# How to Use Skype

In this walk-through you will learn how to download Skype, create an account, and use some of the features available. This is a walk-through for a Mac operating system

To Begin Installing Skype open up any browser. You can either type in the adress http://www.skype.com or, you can search skype in google and the second link will bring you to the page below.
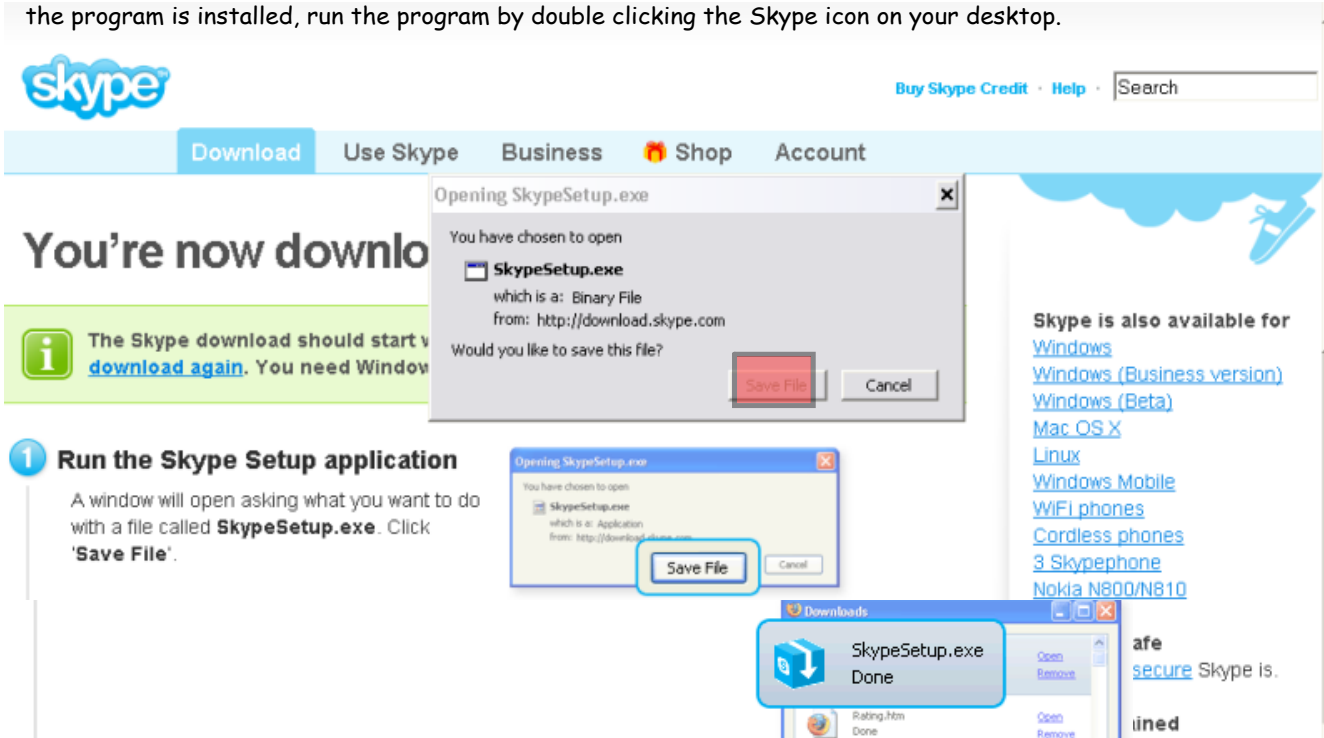
Skype will automatically set up a download for the operating system it thinks you are using.
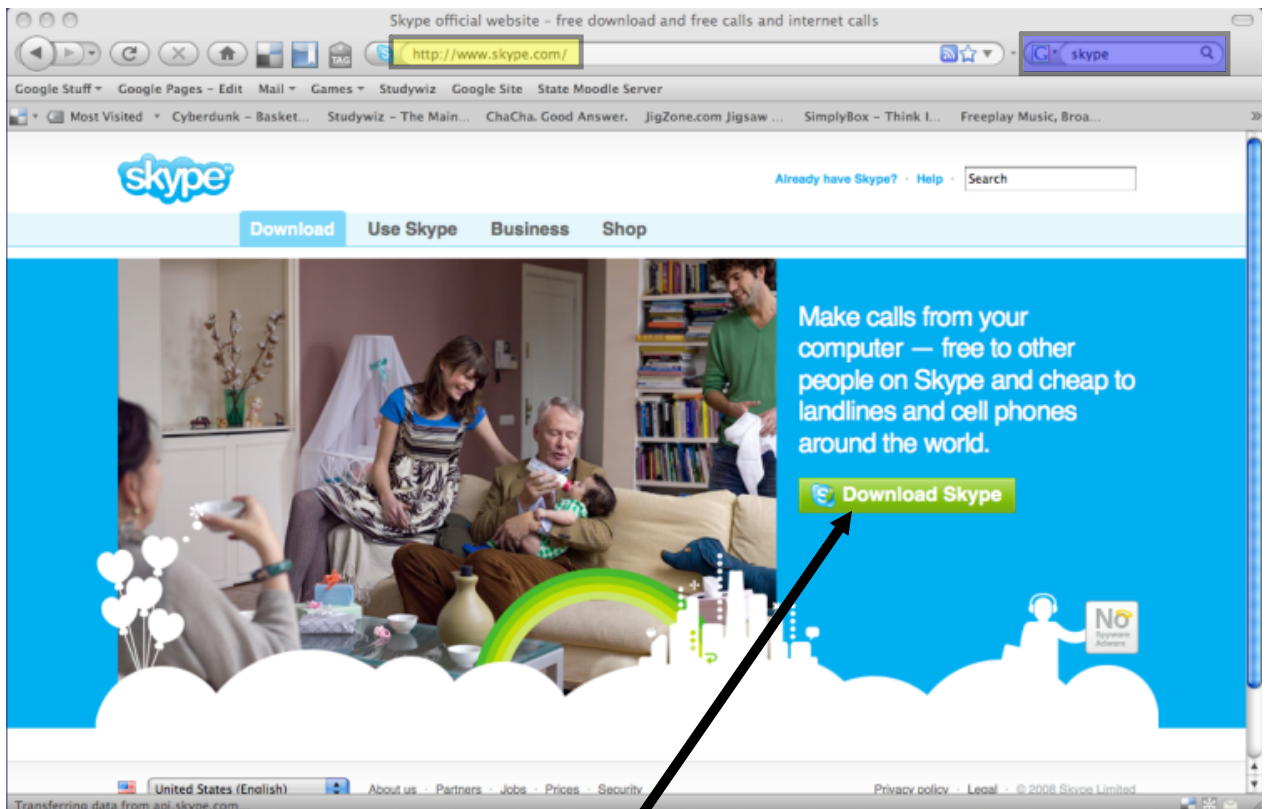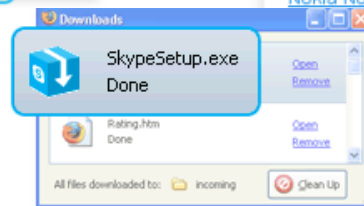

