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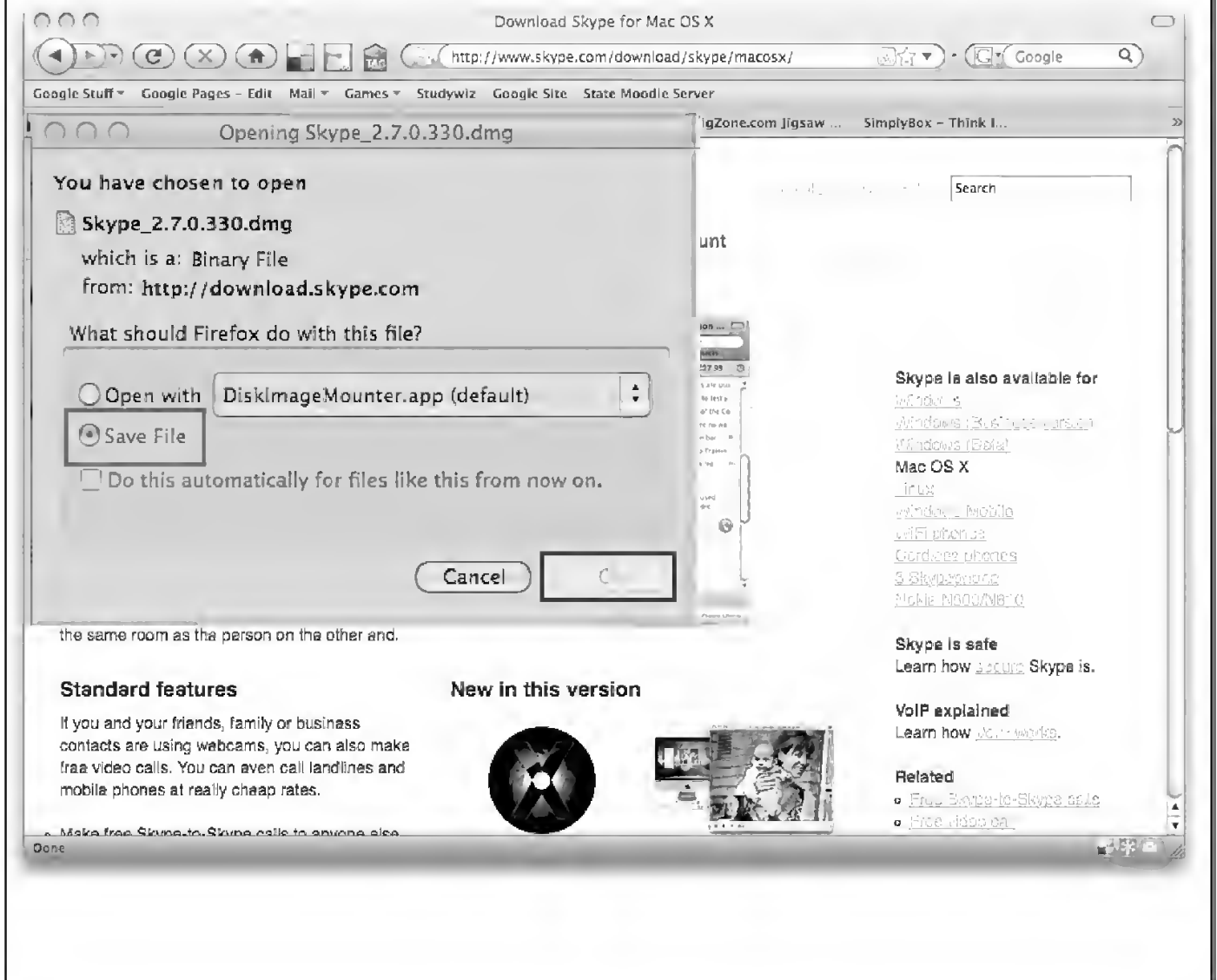
To Begin Installing Skype open up any browser. You can either type in the adress http://www.skype.com or, you can search skype in google and the secand link will bring you to the page belaw.

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

Press the Downlaad 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.

