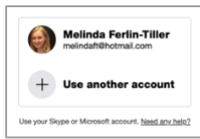




HOW TO CREATE A SKYPE ACCOUNT

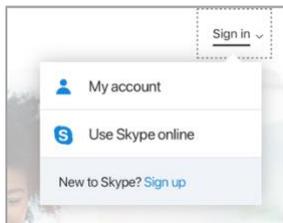
Create a Skype Account

If you already have a Microsoft Account, then you have access to Skype, using the same login details. Sign in and skip this tool.

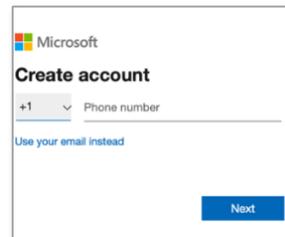


STEP 1

Open the Skype App, select **Use another account**. To install the Skype app view Tech Coaches *How to Install Skype*.

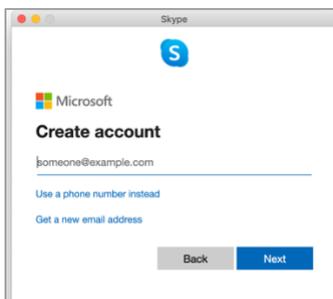


OR Visit Skype.com, select **Sign in** near the upper right corner, select **Sign Up**.



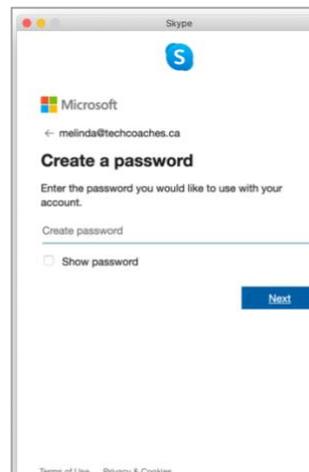
STEP 2

Select **Create One!** Select **Use your email instead**. Skype is a Microsoft product. If you have a Microsoft account, such as an address that ends in @live.ca, @outlook.com, @hotmail.com, you can proceed with entering your email address and the password for email.



STEP 3

Type your existing email address. ***Only if you do not have an existing Email address select Get a new email address**, this will guide you to create a Microsoft Account. You will have to provide basic information such as first and last name, possibly a date of birth and create a unique password. This new email account will also be your Skype account.

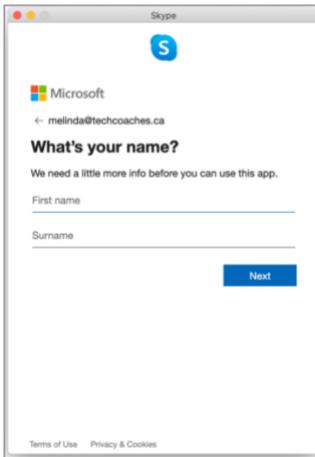


STEP 4

After entering your email address, create a new unique password for your skype account. The password needs to be a minimum of 8 characters and will have to be considered strong before continuing.

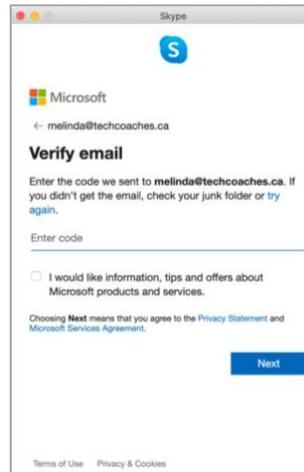
Write it down somewhere safe so you don't forget it!





STEP 5

Enter the first name and last name that you wish to appear on the account.