Press the Download Skype button to continue

After pressing the Download button it will bring you to this page and have a dialog box pop up.
Just click on "Save File"

When the file is downloaded just run the .exe file and follow the instructions to get the program installed. After the program is installed, run the program by double clicking the Skype icon on your desktop.
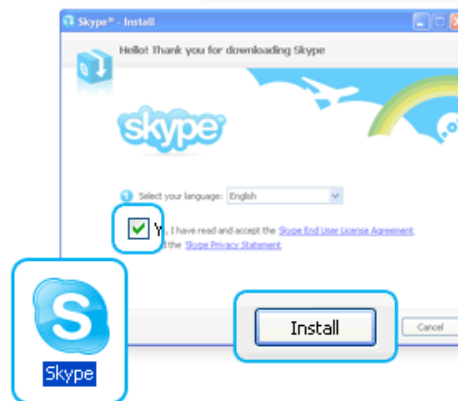
3

Now we will make an account.

Click on the Don't have a Skype Name? link.

Fill in the information above and check the desired boxes the press Create to continue.

If the Skype Name you chose is already taken by someone else (there are millions of users) then you will get an error like the one below. Just Pick another name that may be more unique.
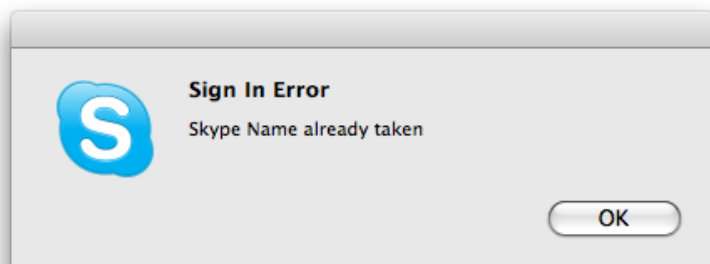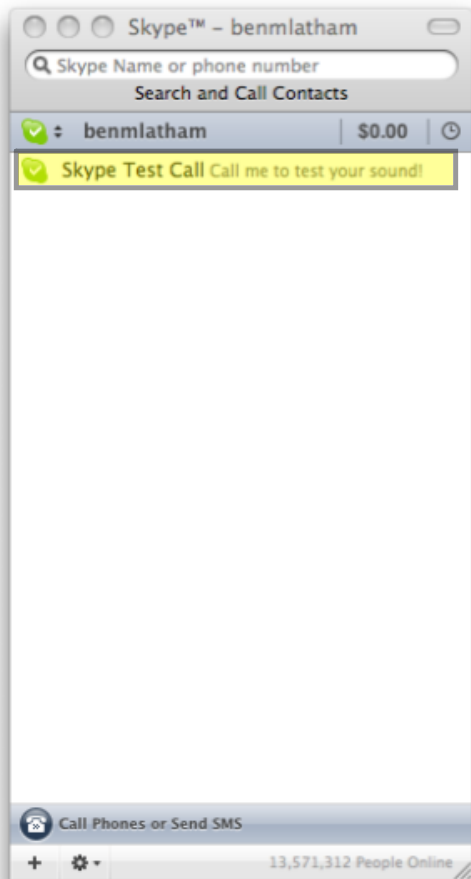
After completing the account completion it will automatically sign you in. At this point you will only have one contact. This contact is to test your microphone and sound.
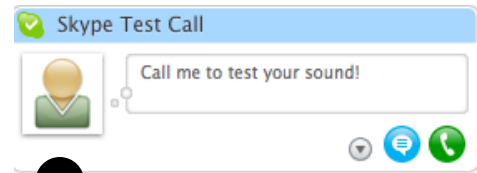
To Delete this contact from your list simply click on the drop down arrow and click on remove contact.

