

A step-by-step guide on how to use Skype

Connect with people from a distance with Skype!

At present, you can communicate with people via phone call and email all the time, but have you considered video chatting? Skype, for example, is a convenient, easy-to-use program that lets you connect with your loved ones using the camera on your computer, tablet or smartphone.

Skype is especially useful for talking to family members and friends from long distances. It's a more intimate - and more fun - way to connect and stay in touch.

Interested in trying Skype? Here's our step-by-step guide on how to download, use and navigate around the application:

Step 1: Download the software

Depending on which device you plan to use, you'll download a specific version of Skype. To download for your computer or mobile device, click on the following link:

- Skype for [Windows/Mac/Mobile/Tablet](https://www.skype.com/en/get-skype/). (<https://www.skype.com/en/get-skype/>)

Step 2: Create your username

Come up with a username and password you can easily remember. Then, share your name with your family and friends so they're ready to receive your calls and reach out to you on their own.

Step 3: Set up your contact list

Once you've given out your Skype username, ask your peers and loved ones for their usernames. You can easily add them after logging on by clicking the Contacts tab on the left hand side, then the "New Contact" button.

Step 4: Select your call type

After creating your contact list, you'll be ready to make your first Skype call. Select a family member or friend to call by clicking on his or her picture. You'll then see a series of buttons and you'll decide which kind of call you'd like to make. You can choose between:

- Video calls - Click the video button if you want to communicate face-to-face.
- Voice calls - Click the phone button if you want to make a call without using the webcam.

You'll notice a "+" button as well, which allows you to add other loved ones to the conversation. This is especially convenient when you're trying to get the multiple people together on one call!

Step 5: Make sure you're connected

If you've made the call and you can't see or hear the other person, there might be an issue with the mic, camera, speakers or internet. Click the menu icon (generally on the left (top or bottom) of the screen to test and check if all equipment is working. As for internet connection issues you may need to reset the internet connection.

Step 6: Talk for as long as you want!

Once the connection is strong you'll have a full screen of his or her picture and a small square of your own in one of the corners of your screen. Now you can talk the day away! Skype makes connecting with your people a simple task, regardless of the distance.

Step 7: End the call

Once you've finished the call, simply press the red handset icon to end the conversation and close out of the program.