

HOW TO INSTALL SKYPE AND CHAT WITH FRIENDS

Open your internet browser and type www.skype.com/en/get-skype/ in the search field as below:



Press Enter on your keyboard.

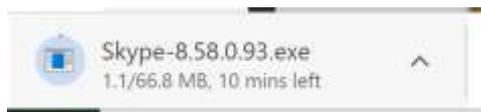
The Skype Download page should display:



To download Skype to your desktop or laptop press the Get Skype for Windows button



In the bottom left hand corner of your screen, you will see a timer showing the download status of the programme:



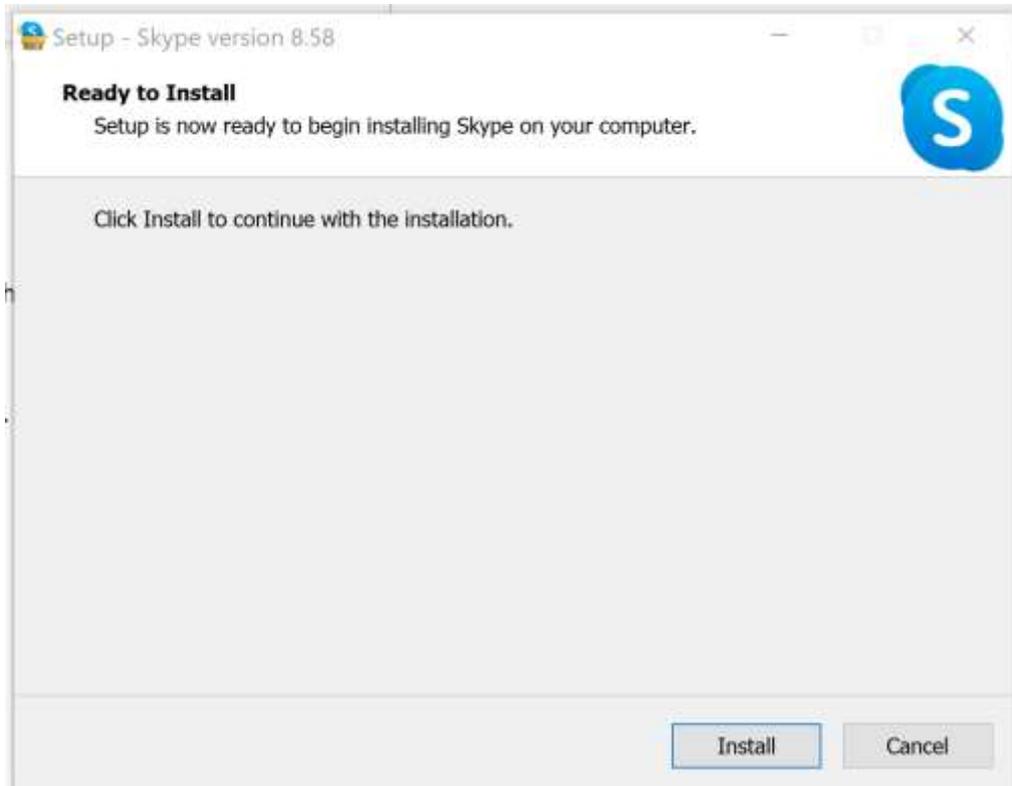
Once the download has completed, the bottom left corner of your screen will update and show the below:



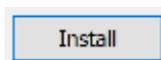
Click on the Skype title and a popup screen will display asking if you wish to continue.

Press the Yes button.

