





Basics

-  Use this document with the glossary
-  A helper should take you through this guide

Keeping in touch

4.3 Making calls on Skype

How can I use the Internet to make free calls?

Skype is a free service that enables anyone to make free voice or video calls between computers regardless of location. This activity will help you learn about Skype, get started and make and receive your first voice or video calls.

What will I learn?

- What Skype is and how to make a call
- How to set up Skype
- What you need to make voice and video calls

2. Set up your Skype account

- Enter a Skype user name, your email address and choose a strong password (one that includes upper and lower case letters, and numbers, and is not something that someone else could easily guess). **You do not need to add other profile information such as your date of birth, and you do not need to buy Skype credits.**

To use Skype you'll need a microphone and speakers or headphones and for video calls, a webcam (a webcam is a video camera that enables the person you are calling to see you).

- If you're using a laptop, it probably comes with a built-in microphone and speakers and may have a webcam.
- If you're using a desktop computer, you will need to plug in and switch on some computer speakers or plug in some headphones. You may also need to get a computer microphone that connects using USB (USB is a standard connection that enables you to connect accessories such as microphones to your computer).
- You also get a USB 'headset' that combines headphones and a microphone. To make video calls, you'll need a webcam (these usually include a microphone). Webcams also connect using USB.

You may need to install 'driver' software that comes on a CD-ROM with your webcam. Insert the disk into your computer's CD/DVD drive and follow the instructions, so your computer can talk to the webcam properly.

3. To call another Skype user

- To call another Skype user, open the program and click on 'Add a contact' on the bottom left hand side of your screen. Search by Skype name or email address. Once you have found your contact, click 'Add', your contact will now

appear in the Contact list on the left hand side.

- To make a call, click on your Skype contact and on the Call icon (or video call if you have a web cam set up).

When you have finished your call, click on the red phone icon on your screen to disconnect.

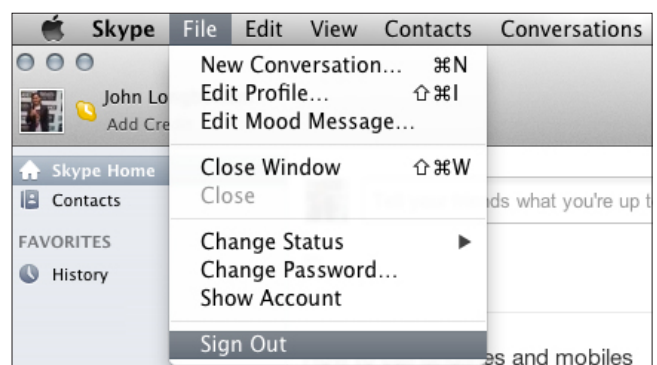


If you don't wish to make any more calls, go to the menu at the top and select Quit Skype.



Can I use Skype on a public or shared computer?

- You can use Skype on a public computer if it has a microphone and headset for phone calls, and also a webcam for video calls.
- If using a public computer you must ensure you log out after your session. To do this, go to the top left hand side of the screen and click 'Sign Out'



- Public computers may have headsets that have been used by several other people before, so you may want to use your own.

Remember that you can't make emergency calls with Skype.

Where next?

- Set up Skype on your own computer.
- Search the Internet for a microphone or webcam, if you need one, or look at the 'accessories' section on Skype.com
- Share your Skype name with friends and family and encourage them to install Skype.
- Chat using Skype's instant messaging service. Click on the blue speech bubble next to a contact. You can type messages to each other and have a written conversation online.
- Find out about using Skype to have a conference call, where more than one family member or friend can join in. There's a video on the Skype website (see Useful Links) that explains how to add people to your call.

Useful Links

Skype:

<http://www.skype.com>

Video on using Skype for group calling:

<http://www.skype.com/intl/en-us/features/allfeatures/group-video-calls>

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