

Skype Basics

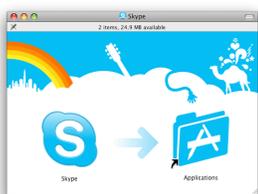
Introduction

Skype allows you to communicate online with text chat, your voice, or your computer's video camera. Skype is best known for its ability to make calls from your computer to a landline phone – a paid service – but you can also make computer-to-computer calls for free.

Before you begin, log into the Internet.

Download and Set Up Skype

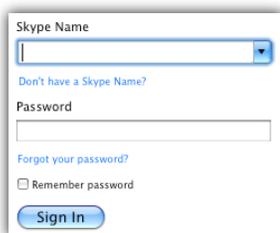
1. In Safari or Firefox, go to <http://tinyurl.com/skypemac> and click on the green **Download Now** button to begin downloading Skype to your computer.
2. A window with the **Skype** icon will appear. (If it does not, locate the Skype file that was downloaded and double-click it.) Drag the Skype icon to your **Applications** folder.
3. Now open your **Applications** folder and drag the **Skype** icon into the Dock (the row of icons at the bottom of your computer screen) for easy access. You can throw away any remaining files that were downloaded in the process of installing Skype.



Create a Skype Account

The first time you open Skype you will be prompted to enter a **Skype Name** and a **Password**. Assuming you do not already have an account, locate and click the small blue link titled **Don't have a Skype Name?**

You will be prompted for some basic information to create an account on the Skype service. We recommend using your 4J username and password to create your account.



Adding Contacts on Skype

1. At the bottom left corner of the Skype window, locate and click the small **plus (+)** button.



2. Under **Add a Skype Contact**, you can search for a number of criteria. These include a user's Skype Name, full name, or email address. Type your search criteria now and click the **Search** button.
3. If your search does not yield any results and you know that the other user does have a Skype account, you may need to search by another criteria, such as a different email address.
4. Once you have located the user you wish to add, simply click once on the name to highlight it, then click the **Add Contact** button.

Calling Other Skype Users – Audio and Video

1. Open Skype and see if the person you wish to talk to is currently online.
2. Double-click the user's name to initiate a voice chat. Once the recipient accepts your request, a window will appear indicating that your chat is in progress.
3. To add video to your conversation, simply click on the video camera icon at the lower left corner of the window.
4. Now the other user can see you. They will have to click the same icon on their computer to allow you to see them.
5. To end the call, click the red icon of a phone hanging up.



Conference Calls – Audio Only

1. Open Skype and begin a call with one person.
2. Click once on the name of a second person in your contact list to highlight them.
3. Click the **Contacts** menu, then select **Add to Conference**.
4. Repeat for as many users as you wish to include in your conference call.