

Basics of Skype

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What's Free?

Talk to anyone else over the internet who has a Skype ID, free. This includes free Skype-to-Skype voice calls, video calls, file transfers and instant messages. It's free any time of the day or night.

What costs a little? (Check skype.com for current rates)

- Unlimited calling to land lines or cell phones in US and Canada, with voicemail.
- Unlimited calls to Mexico, \$5.95 per month. Unlimited call worldwide (39 countries), \$9.95 per month.
- Your own local Skype telephone number.
- Text messaging
- Call forwarding
- Caller ID

Skype Icons

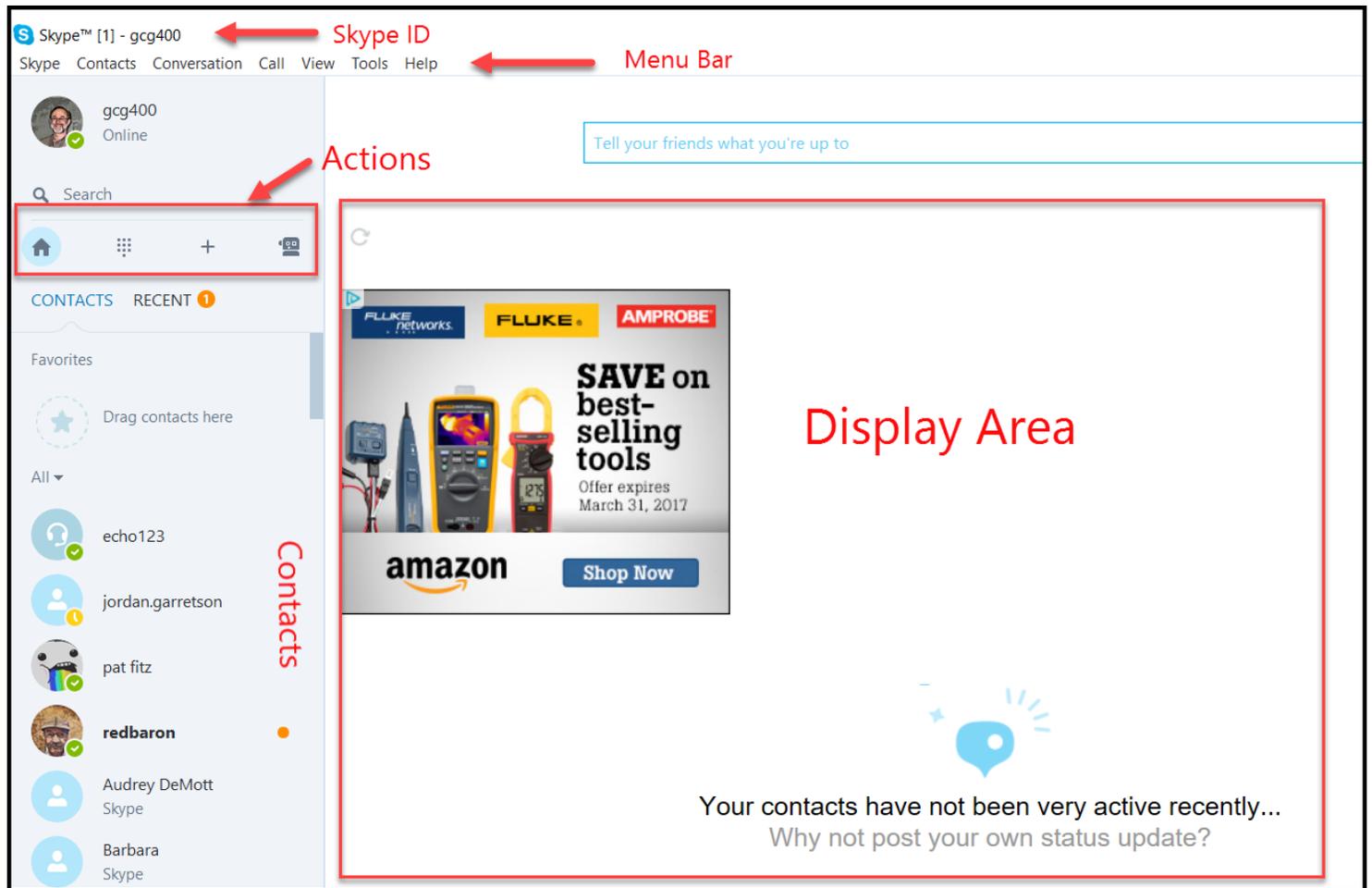
There are about a gazillion icons in Skype. Here is a list of the more common ones and what they mean.