Download Skype for Mac OS X

http://www.skype.com/download/skype/macosx/   Google

Google Stuff ▾   Google Pages – Edit   Mail ▾   Games ▾   Studywiz   Google Site   State Moodle Server

igZone.com Jigsaw ...   SimplyBox – Think I...

Opening Skype_2.7.0.330.dmg

You have chosen to open

Skype_2.7.0.330.dmg

which is a: Binary File

from: http://download.skype.com

What should Firefox do with this file?

○ Open with   DiskImageMounter.app (default) ▴▾

◉ Save File

☐ Do this automatically for files like this from now on.

Cancel   C

Search

unt

Skype is also available for

Windows
Windows (Business version)
Windows (Beta)
Mac OS X
Linux
Windows Mobile
WiFi phones
Cordless phones
3 Skypephone
Nokia N800/N810

the same room as the person on the other and.

Standard features

If you and your friends, family or business contacts are using webcams, you can also make free video calls. You can even call landlines and mobile phones at really cheap rates.

• Make free Skype-to-Skype calls to anyone else

New in this version

Skype is safe
Learn how secure Skype is.

VoIP explained
Learn how VoIP works.

Related
○ Free Skype-to-Skype calls
○ Free video call

Done

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

Skype_2.7.0.330.dmg

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

Skype

Skype

2 items, 24 9 MB available

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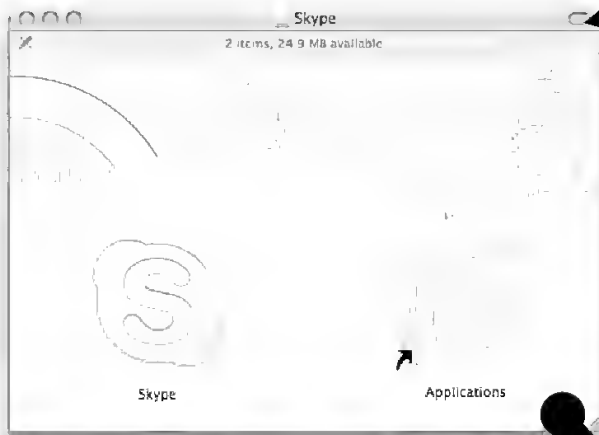
Click the icon and drag it into the applications folder. If you do not have admin privileges then you will need to drag it into the My Applications Folder. If you do not have administrator privileges you will have to drag this program into your My Apps folder.

The item "Skype" could not be moved because "Applications" cannot be modified.

(Authenticate)   (Cancel)

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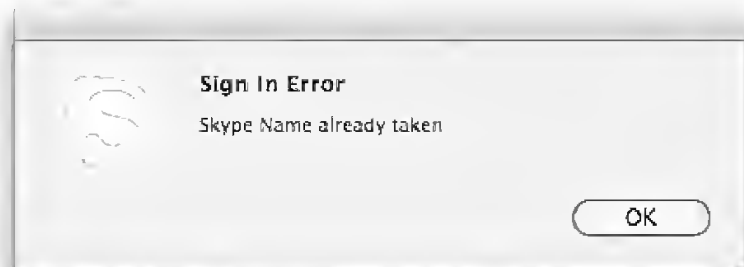
Fill in the information above and check the desired boxes the press Create to continue.

Skype™ – benmlatham

Q Skype Name or phone number
Search and Call Contacts

benmlatham | $0.00 | ⏱

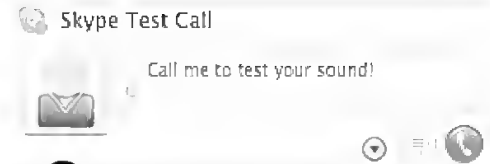Skype Test Call Call me to test your sound!

Call Phones or Send SMS

+ ☼ ▾ 13,571,312 People Online

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.

Skype Test Call

Call me to test your sound!

To Delete this contact from your list simply click on the drop down arrow and click on remove contact.

Warning!

Are you sure you want to remove Skype Test Call from your contacts?

Cancel | Remove

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

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

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.

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.