This warning will pop up its just to inform you of the action of erasing a contact.

Now your Skype should look as so. We need some friends. :)

To add a friend we need to click on the little + symbol in the bottom left of the screen.

Skype™ – benmlatham

Q Skype Name or phone number

Search and Call Contacts

☑ ↕ benmlatham | $0.00 | ⏱

Call Phones or Send SMS

＋ ✿ ▾ 13,571,312 People Online

Add a Skype Contact

Add a Skype Contact
Enter the Skype Name, full name or e-mail address of the person you wish to add to your Contact List.

Q ▾   Search

▶ Advanced search

...or add an ordinary phone number as a SkypeOut contact:

Name

Phone number

Country... ▾

Add number

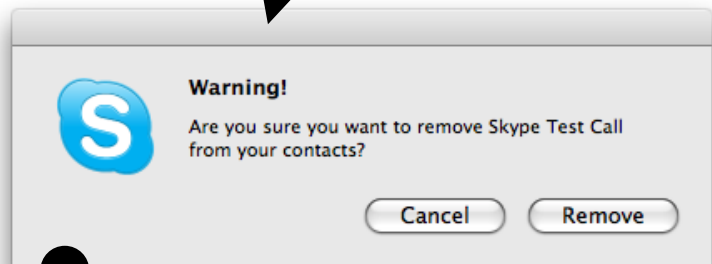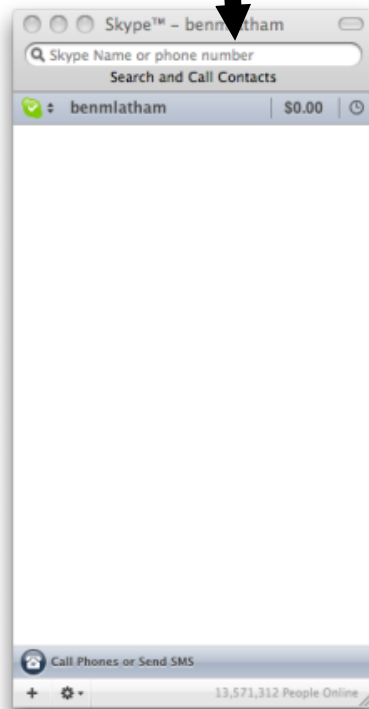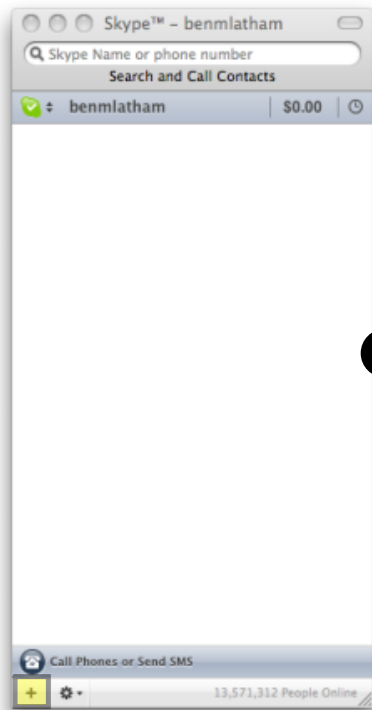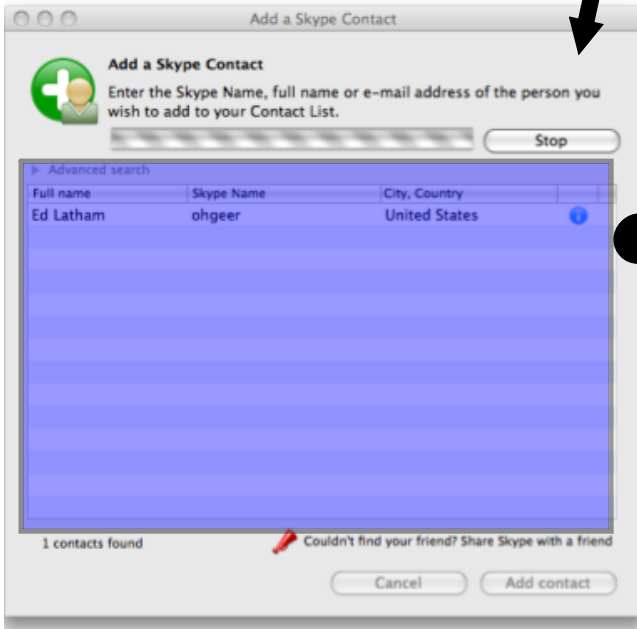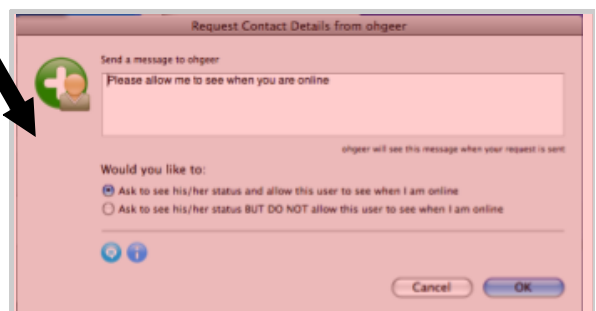This dialog box will open you can type in the name, email, or skype name of the contact. For an example I will add Ohgeer to the list.