-  - Online: The person can receive calls or Chats.
-  - SkypeMe: The person is in SkypeMe mode, which means everyone knows he/she is available and interested in talking or chatting, including contacts they don't know.
-  - Offline: You can't call or chat with the person.
-  - Away: Person is temporarily unavailable.
-  - Not Available: Person can't be reached.
-  - Do Not Disturb: the person doesn't want to be bugged.
-  - Not Sharing: the person does not give you permission to see if he/she is online, offline, away, etc.
-  - Skypeout Contact: A person with a regular landline/mobile phone number.

Getting Ready, Downloading and Installing

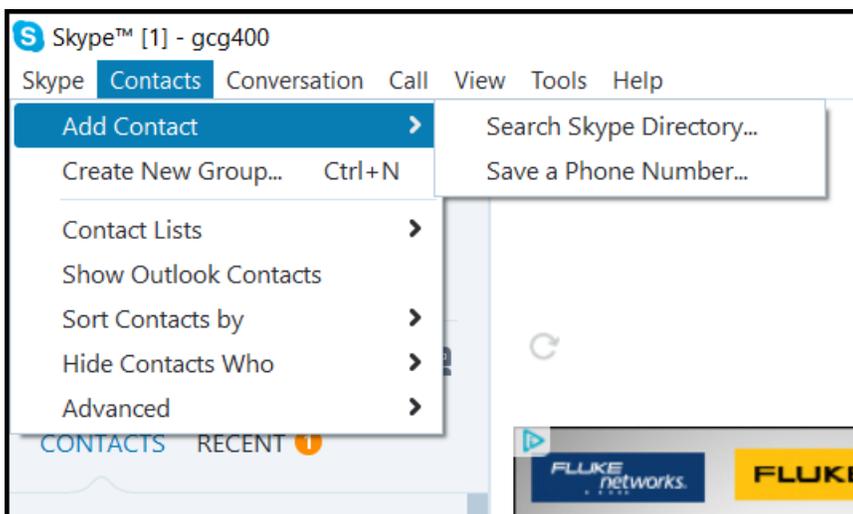
1. Install your microphone, speakers and webcam.
2. Go to Skype.com and press the Download button. This will begin the download of the installation program.
3. Select the "Save" button and designate the download location.
4. When the download is complete go to your download location and double click on "Skypesetup.exe".
5. Follow the prompts to complete your Skype installation.
6. Once installed you will see a dialogue box thanking you for installing Skype. Click on the "Start Skype" button.
7. Create a Skype account if you do not already have one.

