

# Creating a Skype Account

## Step 1: Download

In your Internet browser, go to <http://www.skype.com/>

If you are using Windows, select “Windows” under “For your computer” on the right-hand side of the screen. If you are downloading to a Mac, Click **Download Skype Now**.

The application should automatically open a new window and it will ask you to “Open” or “Save” the file. Select “Save File” and click **OK**. If this window does not open, Open your browser’s Downloads window and double click on the blue Skype icon. If a warning dialog opens, click **Continue**.

Once Skype downloads, drag it into your Applications folder. This will place the application in your computer.

To open Skype, go to “Applications” and select the Skype icon.

Skype will open up and it will ask you to login. To create an account, click **Don’t have a Skype Name?**

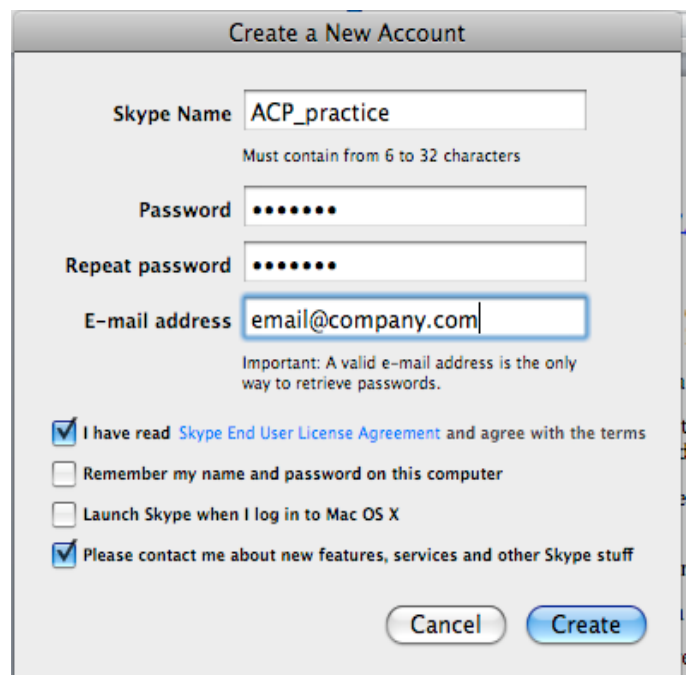


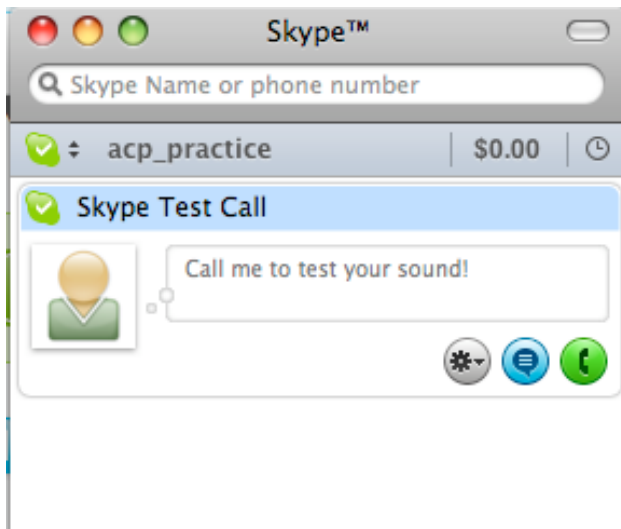
## Step 2: Create a Skype Account

A new window will appear and it will ask you to create a name, password, and provide your email address. Enter your desired Skype username, a password, and the email account you would like the confirmation to be sent to. Make sure to click the check box next to: “I have read Skype End User License Agreement and agree with the terms.”

When you are ready, click **Create**.

*If the Skype name you chose is not available, a message will appear to inform you. Click, **OK** and choose a different name to use.*





### **Step 3: Test Call**

Once you have created an account, it will log you into Skype. You will see your Skype name and Skype Test Call. Click on the Skype Test Call and select the green button with a telephone symbol. This will test your sound quality through Skype.

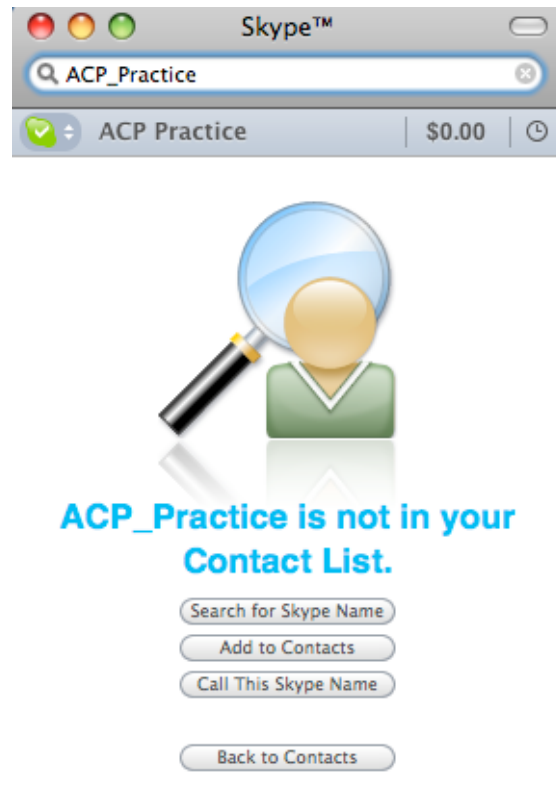
### **Step 4: Add Contacts**

Practice adding a contact by searching for ACP Practice.

Select **Add to Contacts**.

A message box will appear. In the message, please type your full name so the new contact can identify your Skype name with you.

Once added as a contact, your contacts' names will appear in the list. When contacts are offline, their name will have a grey shape to the right with an "X" inside. When contacts are online, the shape will be green with a check.



## **Step 5: Get Chatting!**

Once you've added contacts, and they are online, click on their name to open a dialogue box. In the dialogue box, you can call other Skype users, instant message, videoconference, share your screen (it will give the person you message access to look at what is on your desktop/monitor), and share files with your contacts (such as résumés, PowerPoint presentations, photos, etc.).

