SKYPE

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Skype is a video and telephone-based communications software application which allows video conferencing for up to four people for free..

To access **Skype**, point your browser to
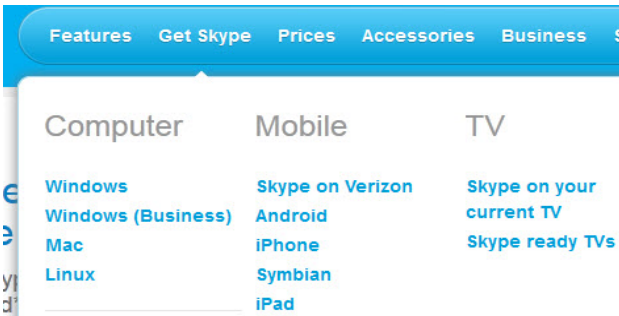
http://www.skype.com

Once the home page has loaded, look at the navigation bar. The first step is to download their software.

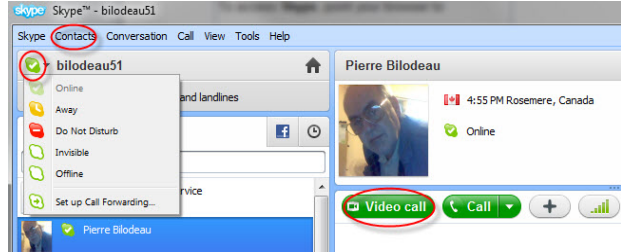Click **Get Skype** and continue.

Select the version representing the operating system your computer employs.

Once the software's download has been completed, load it onto your computer by clicking the downloaded file, **SkypeSetup.exe**.

Within the loading process, you will be asked to fill out an application form and select a unique user name. Further to setting up, the program will test your audio and video in order to see if it is capable of running Skype. It will also ask if you wish to search for contacts. Whether you do or not is your choice.

Skype will work for 90% of the home computers on the Internet. It has also been tested within our school board and it does work without any communications port modification.
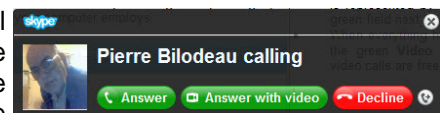
As your Skype user screen appears, you should be aware of a few points:

- You may add contacts by clicking **Contacts** along the Command Bar.
- To initiate a video call, your status must be "**On-Line**". Conversely, the party you wish to reach must also be "**On-Line**". On-line status is represented by a white check mark on a green field next to your user name.
- When everything has been set in order, click the green **Video Call** button. Remember video calls are free, phone calls are not.
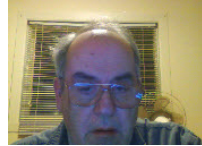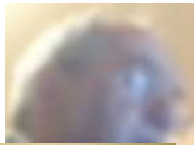
At point of connection, your Skype screen should look somewhat like the one above, except that there will be two different people. You will always be able to see yourself in the bottom right corner while your call partner will take up the rest of the screen. The pop-up panel above will appear if someone is calling you.

A Note About Resolution

You may have noticed on the video call screenshot that one webcam seemed much clearer than the other.

The fault is not with Skype but rather the webcams. The superior screenshot comes from a relatively new computer with an equally new HD webcam; whereas, the less resolved screenshot comes from an older computer and less powerful webcam.
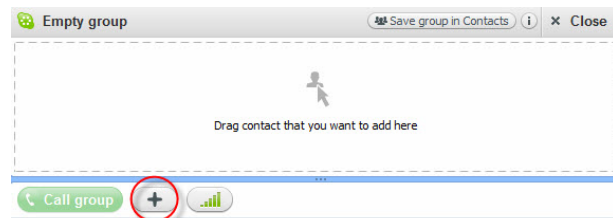
Screen clarity is directly reliant on both the quality of the webcam and the bandwidth.
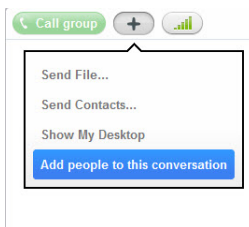
Group Video Calls

You may call up to 4 people at one time using Skype. To do this, look for a button entitled **Create a Group** on your Skype screen at the bottom left.
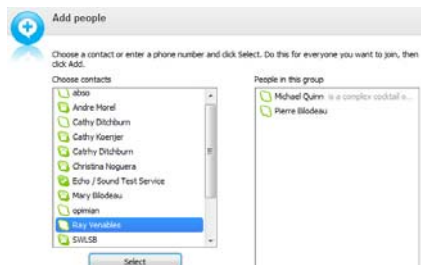
Upon clicking, your right panel will change to reflect the above image. Click on the **Plus Sign** button.
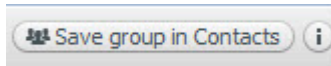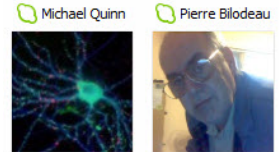
A small panel will appear below the **Plus Sign** button. Select **Add People to this Conversation**.
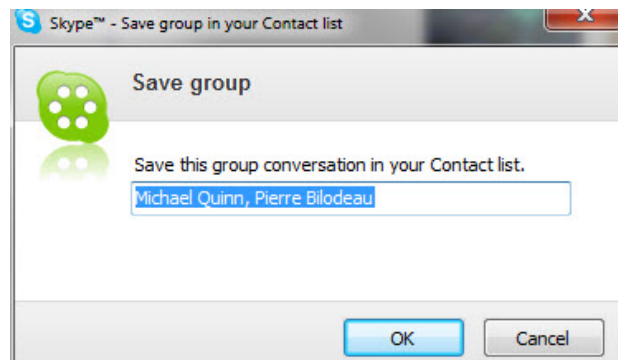
Skype will then display your existing **Contact List**. Select those people you wish to add to your group. When finished, click the **Add** button at the bottom of the panel to continue.

After adding your contacts your new group. You'll returned to the Skype screen. Notice that the contacts you've selected are now displayed at the top right of the screen.

Click **Save Group in Contacts**, followed by naming and saving the group.

For further assistance, please contact

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