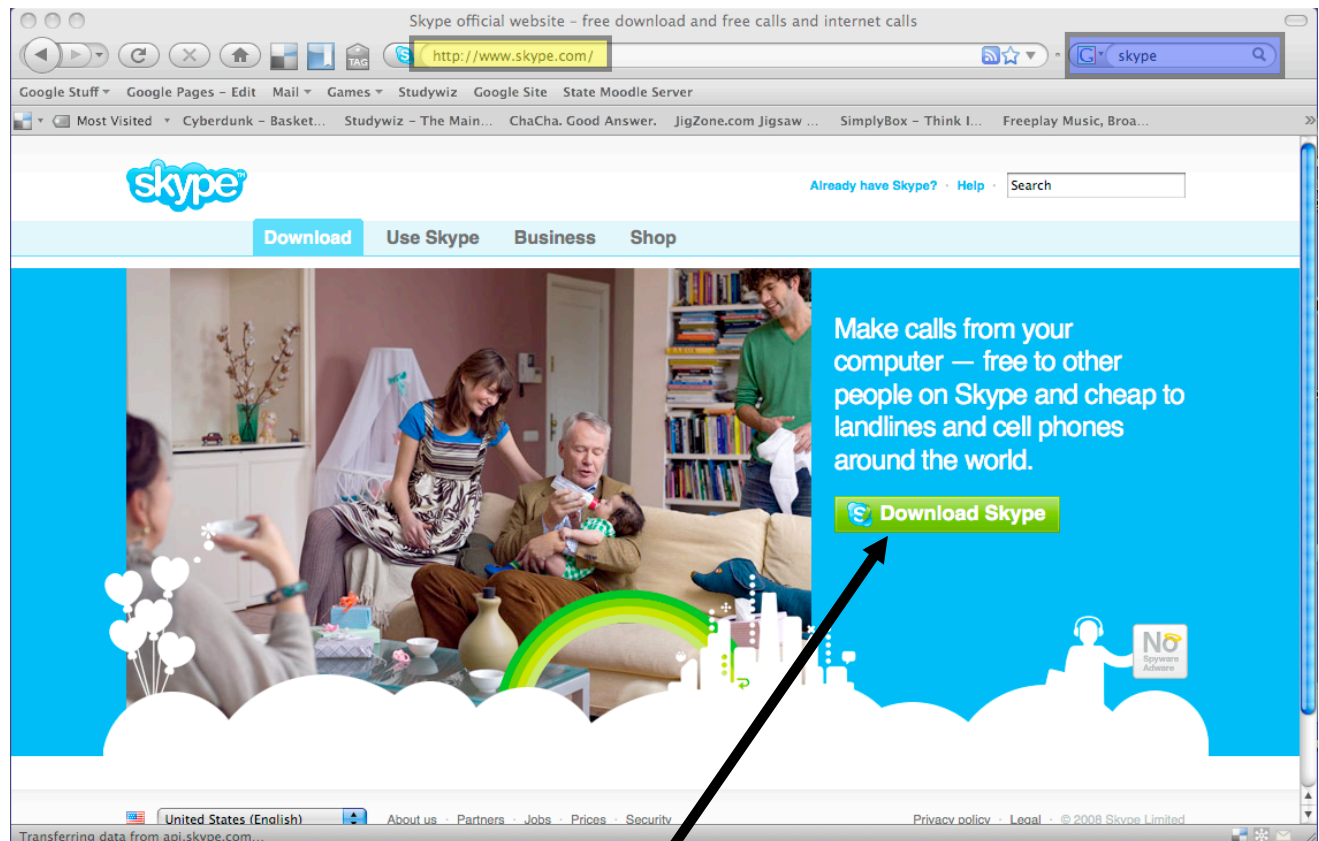


## How to Use Skype

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

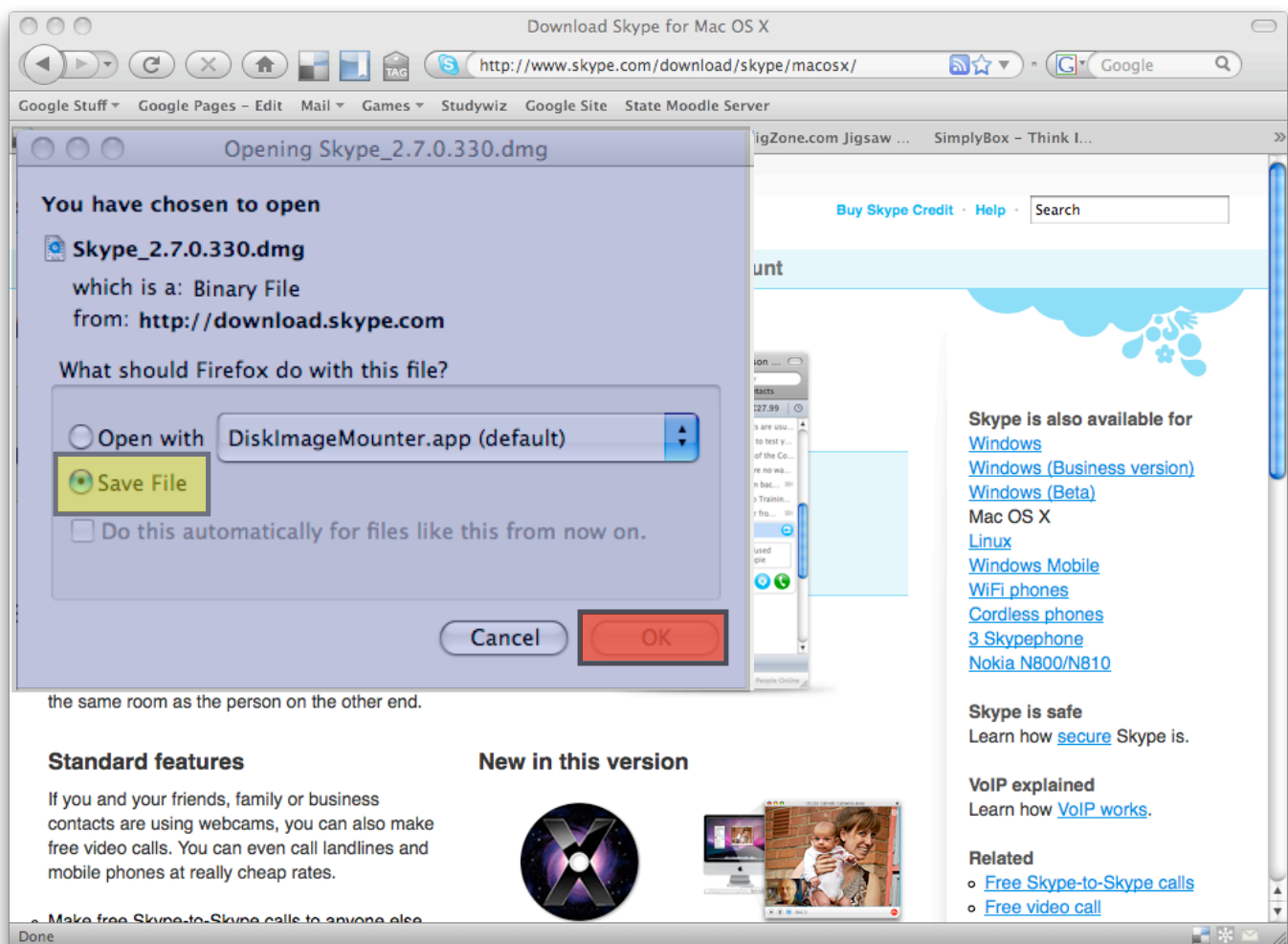
To Begin Installing Skype open up any browser. You can either type in the address <http://www.skype.com> or, you can search skype in google and the second link will bring you to the page below.

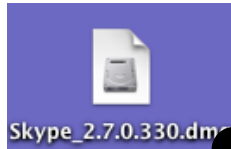
Skype will automatically set up a download for the operating system it thinks you are using.