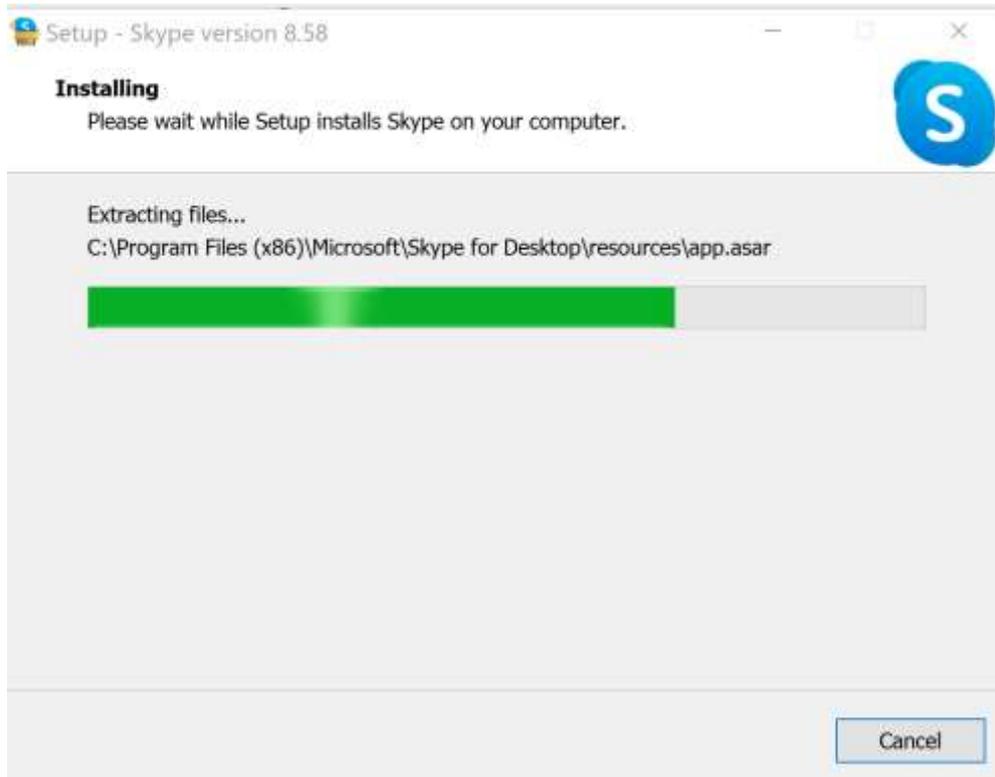
An installation screen will then display:



Press the Install button



The installation will progress:



Once the installation completes, a welcome screen displays:

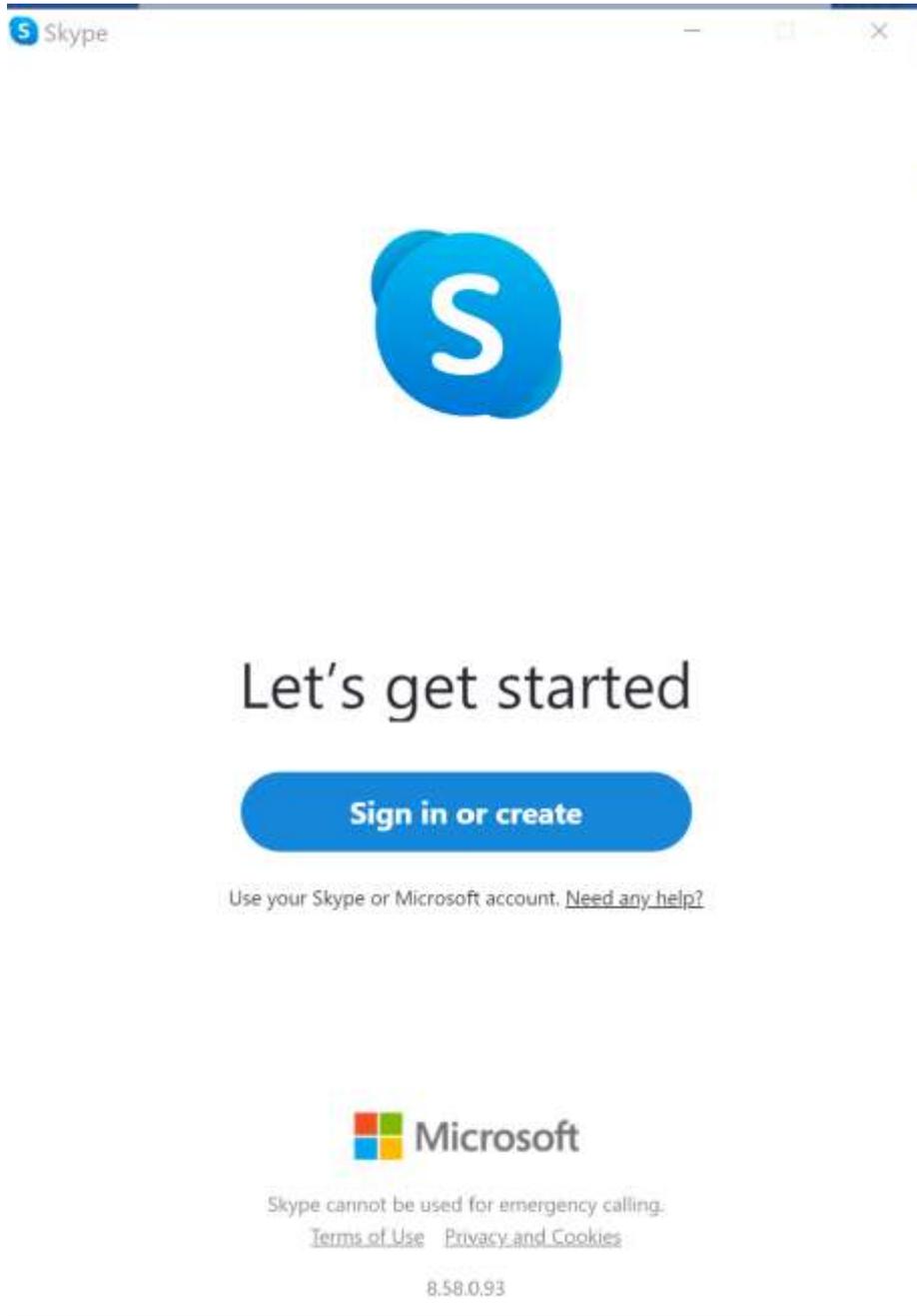


Let's go

Let's go

Press the Let's go button:

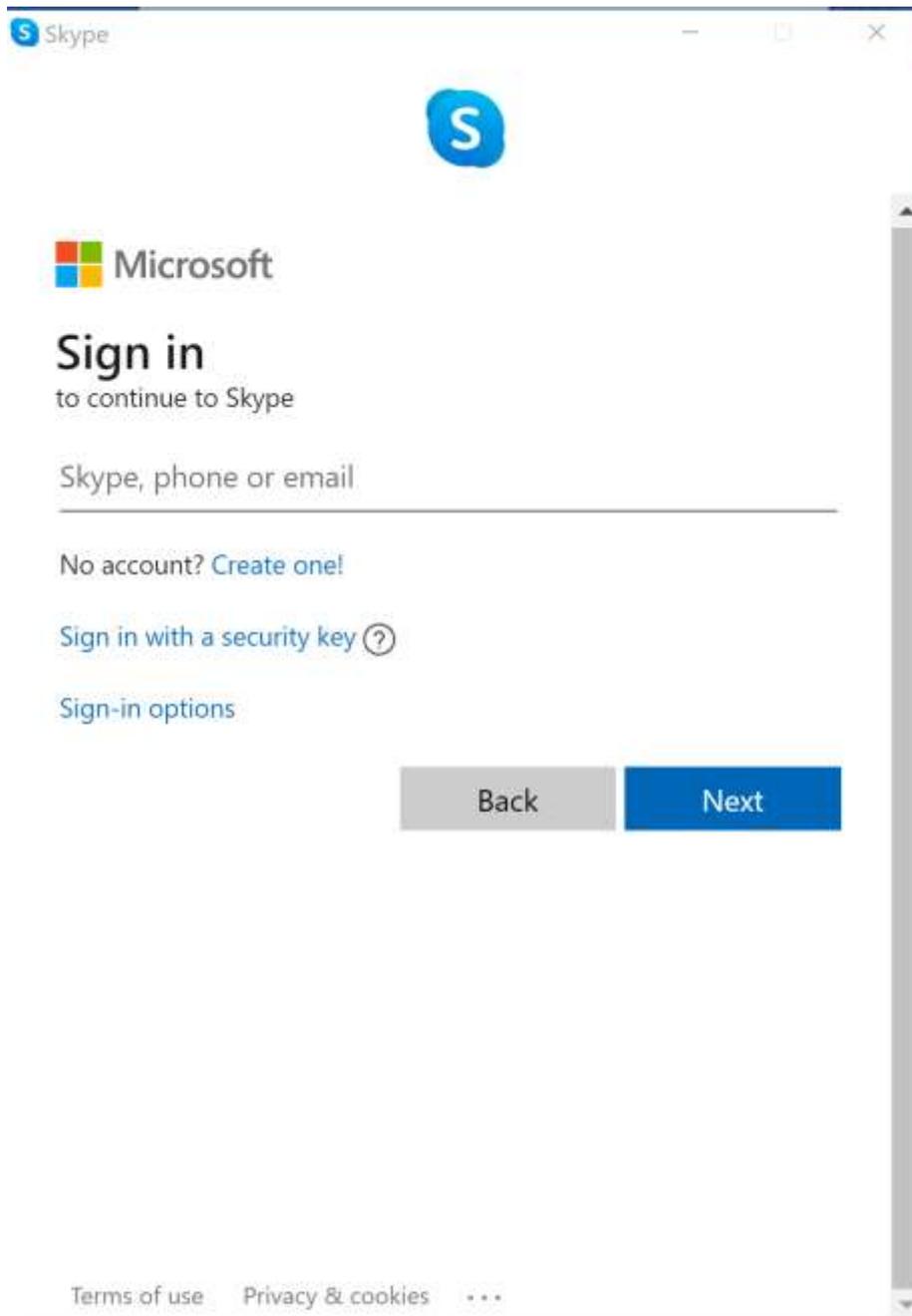
A sign in screen will display:



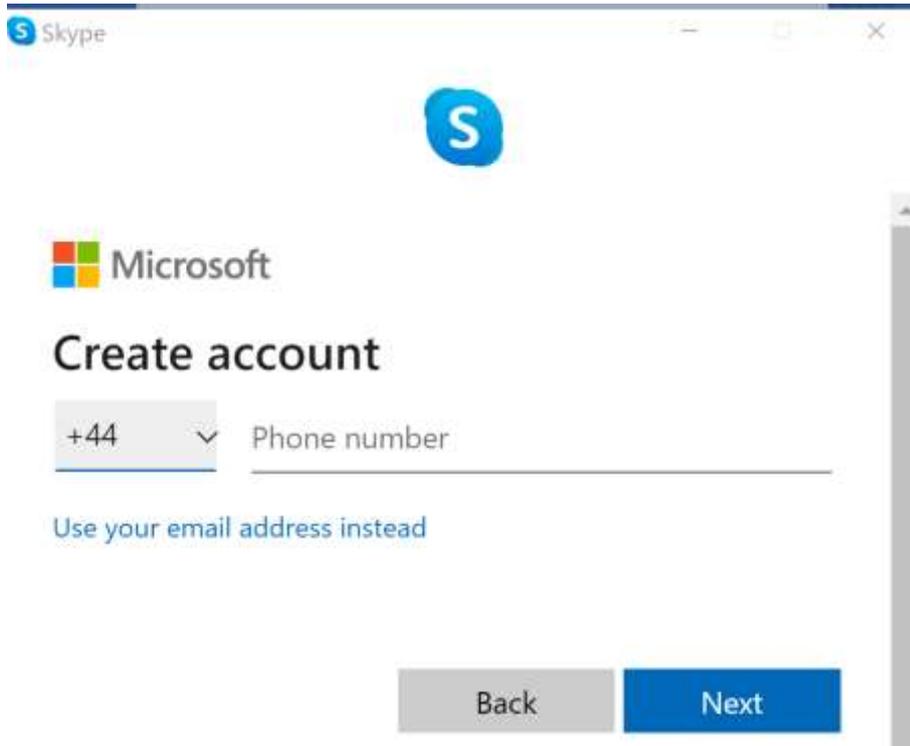
Sign in or create

Press the Sign in or Create button

A sign in screen will display:

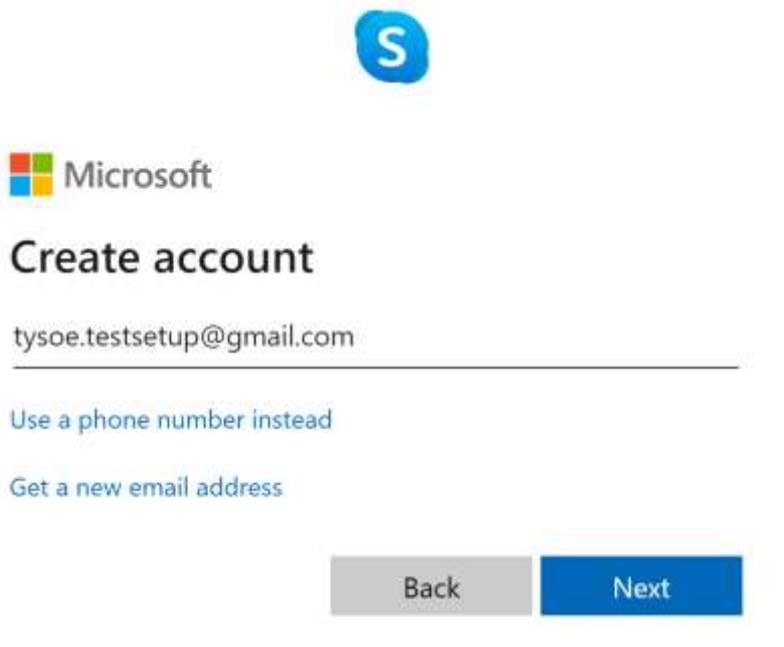


Select the text "Create one!" next to No account: [No account? Create one!](#)



Click the text "Use your email address instead"

Enter your email address:



Press the Next button 

A Password Creation screen will display:




← tysoe.testsetup@gmail.com

Create a password

Enter the password you would like to use with your account.

Create password

Show password

Next

Maintain a password for your Skype Account and make sure that this password matches your email address password:



← tysoe.testsetup@gmail.com

Create a password

Enter the password you would like to use with your account.

.....