Profile for ohgeer

Ed Latham (ohgeer)

Full Name: Ed Latham
Birthdate: Home Phone:
Gender: Male   Office Phone:
Language: English   Mobile Phone:
Country: United States   Time:
State/Province:
City:
Homepage:
Description:

☎ Call   💬 Chat   Add to contacts

After the information is enter there will be a list of possible people matching your search.

Add a Skype Contact

Add a Skype Contact
Enter the Skype Name, full name or e-mail address of the person you wish to add to your Contact List.

Stop

▶ Advanced search

Full name	Skype Name	City, Country	
Ed Latham	ohgeer	United States	ℹ

1 contacts found   ✏ Couldn't find your friend? Share Skype with a friend

Cancel   Add contact

After clicking on one of the contacts, these 2 windows will open, one is the contacts profile and the second is the settings for adding the contact here you can send them a message and select privacy settings.

Request Contact Details from ohgeer

Send a message to ohgeer

Please allow me to see when you are online

ohgeer will see this message when your request is sent

Would you like to:
◉ Ask to see his/her status and allow this user to see when I am online
○ Ask to see his/her status BUT DO NOT allow this user to see when I am online

Cancel   OK
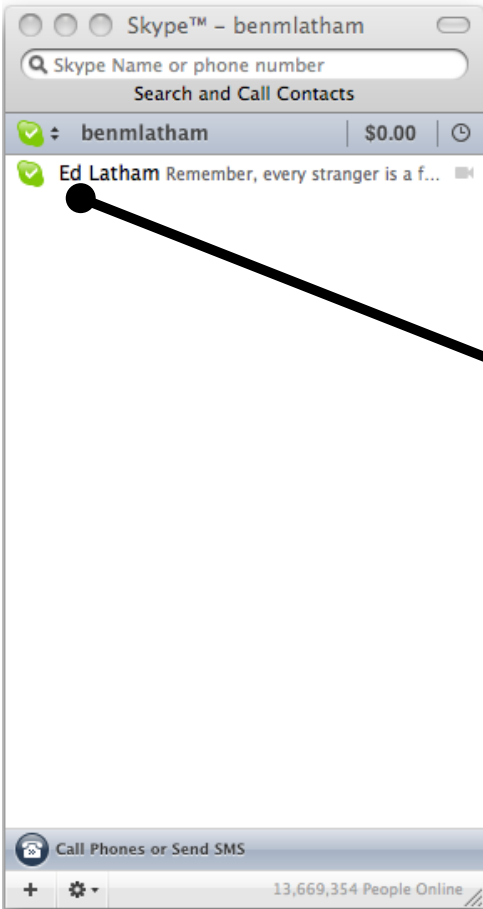
Now were not as lonly.
O and look Ed is on
lets chat with him.
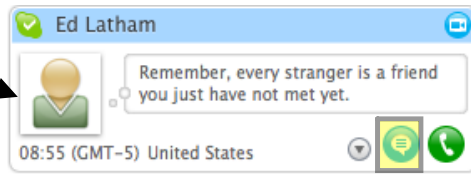
In order to chat you just need to click on his name **Once**, and then click on the chat bubble.

This simply shows who is in your chat.The toolbar can be closed by pressing the Drawer button.