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. You want to make shure that you are saving the file then you can go ahead and press OK.

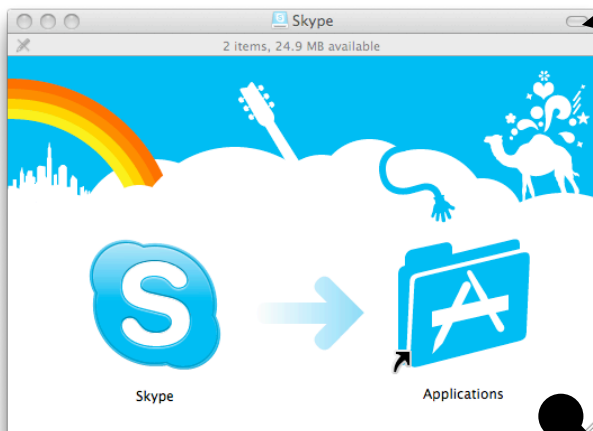




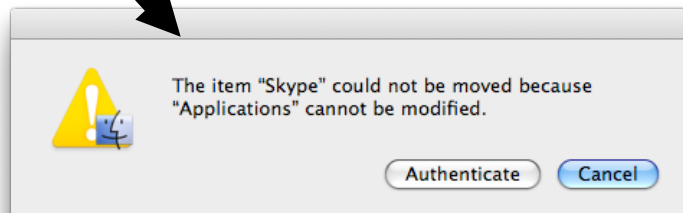
After the download is complete there will be this icon on your desktop, double click on it.



This icon will appear on the desktop. Double click this icon to get the skype install dialog box.