▶ 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

Full Name: Ed Latham
Birthdate:
Gender: Male
Language: English
Country: United States
State/Province:
City:
Homepage:
Description:

Home Phone
Office Phone
Mobile Phone
Time:

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

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 cantact 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

Skype™ – benmlatham

Skype Name or phone number
Search and Call Contacts

benmlatham | $0.00 |

Ed Latham Remember, every stranger is a f...

Call Phones or Send SMS

13,669,354 People Online

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

Ed Latham

Remember, every stranger is a friend
you just have not met yet.

08 55 (GMT-5) United States

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

Ed Latham

chat

Add Topic Profile Call Send File   Drawer

View earlier messages:

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.
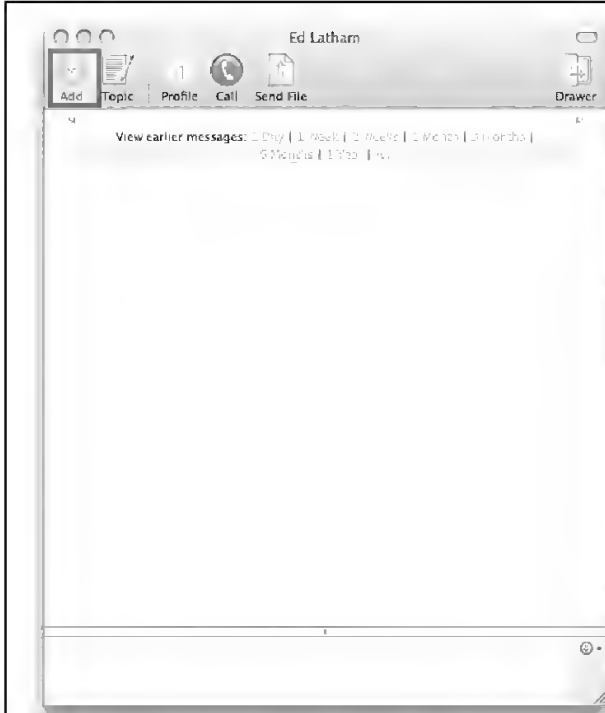
After opening a chat with one person you can add people to the chat. To do so click the add button.
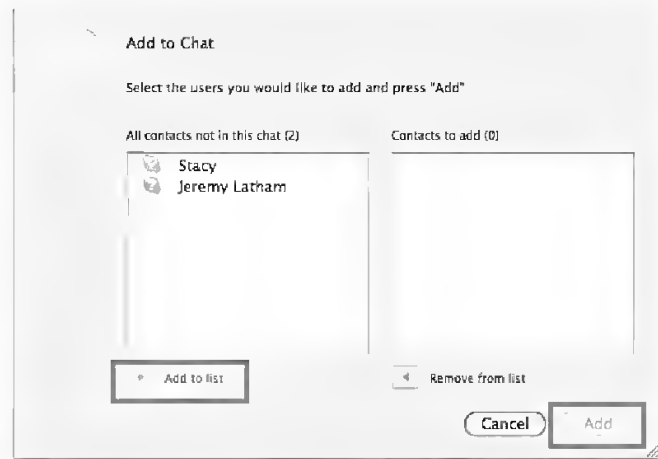
There will be a window that will pop up, contaning of 2 collums. On one side there is the list of your contacts and the other the list of people your adding to the chat. In order to add them simply click on there name and press the Add to List button. Then when you have added all the contacts you want 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.

Incoming Contacts

You have received contacts

Ed Latham (ohgeer) has sent you following 2 contacts

☑ Jeremy Latham (ohgiejr)
☑ Stacy (stacylatham)

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.

(Cancel) (Add Selected)

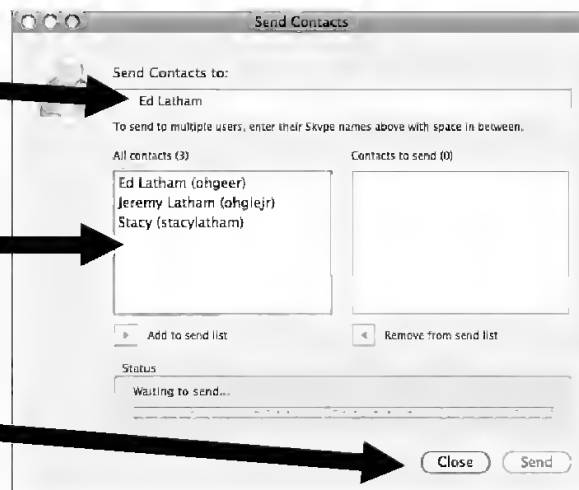**Skype   File   Edit   View   Account   Contacts   Call   Chat   Window   Help**

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 .

