



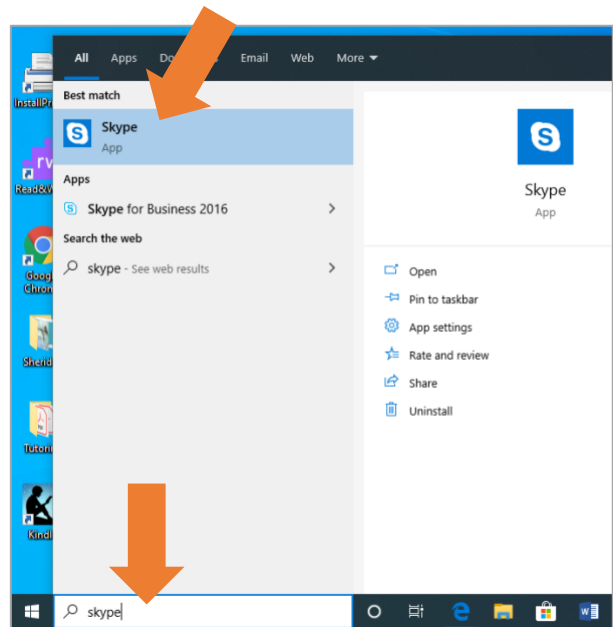
HOW TO INSTALL THE SKYPE APP

Install Skype on your Laptop or Desktop Computer (mobile below)

Before you start

If your PC is running Windows 10 the Skype app may already be installed. Using the search feature located on the task bar type Skype. If it appears at the top of the list as Skype-App or Skype-Trusted Microsoft Store App then it is installed. If all you have is Skype for Business and does not appear such as the right picture proceed to **STEP 1**.

On a PC you can also conduct a call without installing the Skype App, to do so visit:
www.skype.com/en on Microsoft Edge or Google Chrome then select **Chat Now** and proceed to sing in or create an account.

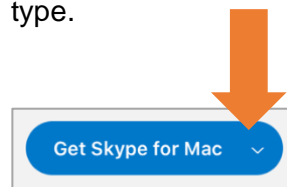


STEP 1

On a browser of your choice visit skype.com/en/get-skype

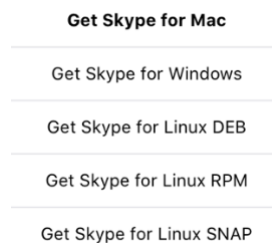
STEP 2

Under **Skype For Desktop** select the drop-down arrow to select your device type.



STEP 3

From the list, select the device you are using.



STEP 4

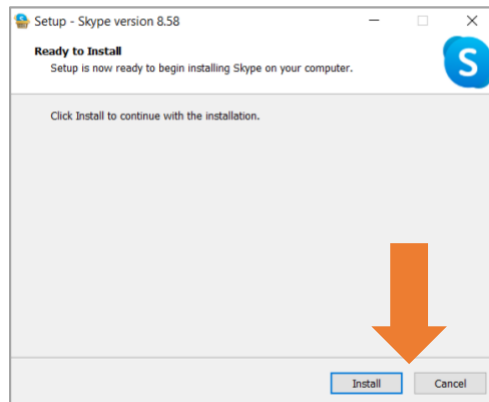
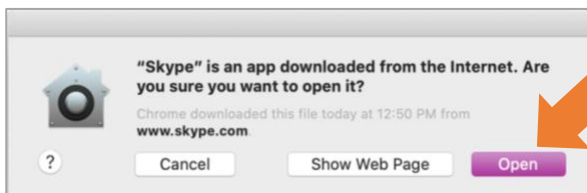
You may have to allow your browser or PC to download Skype if so, select **Run** or **Allow**.

You may even be required to enter your PC's admin password to allow the install.