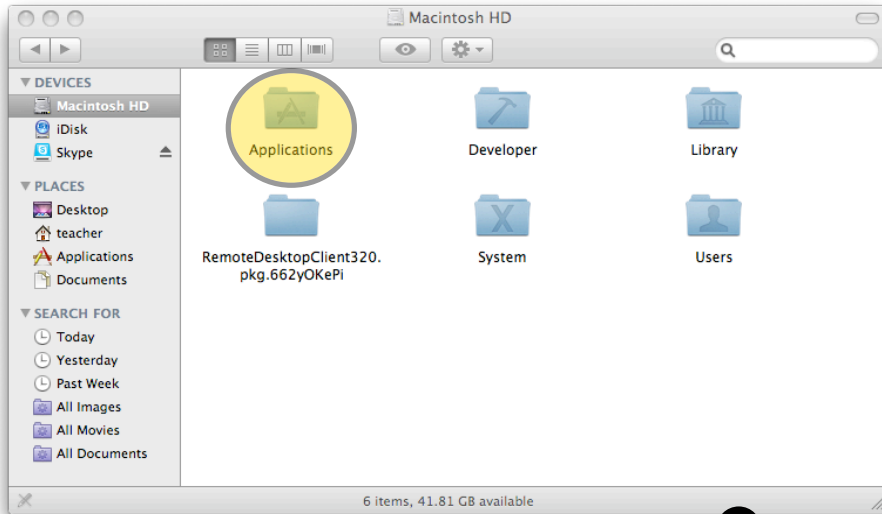
Click the icon and drag it into the applications folder. If you do not have admin privileges then you will need to drag it into the My Applications Folder. If you do not have administrator privileges you will have to drag this program into your My Apps folder.



This alert window will pop up when you drag the skype icon into the applications folder. If your system requires administrator privileges the this window will pop up.



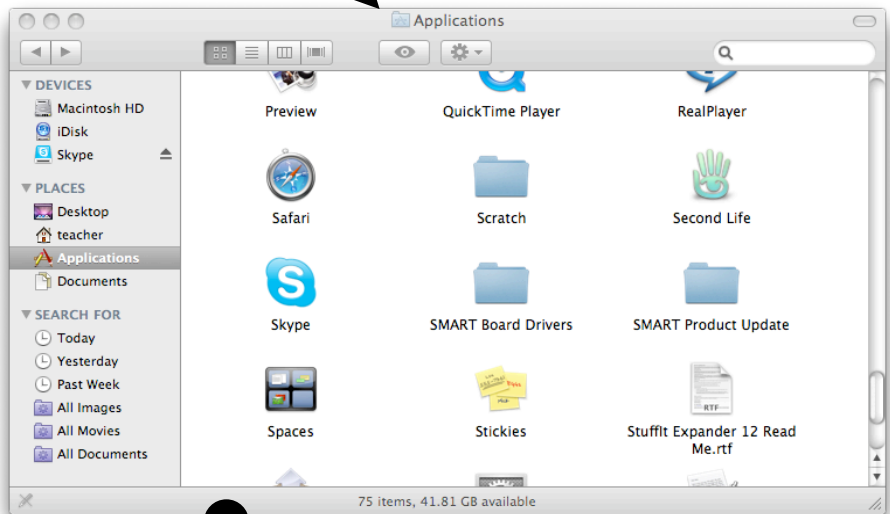
To make Skype easier to access, we need to create a shortcut on your dock. To do this double click on your hard drive. On your desktop.



Open up the Applications folder, or My Apps.



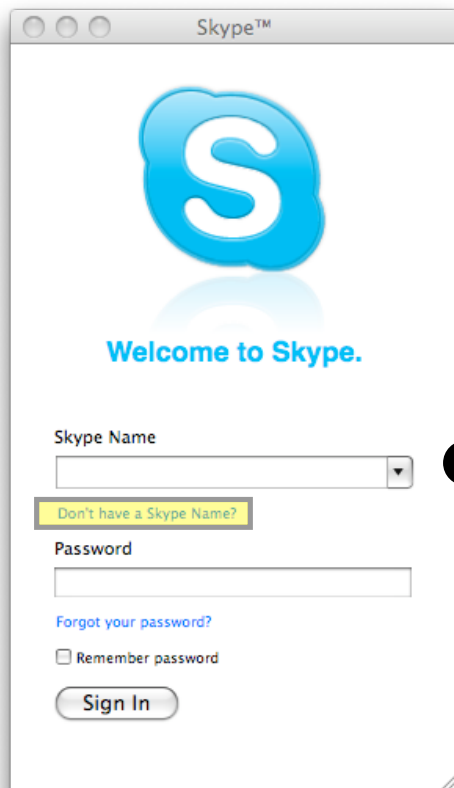
Find the skype icon and drag it on-to your dock.



The end product should look as so. Now when ever you want to open skype you can ust click on the icon on your dock instead of opening all those windows.

Now we will make an account.

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



Skype™

Welcome to Skype.