The Skype Interface



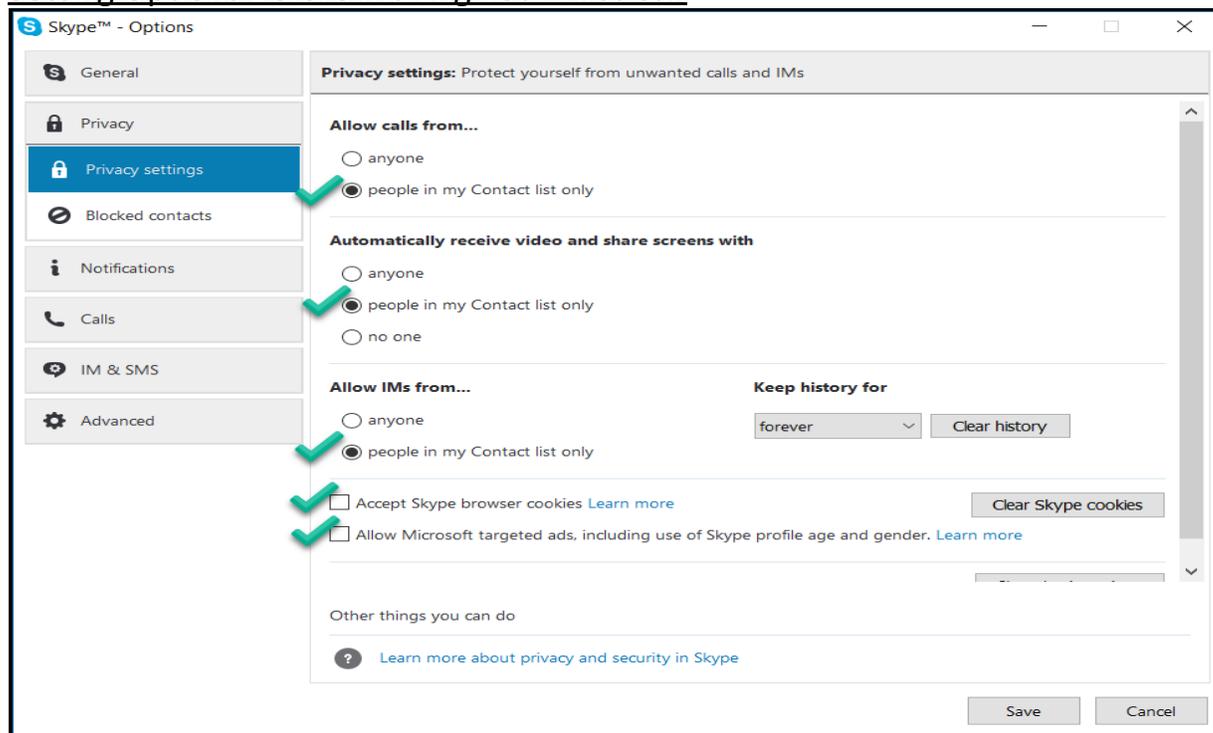
Adding Contacts

Before making a call, you will need to add other Skype users to your contact list. People on your contact list will need to have a Skype ID or Skype phone number for you to make calls to them. Skype makes it easy to add new contacts. Click on "Contacts" from the Menu Bar then click on "Add Contact". You will be prompted to search the Skype Directory.



