

This guide covers using Skype on a university owned computer in an office, conference room, or other dedicated setting.

BEFORE YOU BEGIN

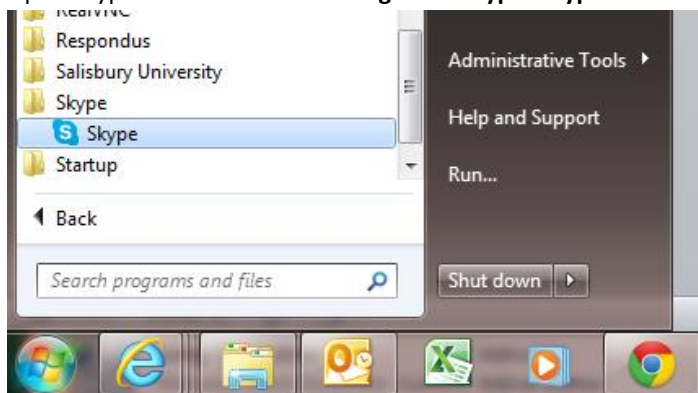
If this is your first time using Skype, you'll need just a few things.

- A computer, smartphone or tablet with a microphone, speakers and a camera.
 - If your office computer does not have a camera and microphone, we recommend the Logitech HD Pro Webcam. Contact IT Procurement for information on how you or your department can purchase a webcam for use with Skype. <http://www.salisbury.edu/camptech/Procurement/>
- A Skype Account or Microsoft Account.
 - You can log in with a Skype account, or you can use any existing Microsoft account (such as Messenger, Hotmail or Outlook.com, etc.) or your Facebook account to login to Skype.
 - If you do not have any of these accounts, or do not wish to use it for Skype, you can create a new Skype Account at <https://login.skype.com/account/signup-form>.
- Skype installed on your computer or mobile device.
 - For instructions on how to install Skype on your computer or mobile device, see <https://support.skype.com/en/faq/FA11098/getting-started-with-skype-windows-desktop> and choose your device.
 - To download Skype, visit <http://www.skype.com/en/download-skype/skype-for-computer/> and choose your device.

USING SKYPE

If you haven't already, start by adding some contacts. To add a contact in Windows:

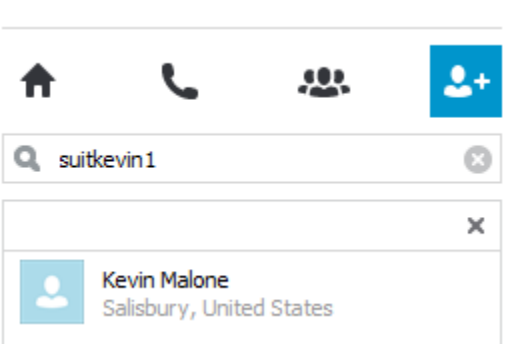
- Open Skype. Click on **Start>All Programs>Skype>Skype**.



- Sign in with your Microsoft Account if prompted.
- Select the **Add Contacts** icon.



- Search for the contact you want to add by their Skype Name (if you don't know the contact's Skype name, you can try to search by their name or email address).



- Click **Add to Contacts** in the top right corner, and enter an introduction to the contact request. Click **Send**. This will send a contact request to the contact. Until your contact accepts your request, a question mark will appear instead of their status icon. Once accepted, you will be able to see when they are online.

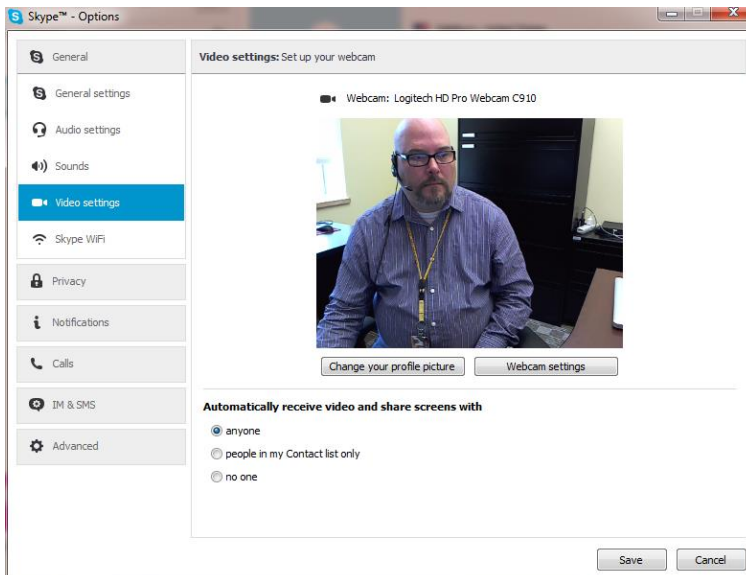


- For more information or for instructions for Macs or other devices, see: <https://support.skype.com/en/search?q=add+contact>.
- You are able to add other Skype users, as well as from other services. Skype can also call mobile or landlines, if you have purchased Skype Credit.

MAKING A CALL

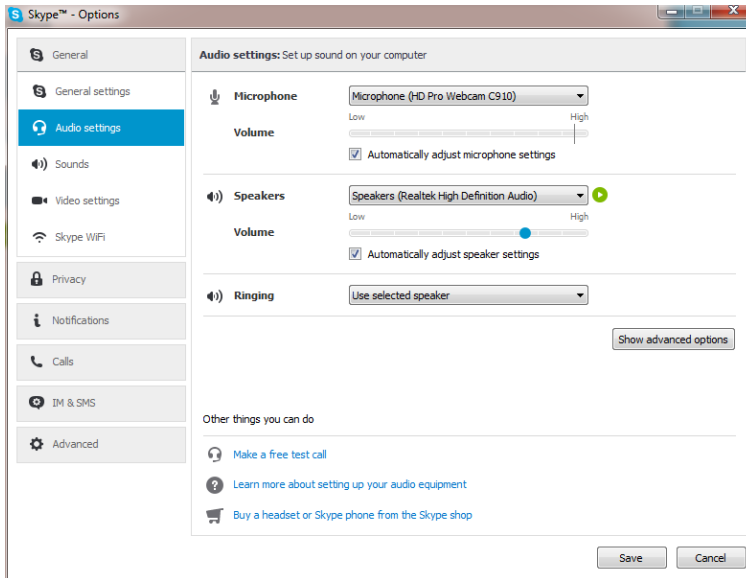
Now you're ready to make a call. To call someone in your contacts list in Windows:

- First, check your video settings.
 - Click **Tools** and then **Options**.
 - In the Options window, choose **Video settings**.



- Make sure that your video is working correctly. You should see your video in the settings. You can also change your webcam settings by clicking **Webcam settings**.
- Next check your audio settings.

- While still in the Options window, click **Audio Settings**.



- Check the settings on your microphone and speakers.
- You may also wish to make a free test call. Click the **Make a free test call** link in the **Other things you can do** section. You may also do this by choosing **Echo/Sound Test Service** in the Contacts tab.
- Click **Save** or **Cancel** to exit the Options window.
- Click the Contacts tab and click the contact you'd like to call.
- Click **Call** or **Video Call**.



- The screen changes color, a call bar appears near the bottom of the screen and you'll hear the phone ringing.



- Once the contact answers, if you don't hear them or they can't hear you, click the **call quality icon** in the call bar.



- Once the call is through, click the **End call** button, which looks like a red telephone handset.

MORE INFORMATION

For more information on what you can do on a Skype call, or to see instructions for Macs, smartphones or tablets, see <https://support.skype.com/en/faq/FA10935/calling-someone-who-s-on-skype-windows-desktop>