Skype Name

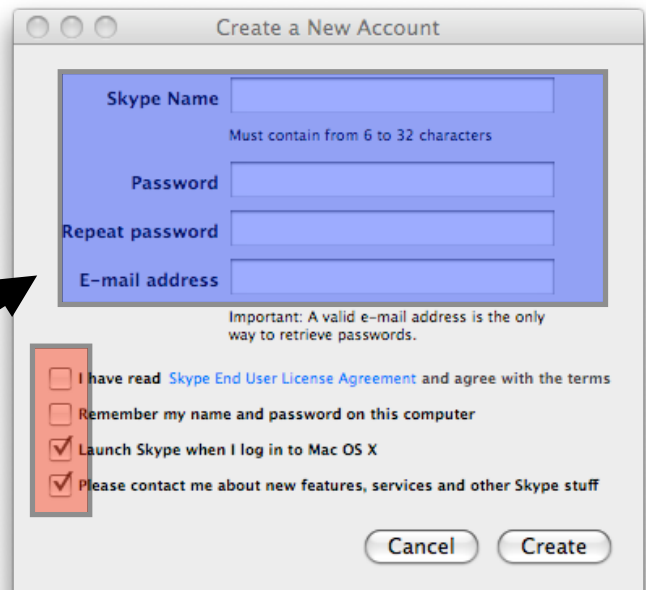
**Don't have a Skype Name?**

Password

[Forgot your password?](#)

Remember password

Sign In



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

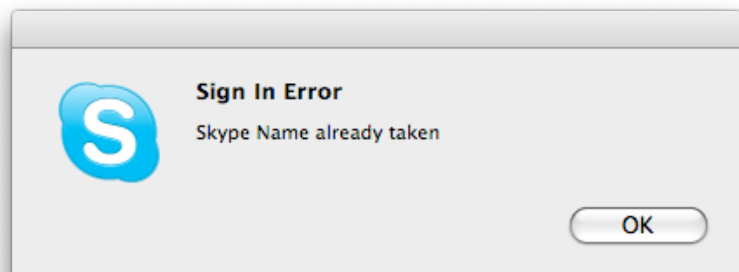
Remember my name and password on this computer

Launch Skype when I log in to Mac OS X

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

Cancel Create

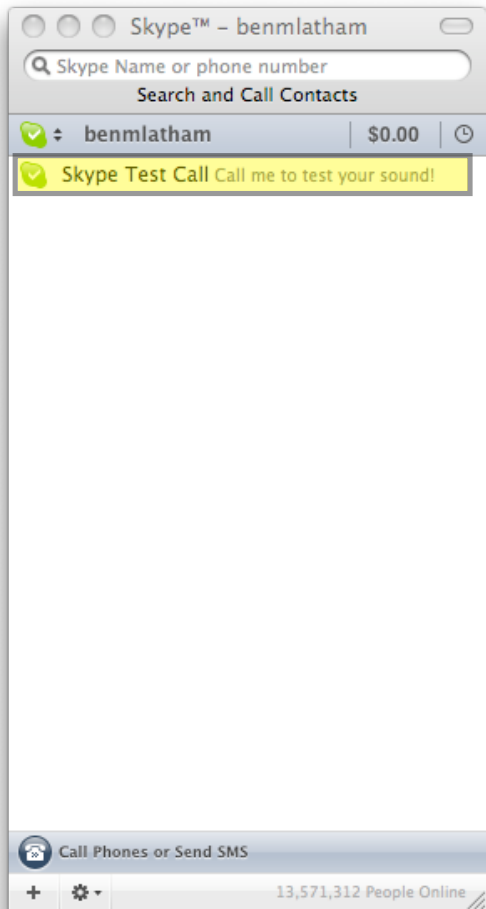
Fill in the **information** above and check the desired **boxes** the press Create to continue.