Show password

Next

Press the Next button 

A screen will ask you to enter your name that you wish to display on your Skype Profile:



← tysoe.testsetup@gmail.com

What's your name?

We need a little more info before you can use this app.

First name

Surname

Next

Enter your First Name and Surname:



← tysoe.testsetup@gmail.com

What's your name?

We need a little more info before you can use this app.

Kirsty

Gaskin

Next

Press the Next Button

Next

A screen will now display requesting your date of birth.

Enter your date of birth:



The screenshot shows a Microsoft app setup screen. At the top, there is a blue circular icon with a white 'S'. Below it is the Microsoft logo and the email address 'tysoe.testsetup@gmail.com'. The main heading is 'What's your date of birth?' followed by the text 'We need a little more info before you can use this app.' There are two main sections: 'Country/region' with a dropdown menu showing 'United Kingdom' and 'Date of birth' with three dropdown menus showing '30', 'March', and '1972'. A blue 'Next' button is located at the bottom right of the form area.

Press the Next button

Next

An email verification screen will display:



← tysoe.testsetup@gmail.com

Verify email

Enter the code we sent to **tysoe.testsetup@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).

Enter code

I would like information, tips and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Privacy Statement](#) and [Microsoft Services Agreement](#).

Next

Open your email to check for a new email from Microsoft account and open the email:

Primary

Social

Promotions

Microsoft account t.

Verify your email address - Microsoft account Verify your email address To finish setti...

16:05

Verify your email address Inbox x



Microsoft account team <account-security-noreply@accountprotection.microsoft.com>
To me

16:09 (2 minutes ago) ☆ ↶ ⋮

Microsoft account

Verify your email address

To finish setting up your Microsoft account, we just need to make sure that this email address is yours.

To verify your email address, use this security code: **6650**

If you didn't request this code, you can safely ignore this email. Someone else might have typed your email address by mistake.

Thanks,
The Microsoft account team

Return to your Skype screen and enter the code provided:



← tysoe.testsetup@gmail.com

Verify email

Enter the code we sent to **tysoe.testsetup@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).

6650

I would like information, tips and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Privacy Statement](#) and [Microsoft Services Agreement](#).

Next

Next

Press the Next button

You will then be asked to enter some generated characters to make sure you are a real person:



← tysoe.testsetup@gmail.com

Create account

Before proceeding, we need to make sure that a real person is creating this account.



New

Audio

Enter the characters you see

Next

Enter the characters you see:



← tysoe.testsetup@gmail.com

Create account

Before proceeding, we need to make sure that a real person is creating this account.



New

Audio

Enter the characters you see

6NKVD6VYJ

Next

Next

Press the Next button

You will then be asked to upload a photo of yourself:

Skip

Choose Your Profile Picture

Add a picture that represents you to customise how others see you. You can always change this later in Settings > Account & Profile.



Upload photo

Add Image

You can also drag and drop a picture

Continue →

Skip

Click the Skip text

An audio test screen will then display:



Skip

Test your audio

Let's make sure that your equipment is on and working properly. You can always change this later in Profile > Settings > Audio & Video.

Microphone

Default communications device ▾



Automatically adjust microphone settings



Speakers

Default communications device ▾

0 1 2 3 4 5 6 7 8 9 10

 **Test audio** **Make a free test call****Continue** →

Continue →

Press the Continue button

A video test screen will then display:



Skip

Test your video

Let's make sure that your equipment is on and working properly. You can always change this later in Profile > Settings > Audio & Video.

VIDEO

Camera

Integrated Webcam



[Webcam settings](#)

Continue →

Continue →

Press the Continue button

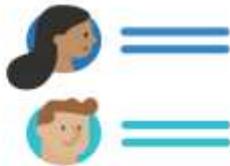
A Find Contacts easily screen will then display:



Find Contacts Easily

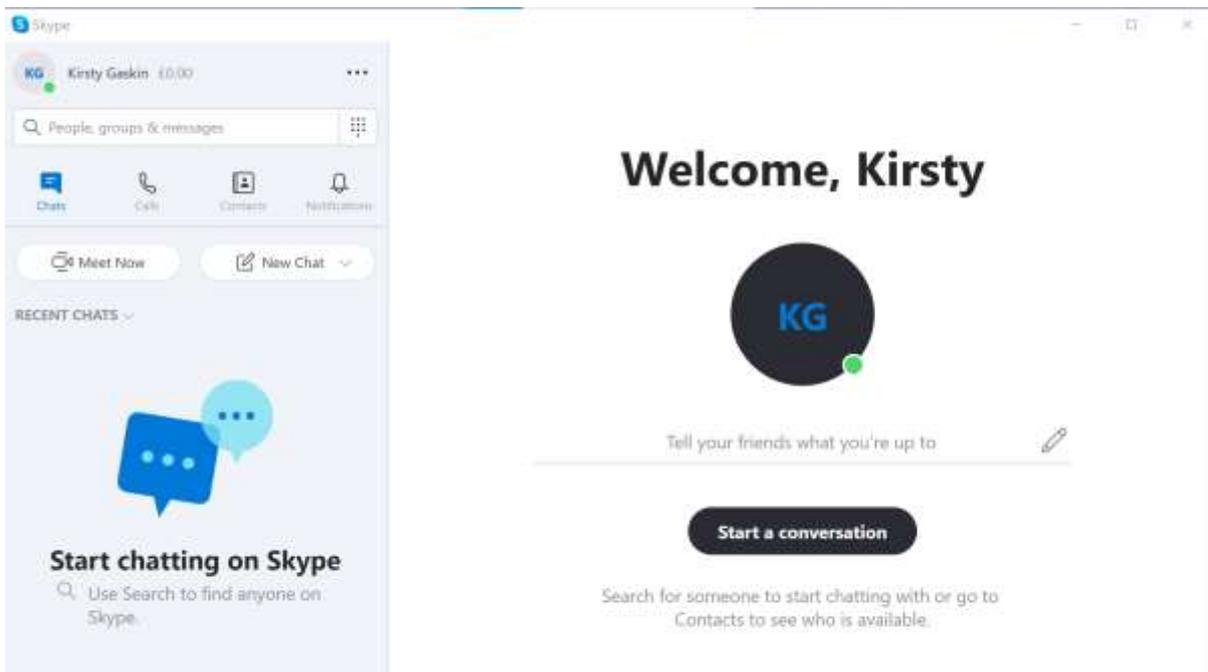
To help find your friends, we'll suggest people with mutual contacts. You can change your privacy settings in Profile > Settings > Contacts, including how people can find you.

[Privacy & Cookies](#)



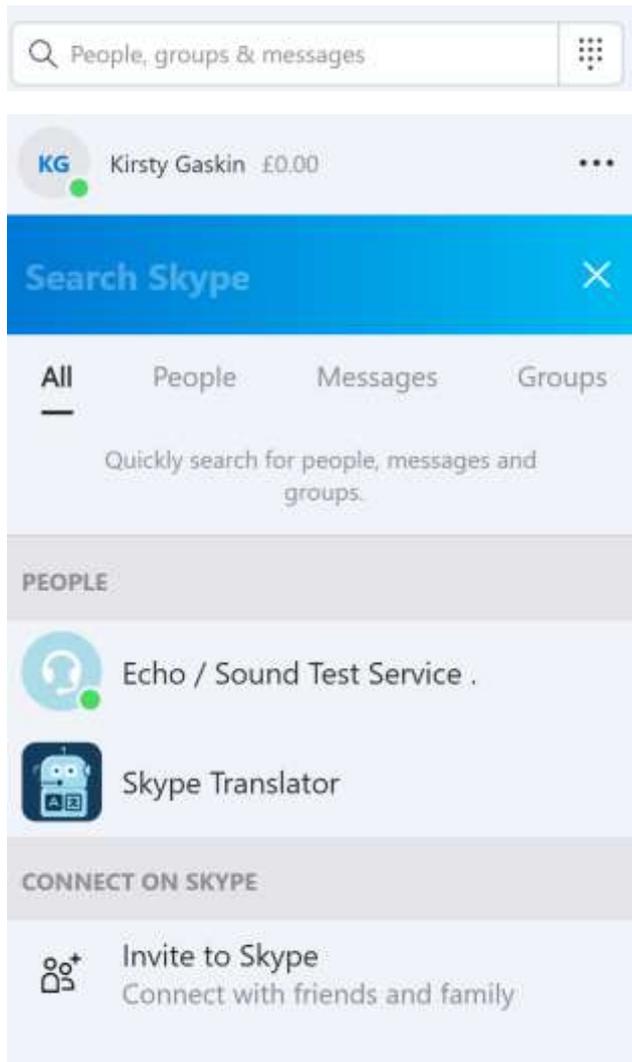
Press the OK button

Your Home page will now display:



Go to the left hand side of the screen and click in the search field:

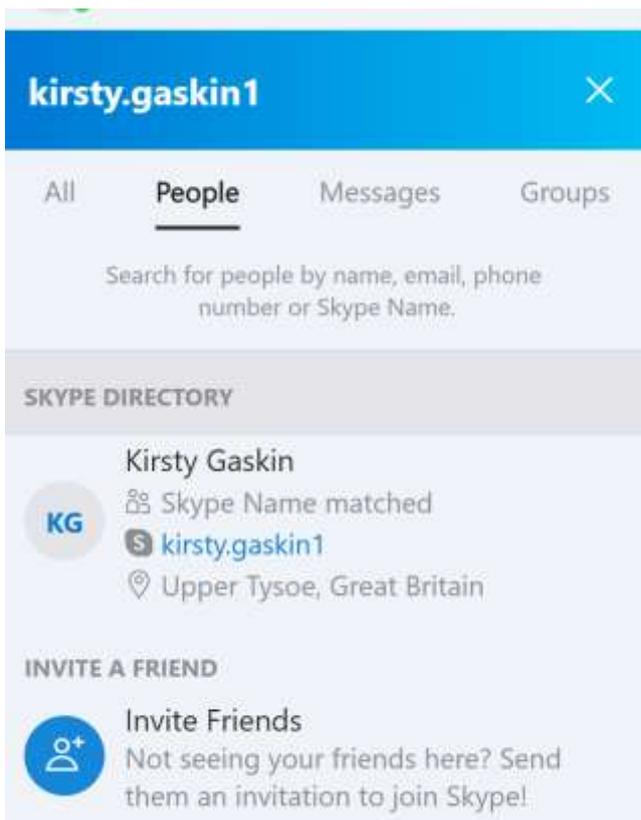
The screen will update to allow you to search for people or invite friends:



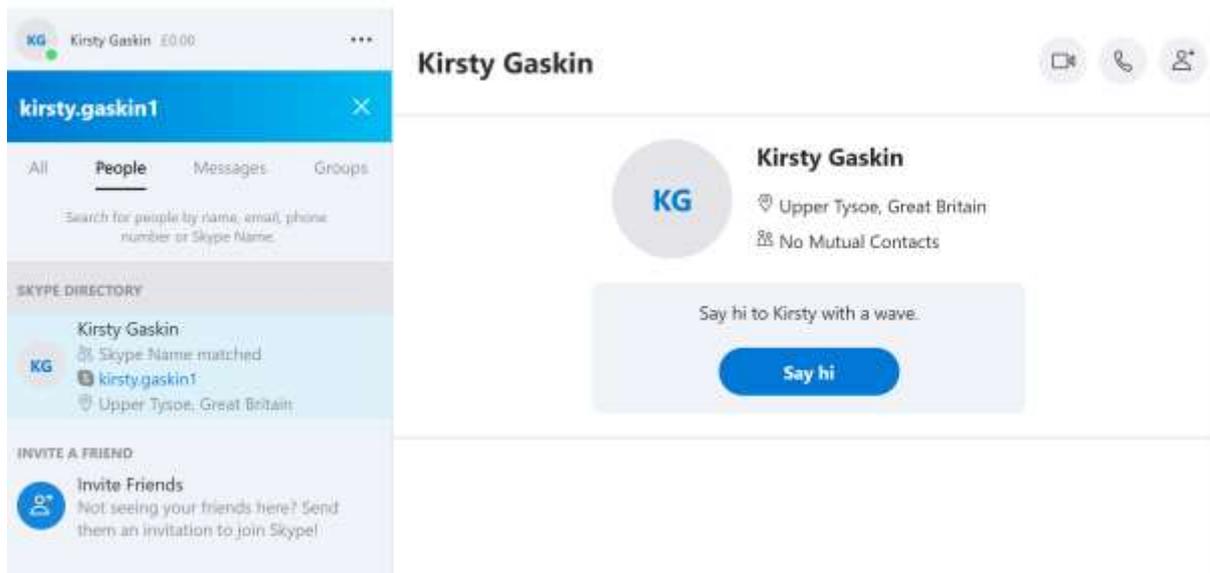
Press the People text:



In the blue text field enter your friend's email address or profile name:



The skype directory will show the associated user account if the name is correct. Click your friend's name to add to your directory:



Press the Say hi button

Kirsty Gaskin



Kirsty Gaskin

📍 Upper Tysoe, Great Britain

👥 No Mutual Contacts

Waiting for Kirsty to accept invitation.

Today

16:28



A hello will be sent to your friend. Once your friend accepts your invitation and your friend is online, the screen will update as below:

Kirsty Gaskin

Active now | Gallery | Find



Kirsty Gaskin

Upper Tysoe, Great Britain

No Mutual Contacts

Great, you can now start chatting.

Today

16:28



Type a message



If your friend's status shows "Active Now", this means your friend is logged on to Skype at the same time as you and you can both chat!

In the Type a message field, you can now send a chat message:



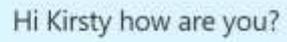
Hi Kirsty how are you?



