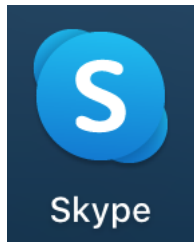




HOW TO LAUNCH A SKYPE VIDEO CALL

Launching a Skype Video Call



Important Note

Before you can connect using Skype you and the person you are connecting with both need to have a free Skype account.

To create one refer to the Tech Coaches Toolbox note *How to Create a Skype Account*.

STEP 1

From your PC or mobile device launch the Skype Application. If you do not already have the Skype App view the Tech Coaches Toolbox note on *How to Install Skype*.

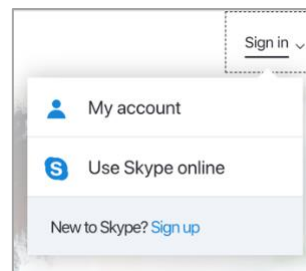
OR if you are not using the application, on a PC use Microsoft Edge or Google Chrome to access Skype for Web experience at skype.com/en, then select **Chat Now**.



STEP 2

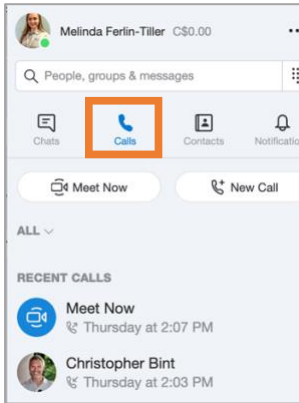
Sign into your Skype account. If your account name/email address already appear, select it.

If you signed in once and did not sign out after the last session you will skip this step.



If you are using the Skype on a web browser select **Sign in** near the upper right corner, select **My account**.

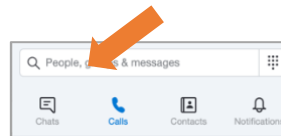
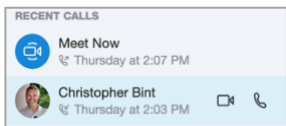




STEP 3

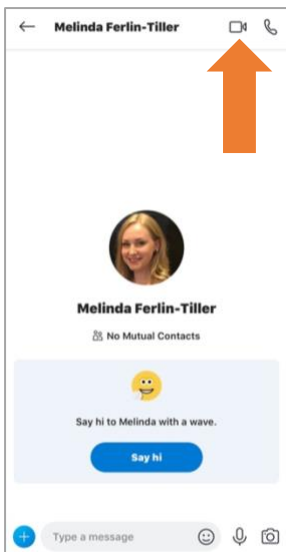
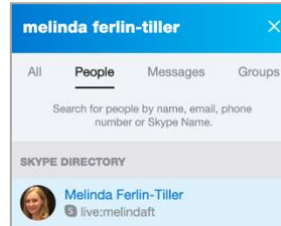
Select **Calls**.

This will appear a list of recently made calls from your Skype account. To quickly connect with someone on this list select the camera button to the right of their name for a video call and the telephone symbol for just an audio call. Once either are selected it will initiate the call immediately.



STEP 4

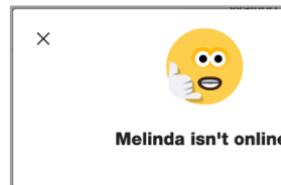
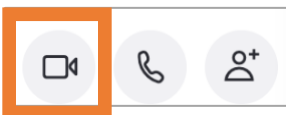
To contact someone new. Tap or select to the right of the magnifying glass. Type the email address of the person you are connecting. This email address must be the one they are using for their skype account. Or enter their skype name if given. Searching for just the first name of the person will leave you with many results to browse through.



STEP 5

Once selecting the contact from the results list (may have to double click their name on a PC), a conversation box will appear which will allow you to type a private message near the bottom of the screen. This conversation section also shows calls placed and missed for reference if needed.

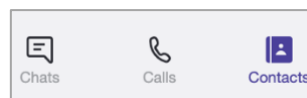
To start a video call, select the camera icon in the upper right. The call will be placed immediately.

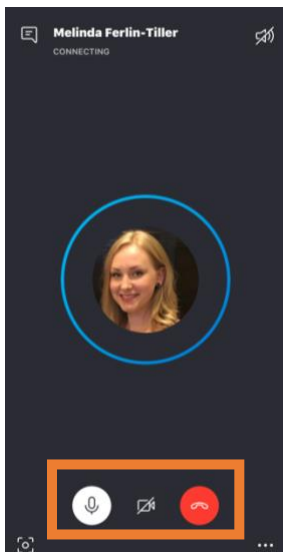


STEP 6

If the person you care calling does not answer, because they are not online, or signed into Skype you will receive a notice as the one on the left. Close the notice by selecting the **X** in the upper left corner.

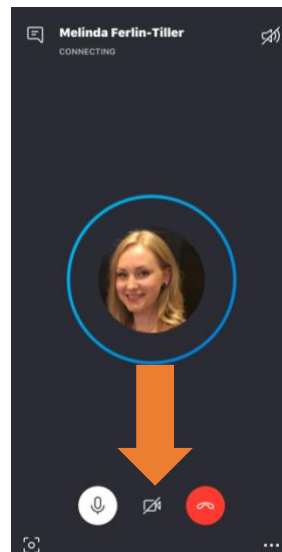
To **add a person as a contact**, once found from step 5, selected select **Say Hi** in the conversation box. They will now appear in the **Contacts** section.





STEP 7

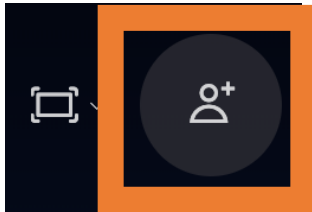
To view the **call controls** on a smartphone or tablet tap the screen once, on a PC move the cursor. The controls will disappear after a few second. Tap or move the cursor again to bring them back.



STEP 8

Use the call controls to deactivate /activate the audio/video you are sharing by selecting the respective symbol near the bottom of the screen. When you are not sharing audio or video a line will appear through the symbol. To share again, simply tap or select the symbol again.

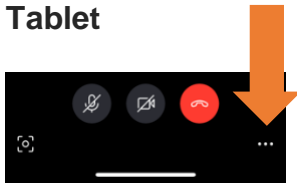
PC



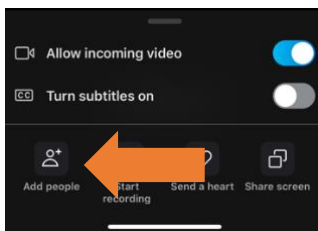
STEP 9

To add an additional person to the call, the third person must be added as one of your Skype contacts prior to the call. On a PC select the add person button near the top left of the screen.

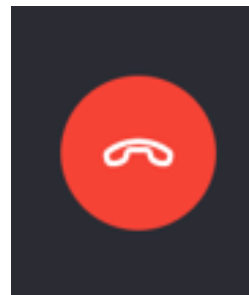
Phone/ Tablet



On a smart phone or tablet tap the three-dot menu near the bottom right select the **Add People**.



From the list of Contact that appear, select the name, then select **Add** near the upper right corner.



STEP 10

To end the call, bring up the call controls, select the red circle with a phone symbol in it. If you are on the call with one other person, and they select the hang up button first then you do not need to.