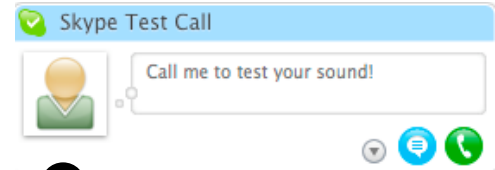
Sign In Error

Skype Name already taken

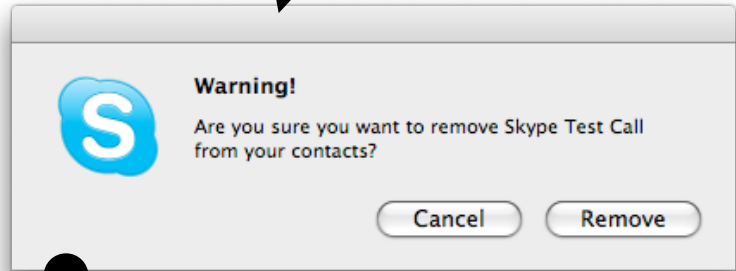
OK



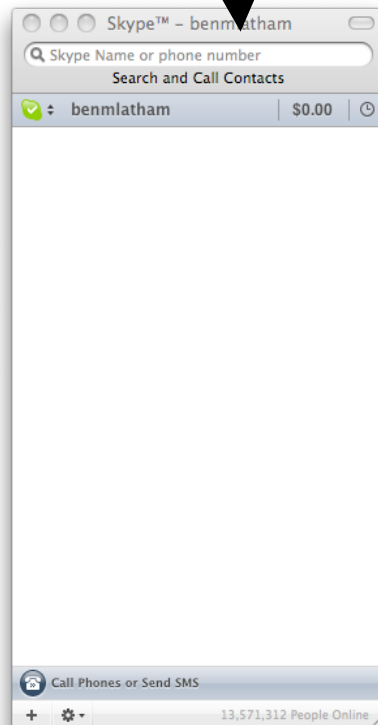
After completing the account completion it will automatically sign you in. At this point you will only have one **contact**. This contact is to test your microphone and sound.



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.

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.

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

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.

1 contacts found

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

Couldn't find your friend? Share Skype with a friend

Request Contact Details from ohgeer

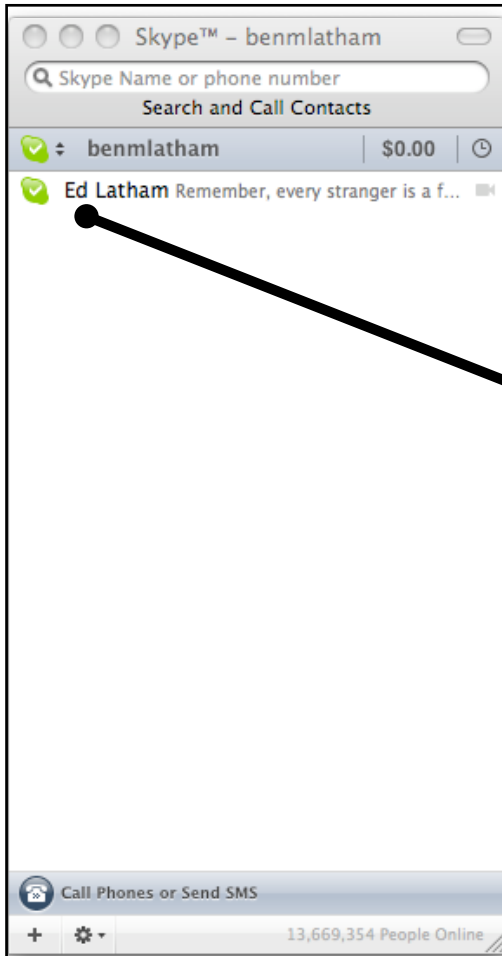
Send a message to ohgeer

Please allow me to see when you are online

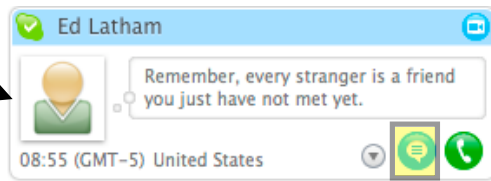
ohgeer will see this message when your request is sent

Would you like to:

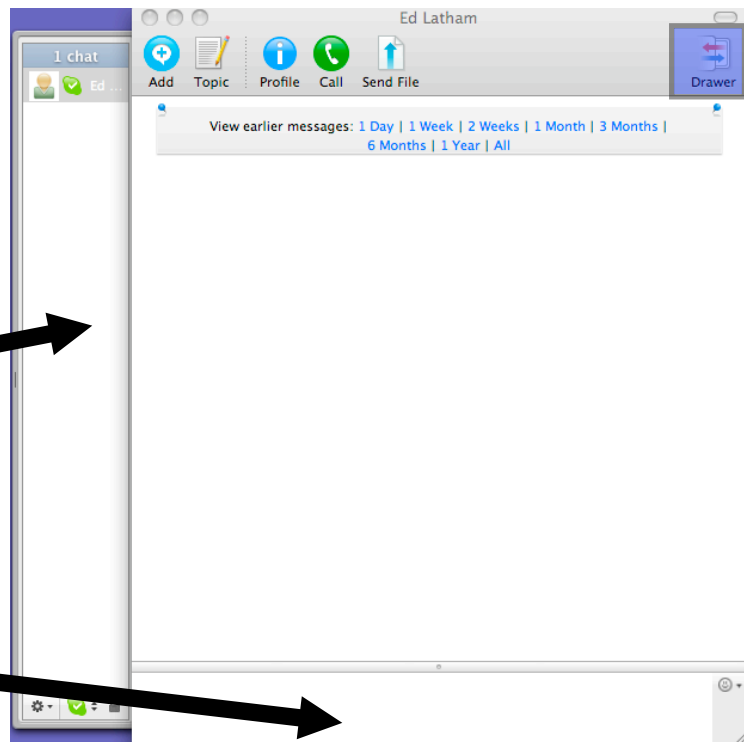
- Ask to see his/her status and allow this user to see when I am online
- Ask to see his/her status BUT DO NOT allow this user to see when I am online



Now were not as lonely.  
O and look Ed is on  
lets chat with him.