Now in order to chat with him all i have to do is type in the box and it will appear above.
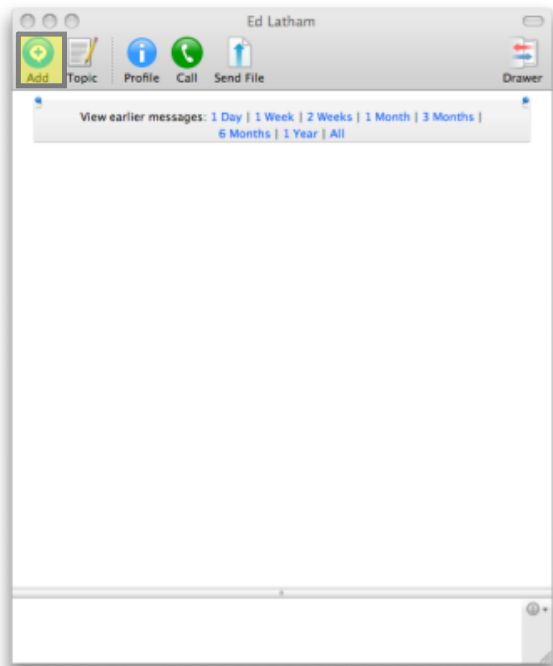
After opening a chat with one person you can add people to the chat. To do so click the add button.
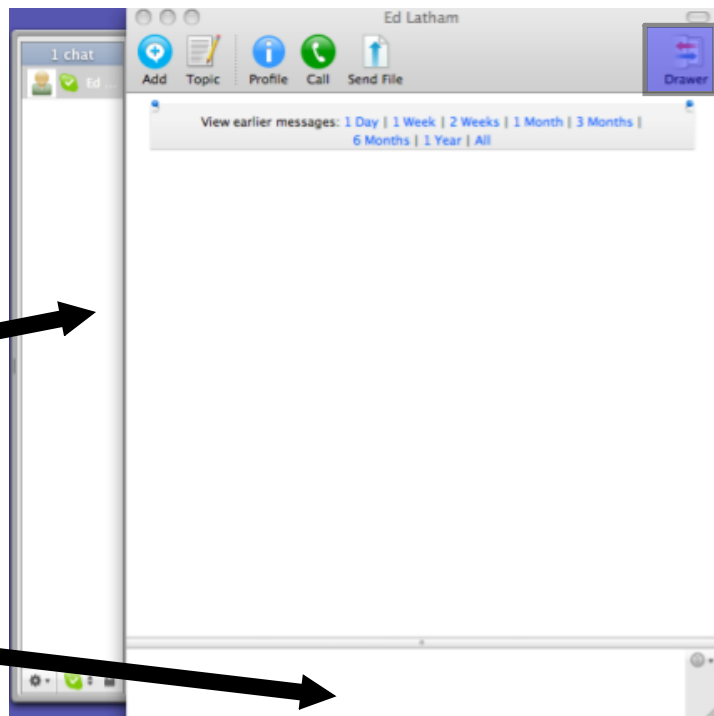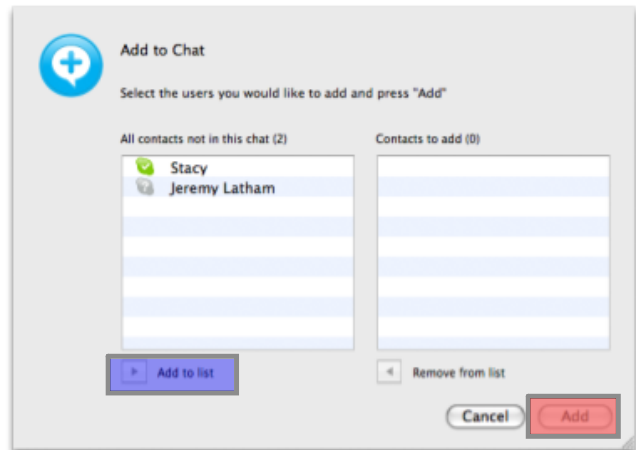

There will be a window that will pop up, containing of 2 collums. On one side there is the list of your contacts and the other the list of people your adding to the chat. In order to add them simply click on there name and press the Add to List button. Then when you have added all the contacts you want to have in chat press the Add Button
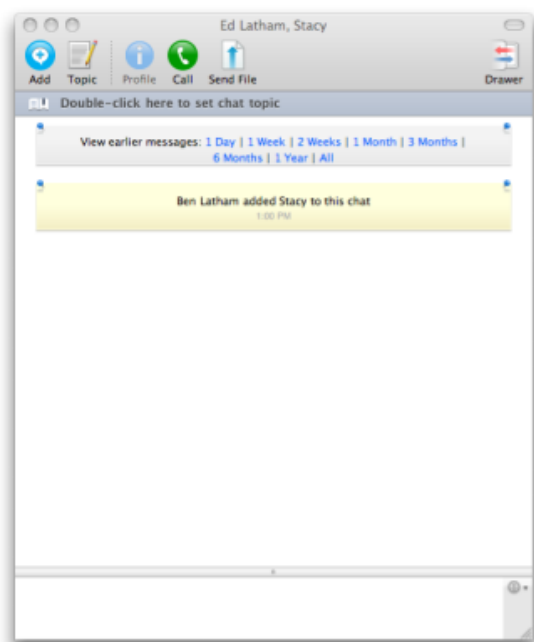
Now you can talk to multiple people at once!

If you have a friend that has all of your other friends as contacts then they can send you there contacts.