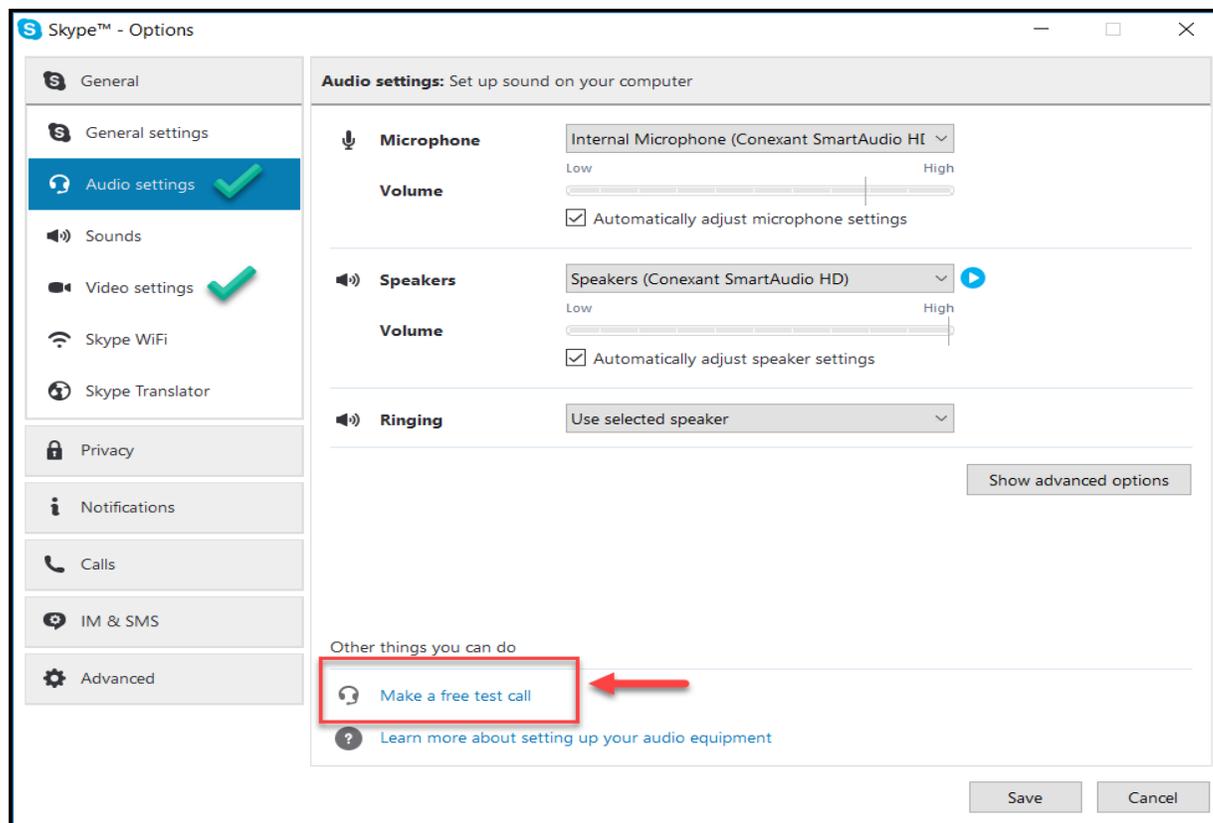
Follow the prompts to add your contacts.

Setting Options Before Making Your First Call



It's a good idea to setup some options before making calls. This will protect you from unwanted and unsolicited contacts from people you do not know.

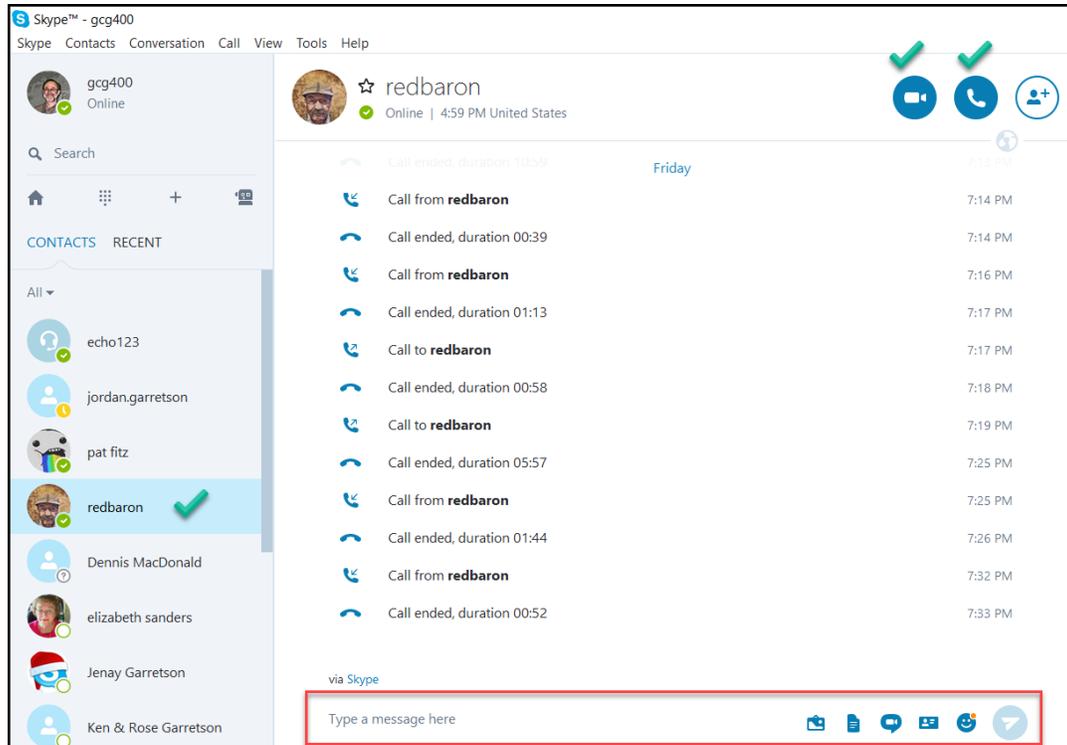
At the Menu Bar select Tools/Options. Then select the Privacy tab.