Send Contacts

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

Send Contacts to:

Ed Latham

To send to multiple users, enter their Skype names above with space in between.

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

All contacts (3)   Contacts to send (0)

Ed Latham (ohgeer)
Jeremy Latham (ohgiejr)
Stacy (stacylatham)

▶ Add to send list   ◀ Remove from send list

Status

Waiting to send...

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

(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.
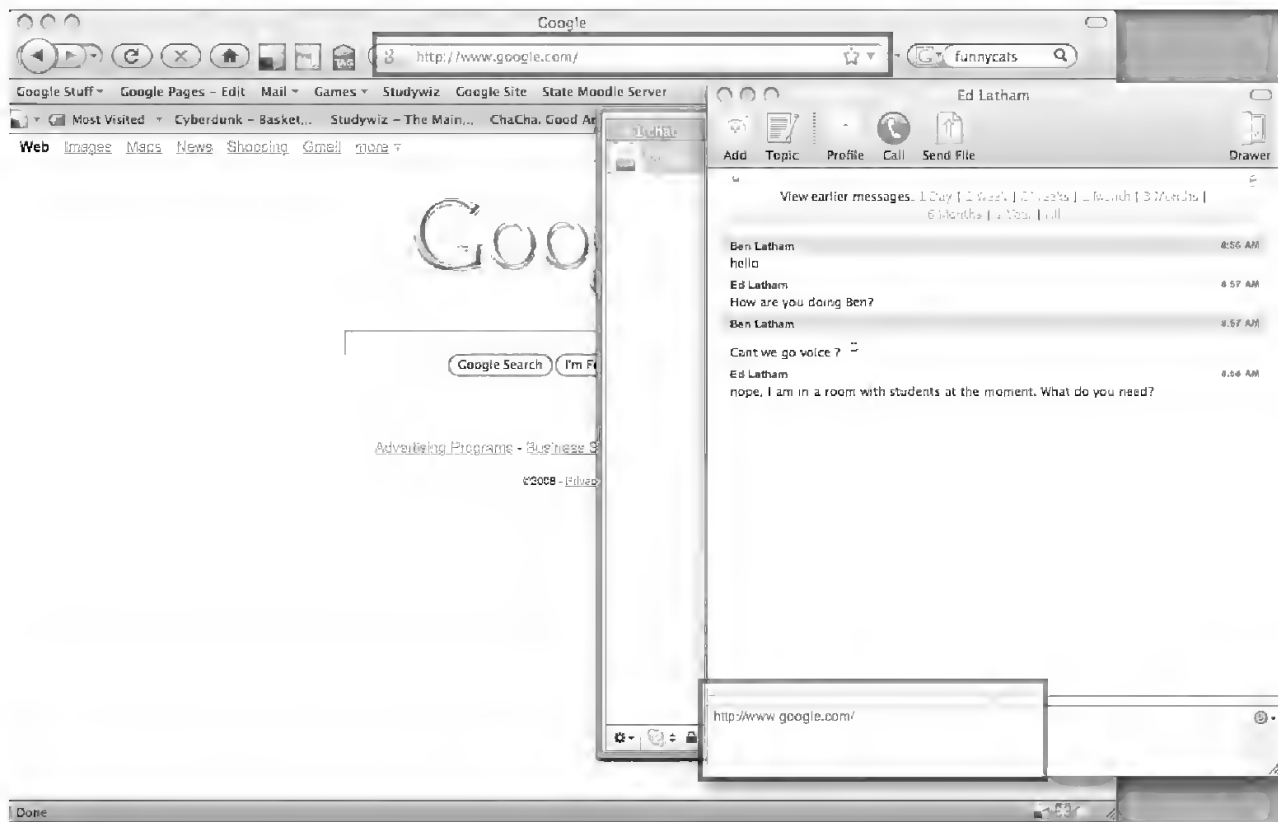
You can also receive links simply by clicking on the link when the other person sends it. When you click on the link it will open up a browser and bring you to the site.
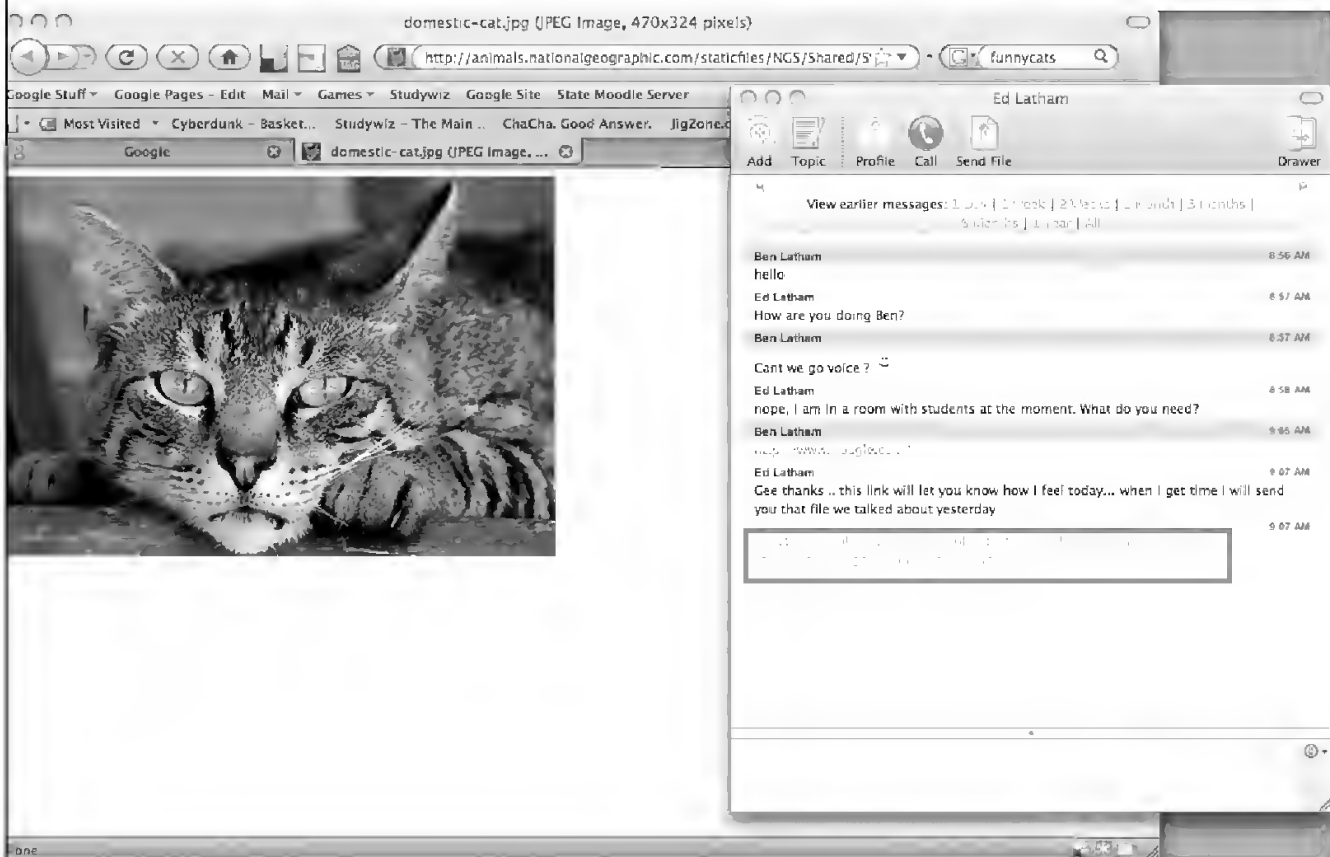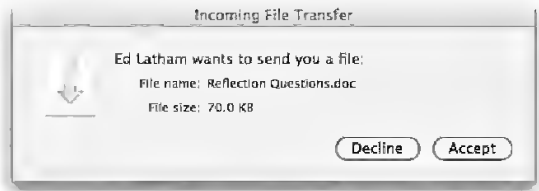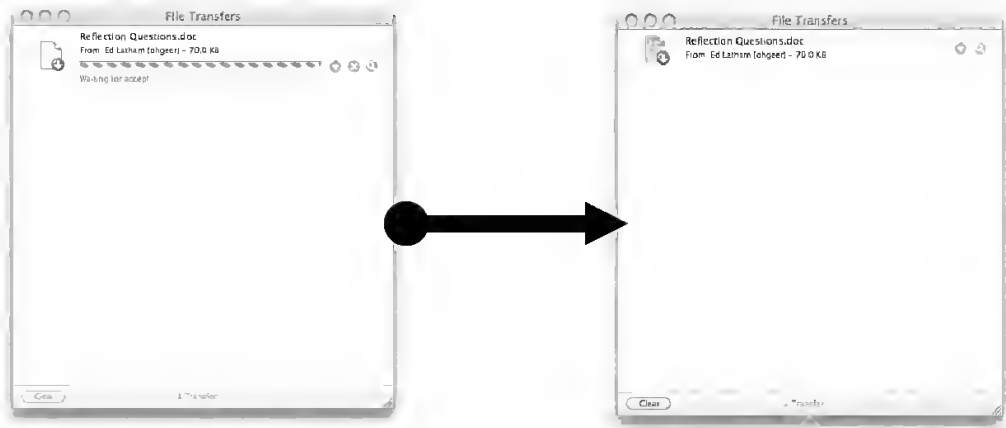
In this section of chat I was sent a file!