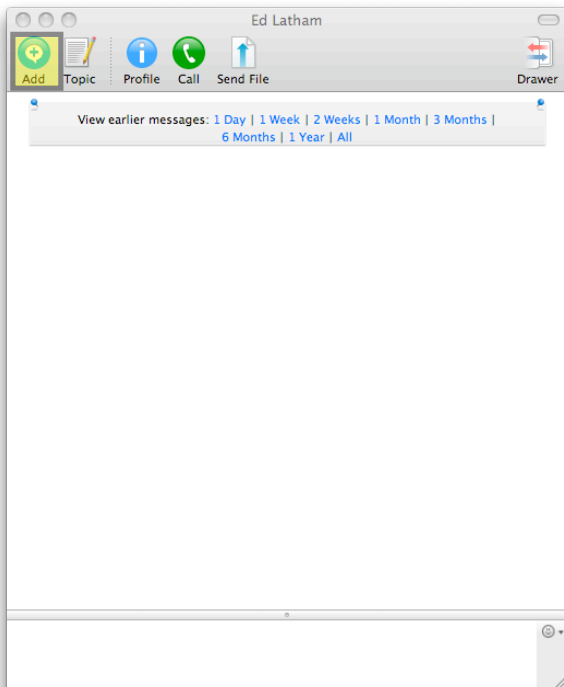
In order to chat you just need to  
click on his name once, and then click  
on the **chat bubble.**



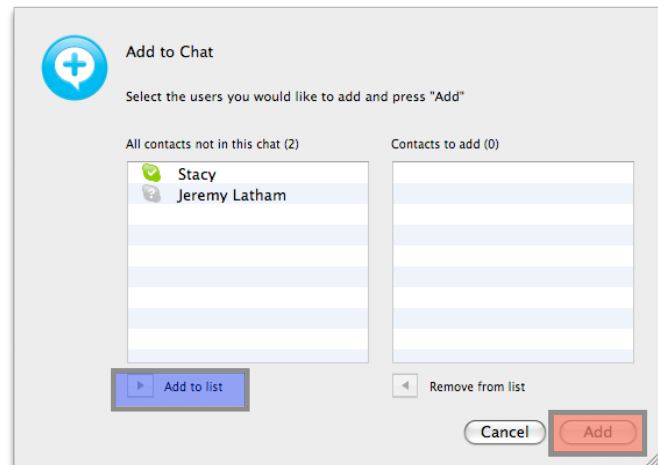
This simply shows who is  
in your chat. The toolbar  
can be closed by pressing  
the **Drawer button.**

Now in order to chat with him all i  
have to do is type in the box and it  
will appear above.

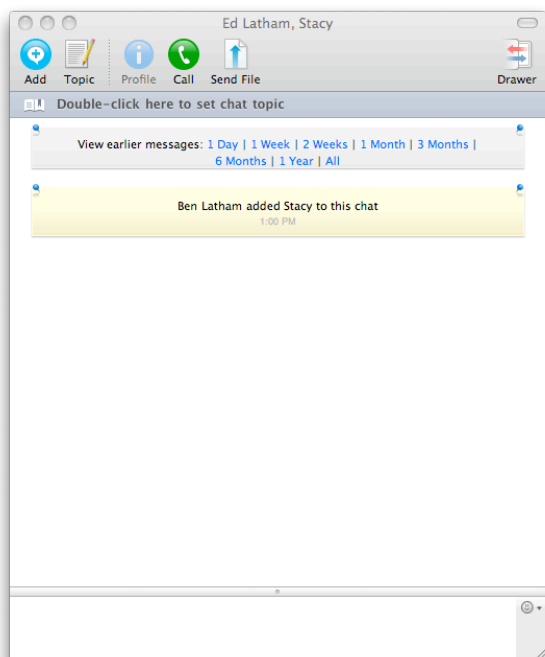




After opening a chat with one person you can add people to the chat. To do so click the **add button**.

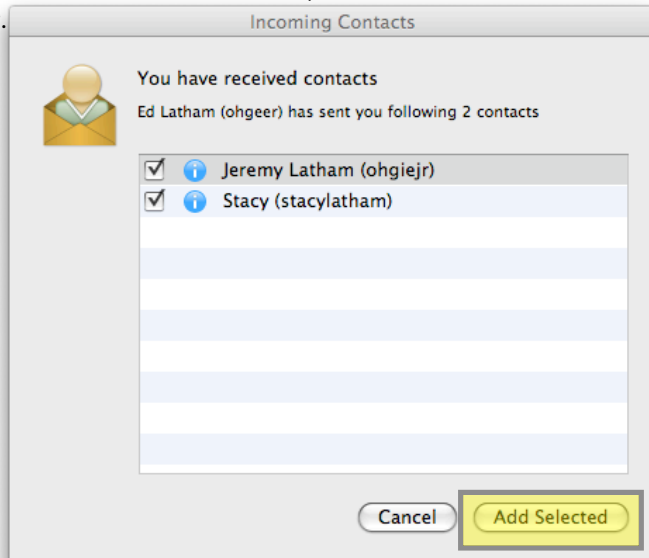


There will be a window that will pop up, containing of 2 columns. On one side there is the list of your contacts and the other the list of people your adding to the chat. In order to add them simply click on there name and press the **Add to List button**. Then when you have added all the contacts you 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.