Another good place to go is the General tab where you can tweak microphone, speaker and ring settings. You can also place a test call to check your microphone and speaker settings. It's a good place to test your video also.

While you're at it Review the Notifications, Calls, IM & SMS, and Advanced tabs to set your preferences.

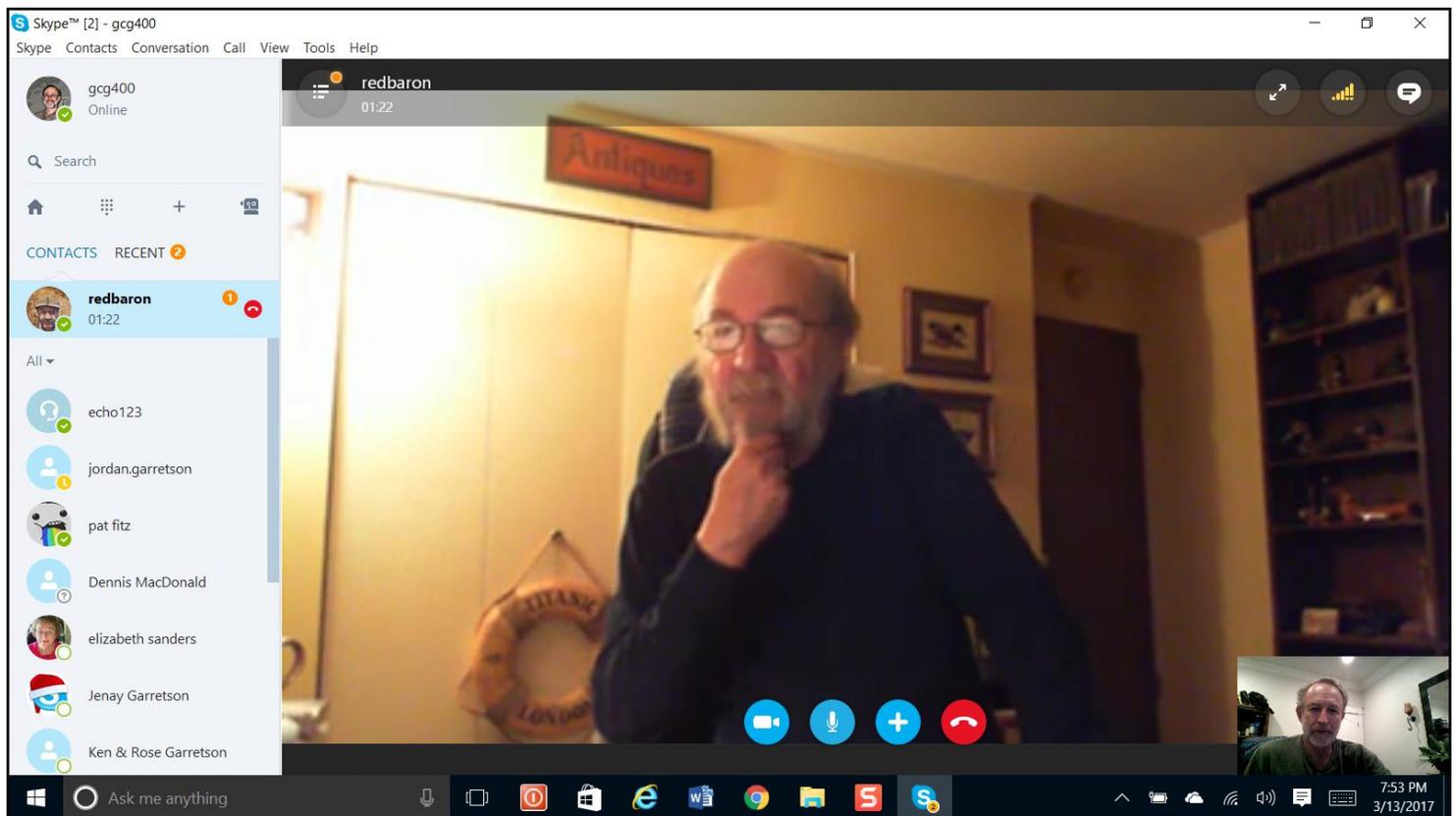
Making a Video or Voice Call (It's Easy!)