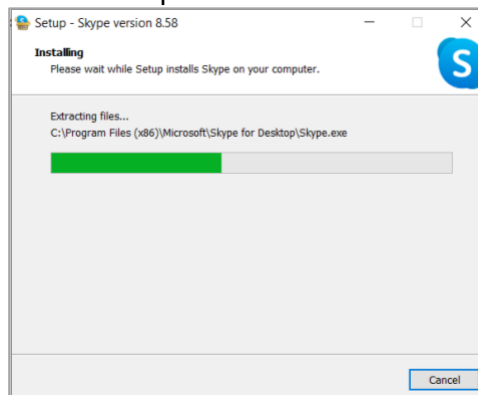
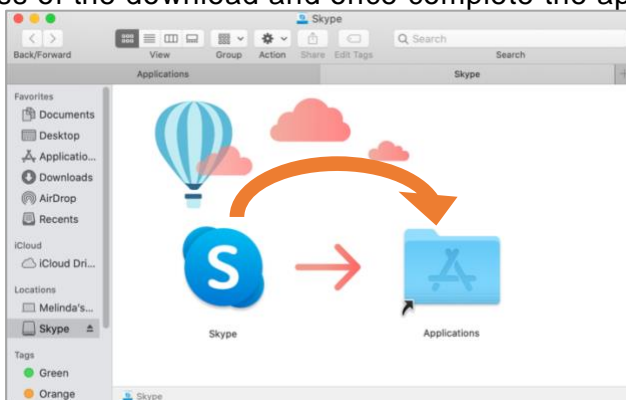
STEP 5

You may have to allow your browser or PC to download Skype if you see this then select **Open** or **Install**.



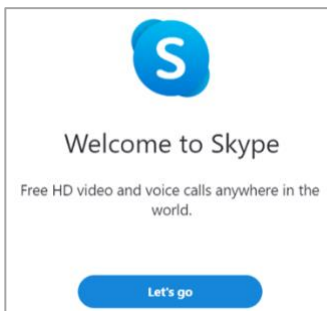
STEP 6

On a Mac Computer You may have to 'Drag and drop' the Skype App icon to the Applications folder from the window that appears. On a Windows computer the Skype Installer will show the progress of the download and once complete the application will open.



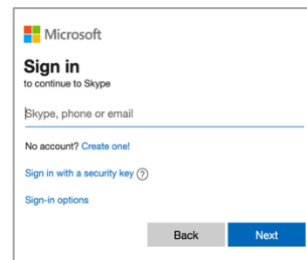
STEP 7

Once the Skype App opens, select **Let's go**.



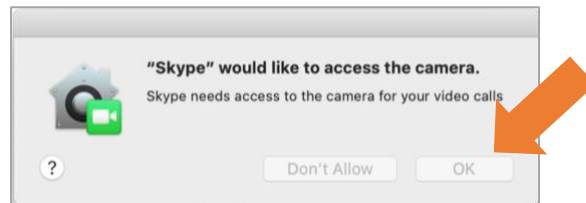
STEP 8

Sign into your Skype Account by typing your email address, select **Next** then enter your Skype Password.



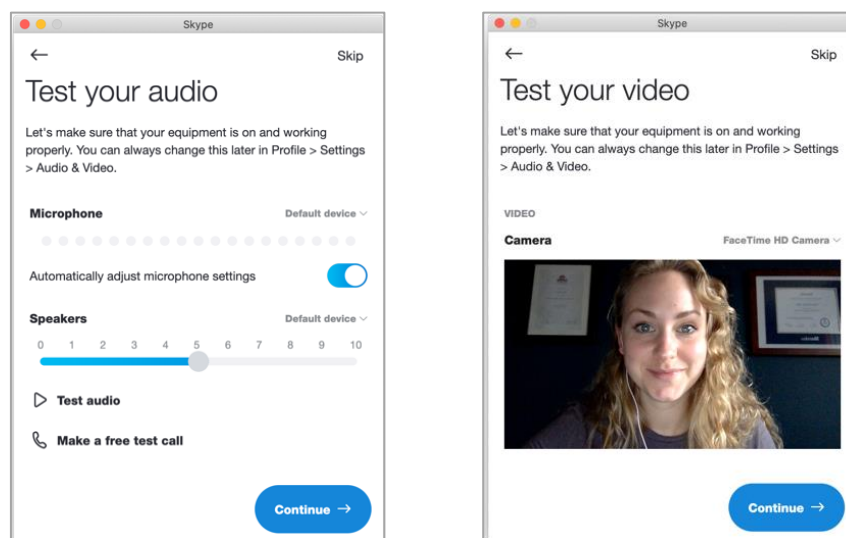
STEP 9

Upon launching the app or following signing in, allow Skype access to camera and microphone if prompted.