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.



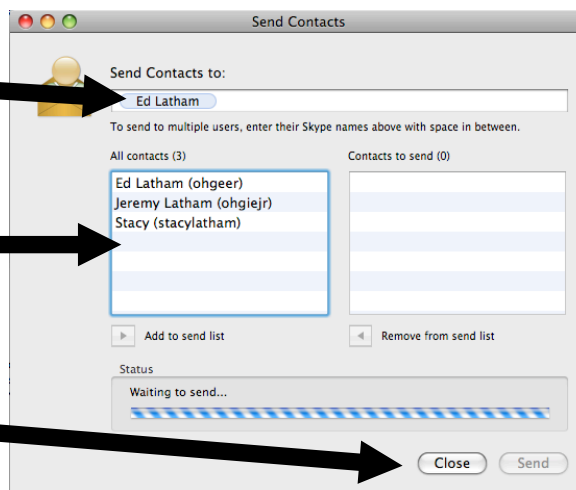
In order to share contacts to some one click on **Contacts** on the Menu bar. From there go to Send contacts.

From this dialog box you can select the contacts you wish to share and the person you wish to share them to .

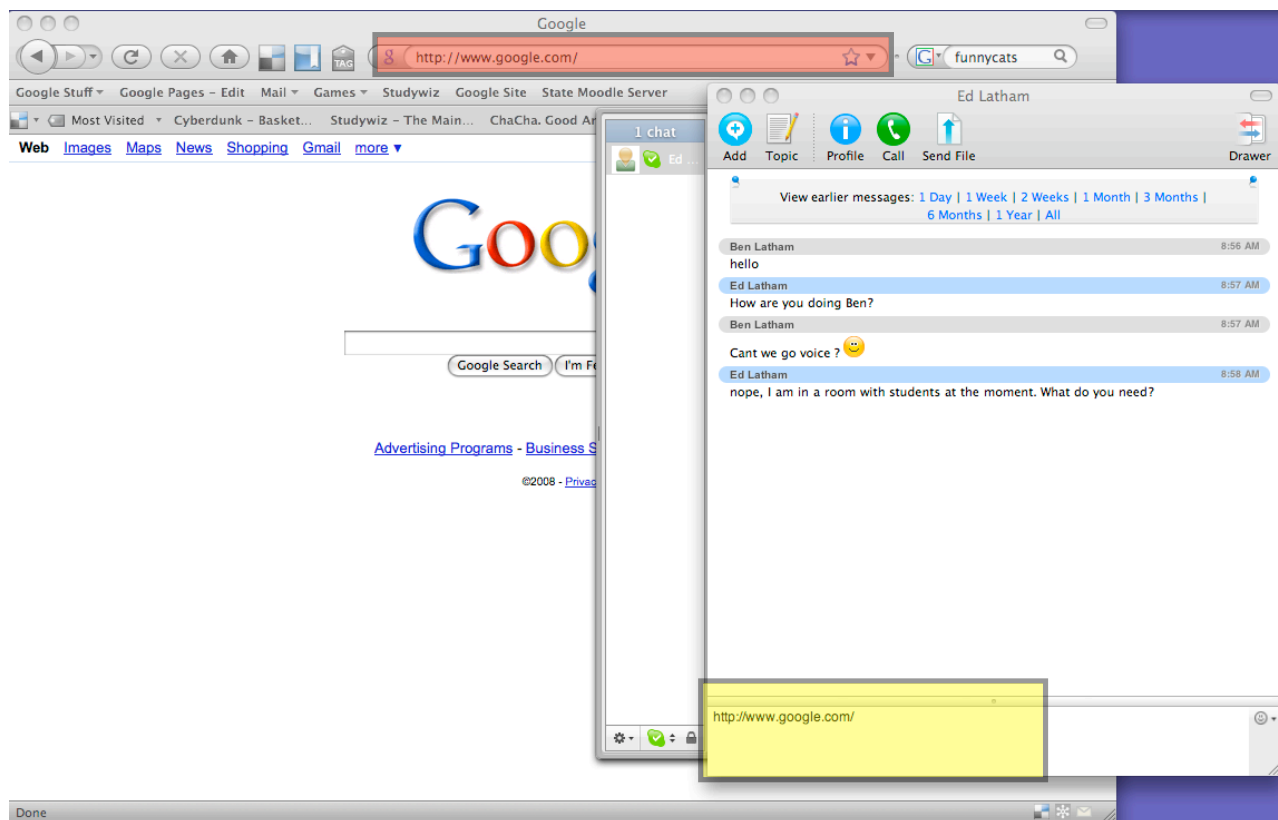
To change the person you wish to share the contacts to click here

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.