Highlight the name of the person you would like to call in your Contact List and click either the Video or Voice call button that appears in the upper right.

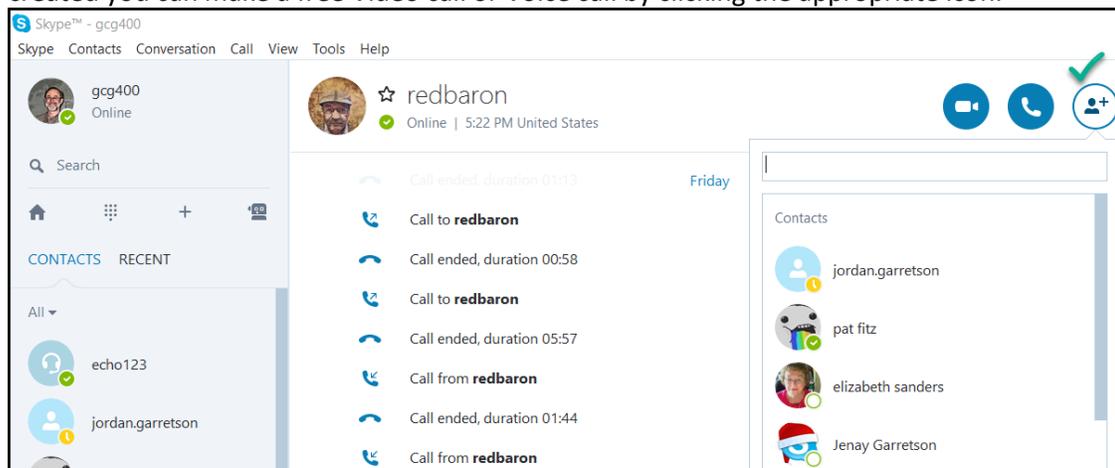
You can also send a message by typing in the message field at the bottom of the screen. After typing the message, you can add an image, a file, a video message, a contact or an emoticon to the message. Just use the buttons at the bottom right of the screen.

If you make a video call the following screen will appear. You can add another caller as well as other options. If you made a voice call there will be no video display, but you always have the option of turning video of or on.



Making a Group or Conference Call

To make a Group or Conference call, first highlight one of the participants. Then click on the New Group icon in the upper right. A list of your other contacts will appear. Add the names in your contact list you wish to call. Once the group is created you can make a free Video call or Voice call by clicking the appropriate icon.



SO...HAVE FUN WITH SKYPE!!