You have received contacts
Ed Latham (ohgeer) has sent you following 2 contacts

☑ ⓘ Jeremy Latham (ohgiejr)
☑ ⓘ Stacy (stacylatham)

Cancel   Add Selected

As your friend sends you the contacts this window will pop up, all you need to do is check wich contacts you would like to accept and then press the Add Selected button.

Skype   File   Edit   View   Account   Contacts   Call   Chat   Window   Help
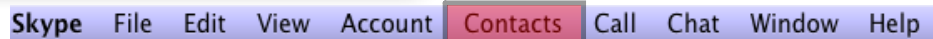
In order to share contacts to some one click on Contacts on the Menu bar. From there go to Send contacts.
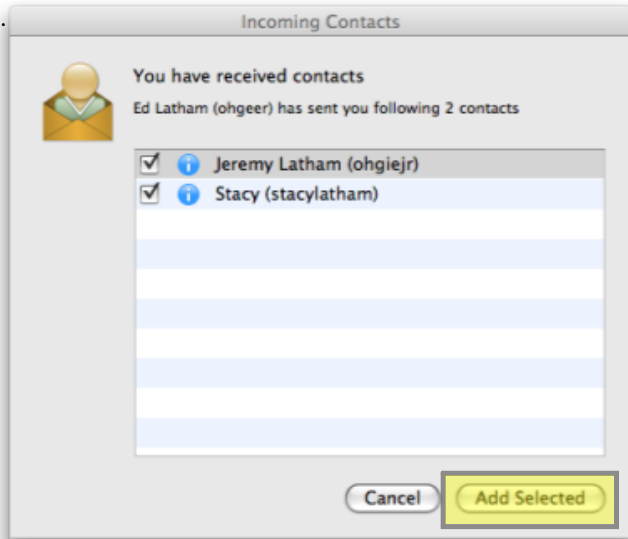
From this dialog box you can select the contacts you wish to share and the person you wish to share them to .

To change the person you wish to share the contacts to click here

The list works the same as adding friends select the friend you wish to share and press the Add to send List.

Once you have select all that you wish to share, select the send button.

Send Contacts

Send Contacts to:
Ed Latham
To send to multiple users, enter their Skype names above with space in between.

All contacts (3)
Ed Latham (ohgeer)
Jeremy Latham (ohgiejr)
Stacy (stacylatham)

Contacts to send (0)

▶ Add to send list   ◀ Remove from send list

Status
Waiting to send...

