



Getting Started with Skype

A. Download Skype

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.

B. Create a Skype Account

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

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



Create a New Account

Skype Name
Must contain from 6 to 32 characters

Password

Repeat password

E-mail address
Important: A valid e-mail address is the only way to retrieve passwords.

I have read [Skype End User License Agreement](#) and agree with the terms

Remember my name and password on this computer

Launch Skype when I log in to Mac OS X

Please contact me about new features, services and other Skype stuff

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 username.*

C. Add a new contact

To add a new your match to your contacts, search for his/her Skype name in the search-bar. Once found, select **Add to Contacts**

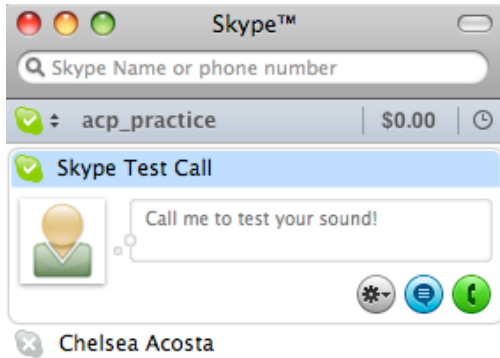
A message box will appear. In the message, please let your match know that it is you contacting them.

Once added to your list, new contact will appear in your contact list.

If somebody else adds you to their contact list, you will receive a message when you open Skype to confirm or deny the request to be on your contact list.

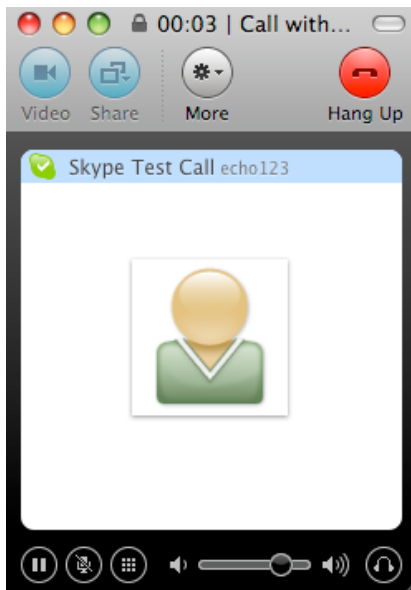
D. Calling with Skype

You can only call another user who is online and who is in your contact list. When a user is online, there will be a green shape with a check next to their name (See [Skype Test Call](#) below for example). When an account is offline there will be a grey symbol with an “X” (see [Chelsea Acosta](#) below for example).



To call a contact, find the user you want to call in your list of contacts and click on their name once. This will open the calling options for this contact.

To begin the call, click on the green button with a telephone symbol. Skype will open a new window and begin calling the contact you want reach.



When the user answers your call, you will be able to turn our call into a video chat. To begin the video chat, click “Video” at the top left of the window.

To hang up, click on the Red “Hang Up” button at the top right of the window.