STEP 10

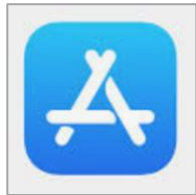
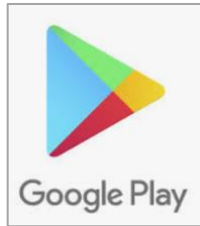
You may have the opportunity to run a video and audio test prior to the first call to ensure both are operational. You can also choose to skip each step, find the skip option in the upper right corner. If you choose to skip the audio and camera set up, you can access these settings by selecting the three dots menu and then choosing **Settings > Audio & Video**.



Skype is installed and set to go to place or receive a call. If you do not have a Skype account (Step 8) refer to Tech Coaches Toolbox *How to Create a Skype Account*.



Install the Skype App on your Smartphone or Tablet

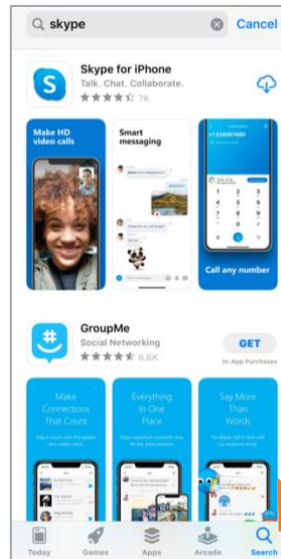


STEP 1

Android
Open the Google Play Store App.

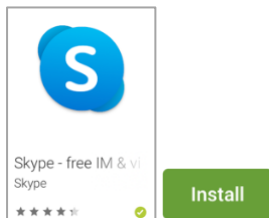
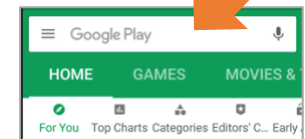
Apple
Open the App Store.

*Also available for
Windows 10 Mobile



STEP 2

Search the store for **Skype**.



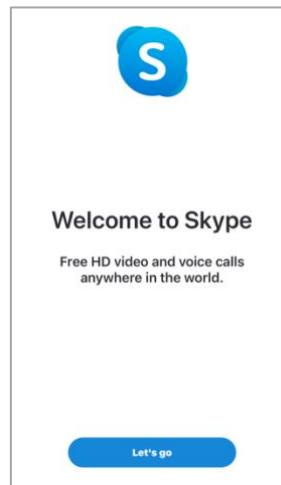
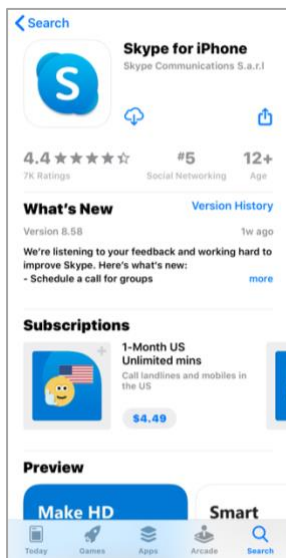
STEP 3

Tap on the Skype app icon to view further details about the Skype App.

Tap **GET**, **Install** or 

You may need to allow Skype permission to access information from other apps.

If prompted, enter your Apple ID or Google Account password to proceed with the install.



STEP 4

Still in the store, tap **Open** or find the newly installed app on one of your home screens or in the 'all apps' section of your device.

Upon opening the app, tap **Let's Go**. Tap **Sign in** or **Create** to proceed with your Skype account or create a new one.

*For steps on how to create an account process with Tech Coaches Toolbox *How to Create a Skype Account*.