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.

The screenshot shows a web browser window on the left and an instant messaging window on the right. The browser window displays a close-up image of a grey tabby cat with yellow-green eyes. The address bar shows the URL: <http://animals.nationalgeographic.com/staticfiles/NGS/Shared/StaticFiles/animals/images/primary/domestic-cat.jpg>. The instant messaging window, titled "Ed Latham", shows a conversation between Ben Latham and Ed Latham. The messages are as follows:

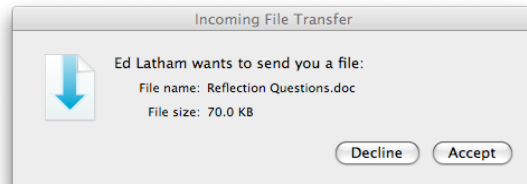
- Ben Latham (8:56 AM): hello
- Ed Latham (8:57 AM): How are you doing Ben?
- Ben Latham (8:57 AM): Cant we go voice ? 😊
- Ed Latham (8:58 AM): nope, I am in a room with students at the moment. What do you need?
- Ben Latham (9:05 AM): <http://www.google.com/>
- Ed Latham (9:07 AM): Gee thanks .. this link will let you know how I feel today... when I get time I will send you that file we talked about yesterday
- Ed Latham (9:07 AM): [✓ http://animals.nationalgeographic.com/staticfiles/NGS/Shared/StaticFiles/animals/images/primary/domestic-cat.jpg](http://animals.nationalgeographic.com/staticfiles/NGS/Shared/StaticFiles/animals/images/primary/domestic-cat.jpg)

In this section of chat I was sent **a file!**

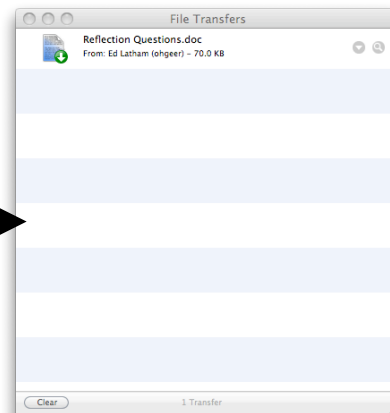
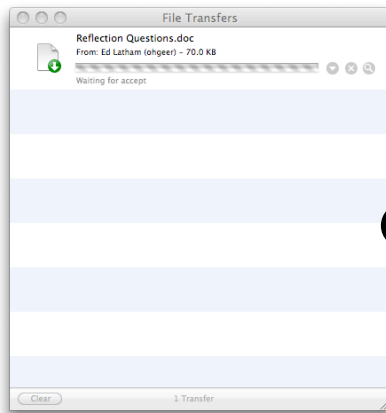
Ed Latham 9:07 AM  
Gee thanks .. this link will let you know how I feel today... when I get time I will send you that file we talked about yesterday  
✓ <http://animals.nationalgeographic.com/staticfiles/NGS/Shared/StaticFiles/animals/images/primary/domestic-cat.jpg>  
Ben Latham 9:08 AM  
The snow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

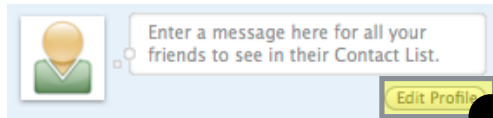
Ed Latham sent file "Reflection Questions.doc" to members of this chat  
9:10 AM

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.



Theses are just pictures of the process of downloading





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**.

Details that all Skype users will see

Skype Name benlatham 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

Private details

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

Change...

Reset to Default

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

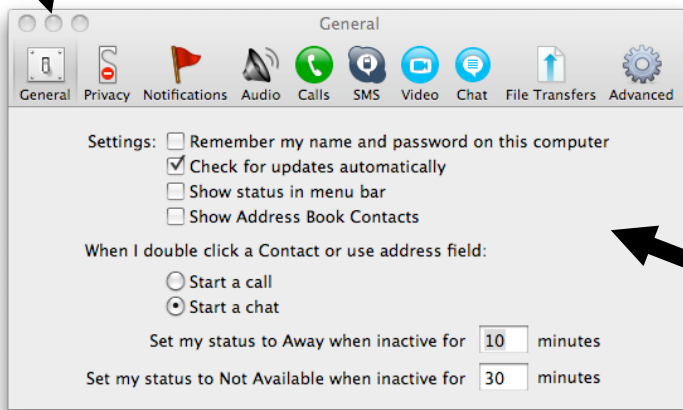
Show my timezone

Show that I have 1 contacts

Cancel Apply



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



This is the main menu for the Preferences here is where 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.