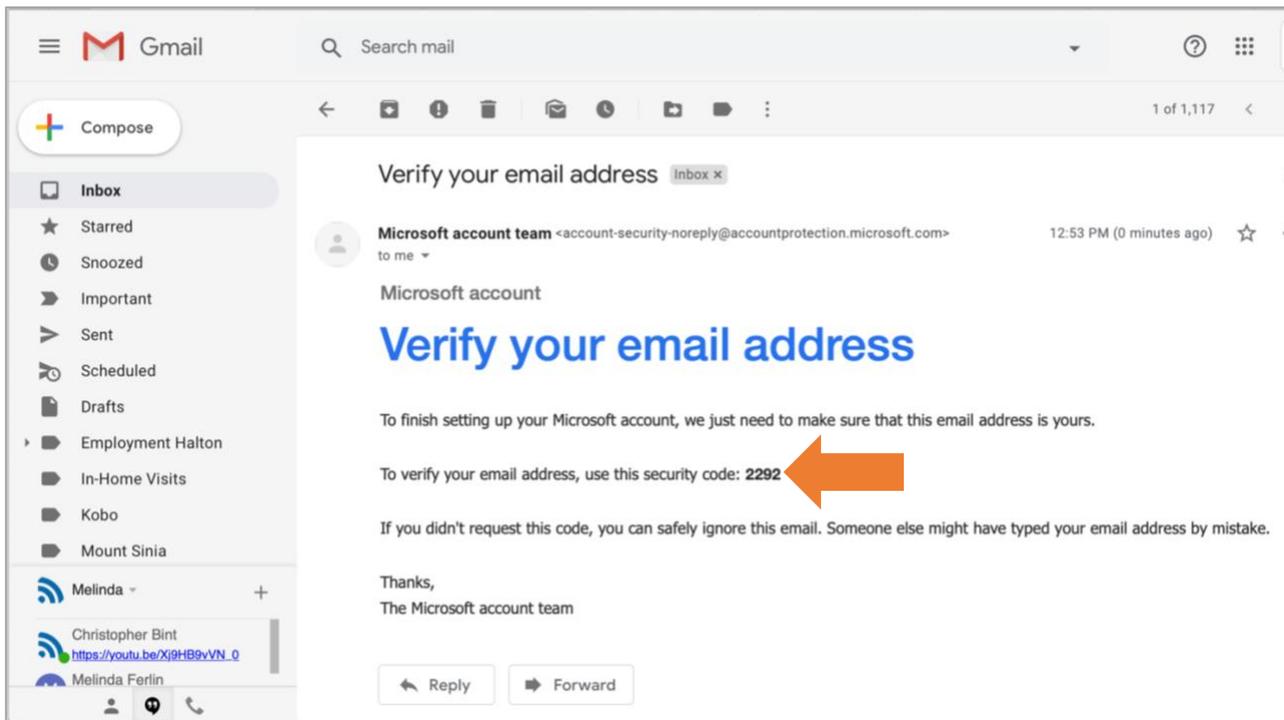


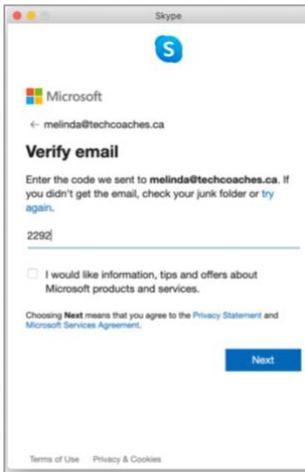
STEP 6

In order to proceed you will need to verify the creation of the Skype account. Leave the Skype page or Skype app and go to the email app or sign into your email address on the respective website.

STEP 7

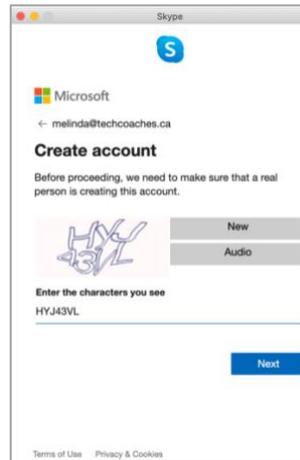
Locate and open the email from **Microsoft account team**. The email should appear in your inbox within a few minutes, is not check the spam/junk folder, if still not there return to Skype and select **try again**. In the body of the message find and note down the numeric code.





STEP 8

Return to Skype, type the numeric code, where it states **enter code**.



STEP 9

To confirm you are a real person creating the account, type the characters as you see them in the light-coloured box. It may take a few attempts to get it right. If you are unsure what characters are request **New** ones, or listen to them in an **Audio** clip, proceed by typing them out. Select **Next**.



STEP 10

Skype may require other basic information such as country or region, and date of birth for account information.

You can add a profile picture. By selecting Upload photo. This will browse the devices photos to select an image. This is not required, and can be added at a later time.

Select **Continue**.

