkypeSetup.exe file on your PC - and double-click on it. Then follow the instructions.

Step 3: Click on the Skype icon on your Task Bar - then on Create an Account. (If you have a Microsoft Account or Facebook Account you can sign it with either of them. BUT I prefer to sign-in separately with Skype only.)

## USE SKYPE

- To make online phone-like calls to friends - who also have a Skype Account.
  - You call them using their Skype account ID.
  - You have to pre-arrange for them to be at their computer.
- To make online video calls to friends. (Click on video camera)
- To make online group phone-calls. (Phone icon, then + icon)
- To make online group video calls. (Video icon, then + icon)
- To share files/photos. (Click on + icon)
- To share your screen. (+ icon)
- To broadcast to meeting attendees a presentation being made by someone at a federal agency - for example, about the proposed new rules for drones, or the latest on the online tracking of consumers by marketers, or the latest on tainted supplements, etc.
- To make calls to cell phones and land lines (PAID \$\$ Service)

*Note: Once installed, Skype will put itself on your taskbar and automatically start when you boot-up. You may have to sign out and close Skype to remove it from your taskbar.*