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://anouk's ... get grop... com /sn ... /Wo3... rd/Gouef ... fstmols/images/ remmn/ tomcat/c-cr ... g

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

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

File Transfers

Reflection Questions.doc
From Ed Latham (ohgeer) – 70.0 KB

Wa ting for accept

Clear   1 Transfer

File Transfers

Reflection Questions.doc
From Ed Latham (ohgeer) – 70.0 KB

Clear   1 Transfer

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

Skype Name		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

To set My
Picture, drag
and drop your
picture file
here.   Change...   E-mail   benlatham@yahoo.com +
Reset to Default

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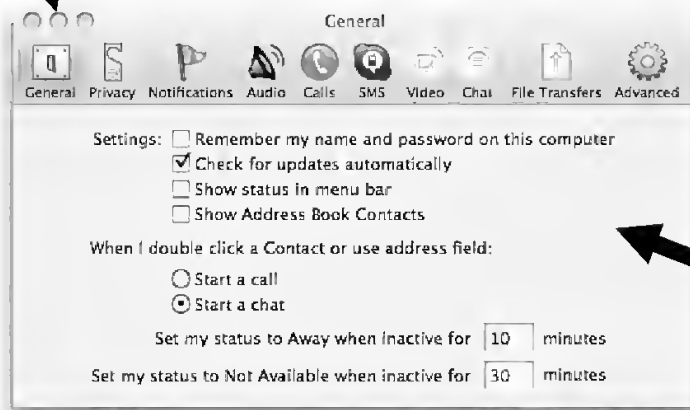on Skype

☑ Show my timezone
☑ Show that I have 1 contacts   Cancel   Apply

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...

General

General Privacy Notifications Audio Calls SMS Video Chat File Transfers Advanced

Settings: ☐ Remember my name and password on this computer
☑ Check for updates automatically
☐ Show status in menu bar
☐ Show Address Book Contacts

When I double click a Contact or use address field:
○ Start a call
◉ Start a chat

Set my status to Away when inactive for [10] minutes

Set my status to Not Available when inactive for [30] minutes

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

Video

General Privacy Notifications Audio Calls SMS Video Chat File Transfers Advanced

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

Camera: [Built-in iSight]
☑ Enable Skype Video
When I am in a call:
☐ Start my video automatically
Automatically receive video from:
○ No one
◉ People in my Contact List
○ Anyone who I allow to call me
Show that I have video to:
○ No one
◉ People in my Contact List