Close   Send
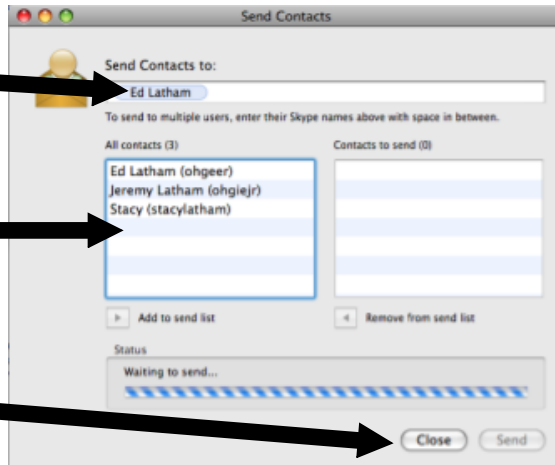
Using an internet browser you can show people links by using skype all you have
to do is got to the sight you would like to share then copy the URL into the
chat bar of Skype. Then press enter.
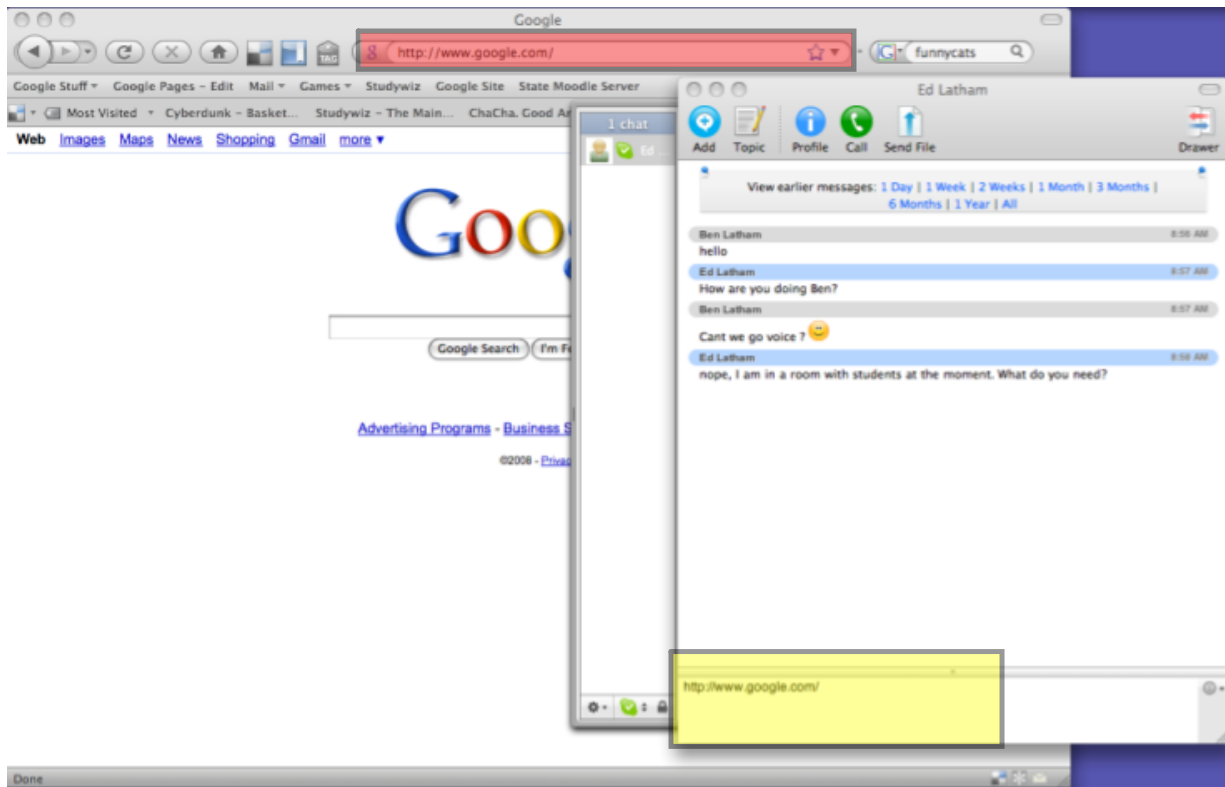
You can also receive links simply by clicking on the link when the other person sends it. When you click on the link it will open up a browser and bring you to the site.
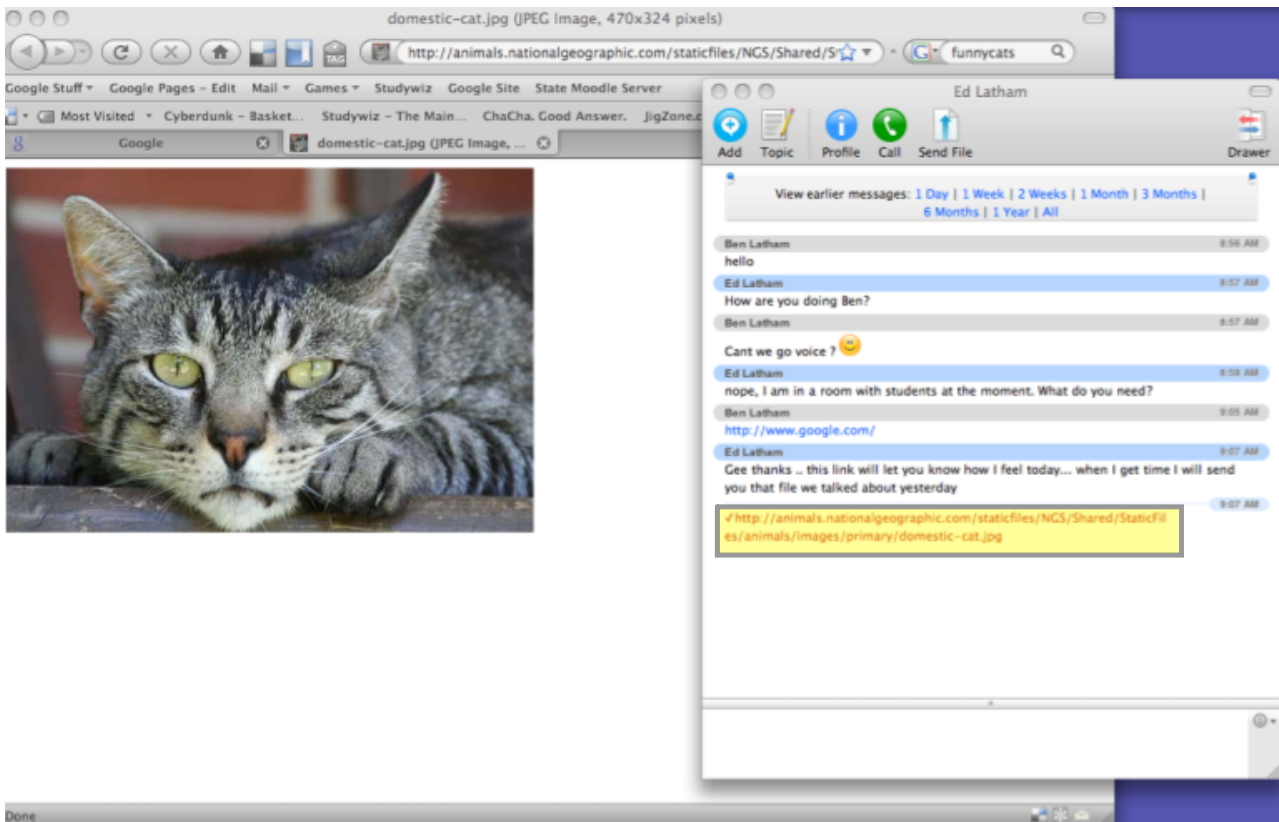
In this section of chat I was sent a file !