Press the Send button

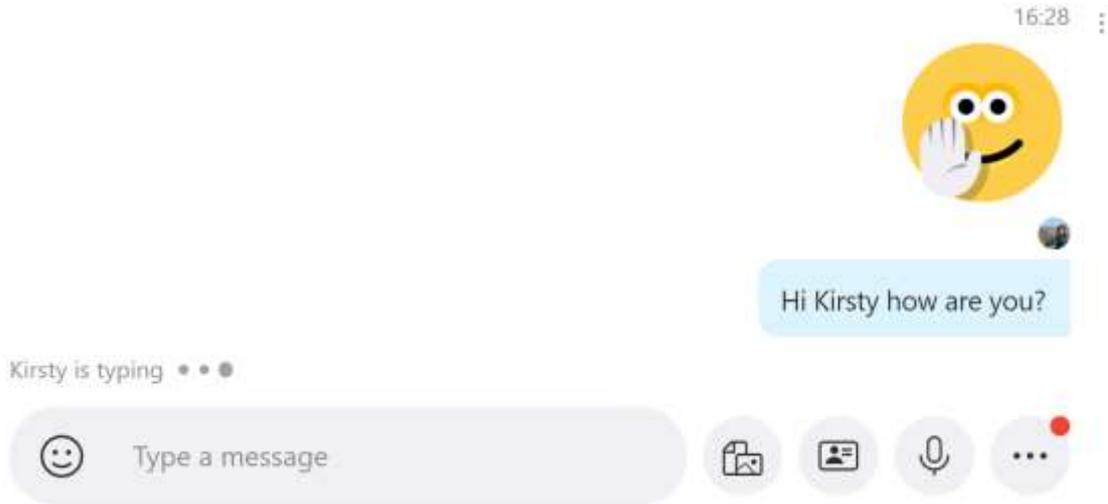


to see your message sent:

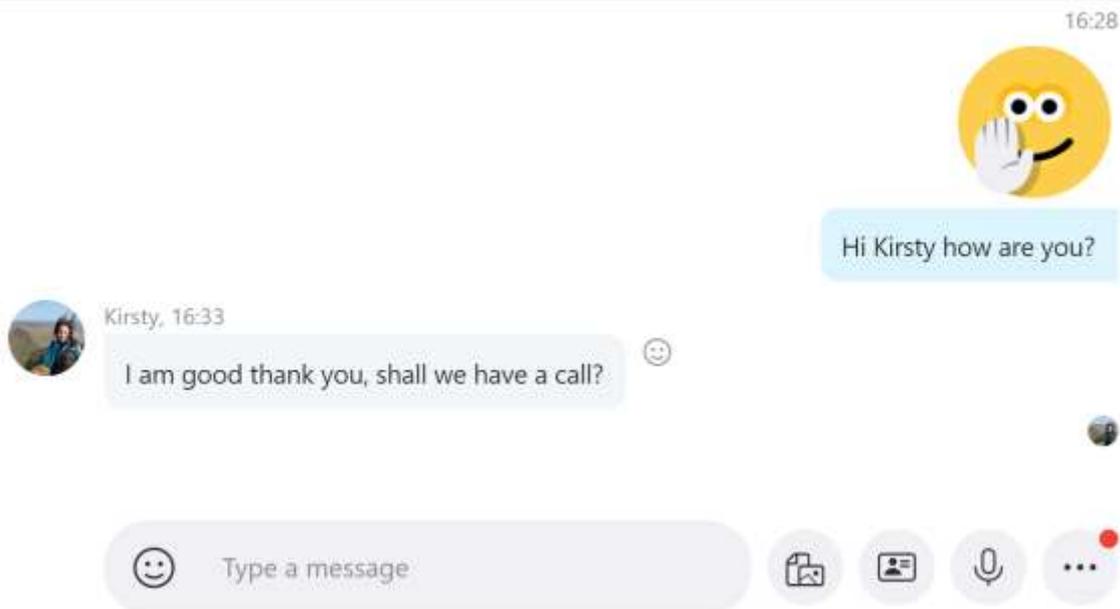
A light blue chat bubble containing the text "Hi Kirsty how are you?".

Hi Kirsty how are you?

When your friend types a reply you will see the text below:



When your friend has sent their message, your Skype Screen will update:



To call your friend, press the call button

When your friend accepts the call, you can chat with a voicemail call!



If you would like to have a video call, press the camera button  to share your screens.

Once your camera is switched on, the symbol will change to  and you will see your image in the top right hand corner of the screen.

Once you have finished your call, press the End Call button



to disconnect the call.