Technology 2 Go

Installing and Using Skype

1. Go to: www.skype.com/download/skype/windows and click on "Download Skype".

2. You must create an account to use Skype later so fill in the information with the, "*", and any other info you choose. You can register with your Facebook account if you wish. Enter the words in the Captcha section to prove you're not a spammer, read the Terms of Use, then click, "I agree – Continue".

3. In the File Download box, click, SAVE File, then, "To Desktop". (It may automatically save to a location you have previously selected.) Click the SAVE button. (The save location should show in the blue Title Bar up top.)

4. When downloaded, double-click, (D-C), on SkypeSetup.exe from your save location and follow the Setup Wizard.

5. After installation, D-C the Skype icon on your desktop to open the program.

6. Follow any steps it gives you to setup your new Skype account.

7. It will try to sign you in with your new username and password.

8. Let others know your username so they can add you to their Contact List.

9. You can also search for Skype users. From the Skype menu bar up top, click, "Contacts/Add a Contact. Do a search on their email, name or Skype name they gave you. When you find someone you want to add, choose them and click, "Add Contact".

10. Once you have a contact, D-C on their name, then at the bottom of the Chat window that opens, type your message then ENTER to send it.

11. They will get a chat alert sound and a flashing thingy on their task bar.

12. Right-click on their name and, if you nave a mic and speakers, you can "talk". If you have a webcam, you can see them too.

13. There are many more things you can do with Skype:

    a. Look around in, Tools/Options to customize several items.

    b. Under, Skype/Profile, you can add your information, a photo, and other cool things.