Ed Latham   9:07 AM
Gee thanks .. this link will let you know how I feel today... when I get time I will send you that file we talked about yesterday
                                                 9:07 AM
✓http://animals.nationalgeographic.com/staticfiles/NGS/Shared/StaticFiles/animals/images/primary/domestic-cat.jpg
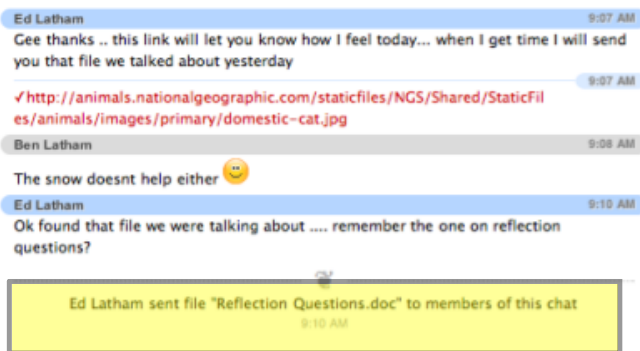Ben Latham   9:08 AM
The snow doesnt help either 😊
Ed Latham   9:10 AM
Ok found that file we were talking about .... remember the one on reflection questions?

Ed Latham sent file "Reflection Questions.doc" to members of this chat
9:10 AM

When the file is sent you will have this window pop up asking you if you would like to Accept or Decline the file. I accepted it because i knew what it was so i wasn't afraid of something bad, but make sure you know what it is first.

Incoming File Transfer

Ed Latham wants to send you a file:
File name: Reflection Questions.doc
File size: 70.0 KB

Decline   Accept
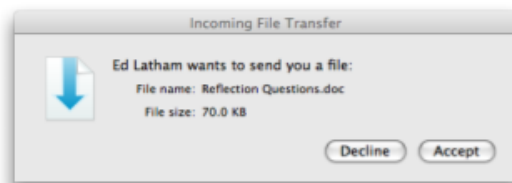
Theses are just pictures of the process of downloading

Enter a message here for all your friends to see in their Contact List.
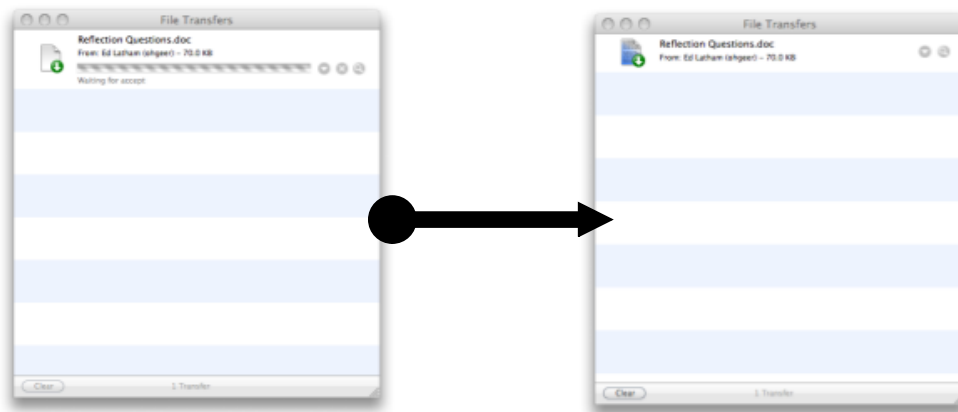
Edit Profile

To customize your profile got to the top of your contacts screen and find this little window. Then press Edit Profile

To use a picture find one in your files or online and then save it to your desktop. Then just drag and drop the picture into the picture box.

In this window fill out as much information you feel comfortable with and then press Apply.
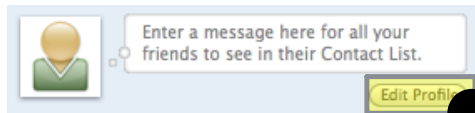
Edit Profile

Details that all Skype users will see

| Skype Name | benmlatham | Gender | – Not Specified – |
| Full Name | | Birthday | – Not Specified – |

Country	– Not Specified –	Home Phone	
State/Province		Office Phone	
City		Mobile Phone	
Language	– Not Specified –		Enter number with country code, for example +155 55551234

Homepage

About Me

Details that only my contacts will see

To set My Picture, drag and drop your picture file here.

Change...

Reset to Default

☑ Show my timezone
☑ Show that I have 1 contacts

Private details

E-mail benlatham@yahoo.com +

Your e-mail will be kept private, but those who know it will be able to search for you on Skype

Cancel   Apply

Skype File Edit View Account Contacts Call Chat Window Help

To get to the preference menu were you can change your settings and even test your webcam click on Skype on the menu bar and then on Preferances...

This is the main menu for the Preferences here is were you will be able to change all your settings.

Under the Video tab of the Preferences Menu you can set webcam settings and look at what you will look at on skype.