

ANYGEEKS PRESENT...

# Connect with Skype

## Skype

Skype is a free downloadable program that lets you connect to different people over the internet. Versions exist for computers and phones. . This program requires an internet connection, but does not require a phone line.



All of your conversations between computers or Skype to Skype are free. This means that you can do interesting things with conversing with anyone who has Skype. There are pay options if calling to different phones.

<http://www.skype.com>

## What will I need?

- Phone
  - App
- or
- Computer
  - Internet Connection
  - Microphone
  - Headphones/Speakers
  - Webcam (optional)

## Creating an Account

Create an account on the website. You can download the program first or create the account and then download the program. Fill in all of the applicable boxes. Pay attention to: **Skype Name\***

### Skype Name

### Password

First name\*

Last name\*

Your email address\*

Repeat email\*

Note: no-one can see your email address.

### Profile information

Note: anyone on Skype can see your profile information.

Birth date

Day

Month

Year

Gender

Select

Country\*

United States

City

Language\*

English

Mobile phone number

United States

+1

Note: only your contacts can see your mobile number.

How do you intend to use Skype?

Select

Skype Name\*

Note: only choose a name you have a right to use.

Password\*


Repeat password\*

Between 6-20 characters, include Latin letters and numbers. Note: no-one else can see your password.

☐ By SMS

☒ By email

350



Can't read the text in the box?

Refresh

Listen

Help

Type the text above here\*



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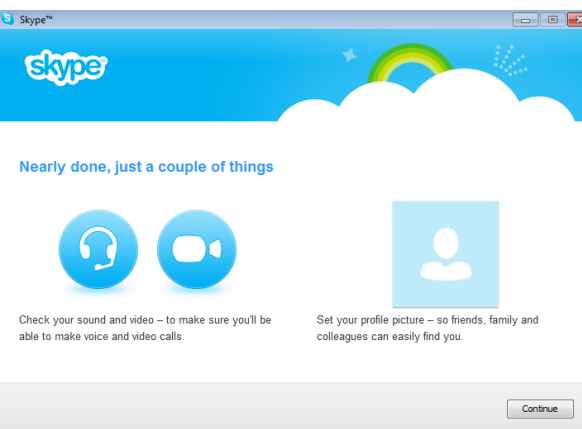
## Skype Continued

*Log into your account*



*Adjust audio and video*

When setting up your computer the first time to use for Skype it is important to make sure that your Video camera and microphone are working correctly. (If the video camera has a microphone it will require the same steps.)



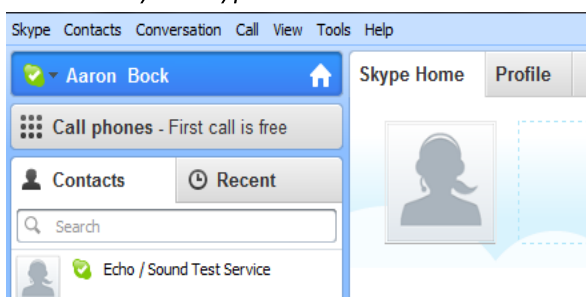
Add a picture and test your speakers and microphone

You can choose to add a picture with your webcam or you can upload a picture from your computer.



This will be the picture that others see when you start asking them to be your friends and connecting with them. You are now ready to find friends and family.

*This is how your Skype account will look.*



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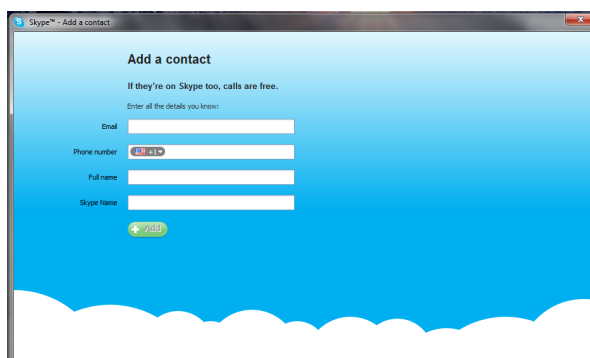
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## Even More Skype

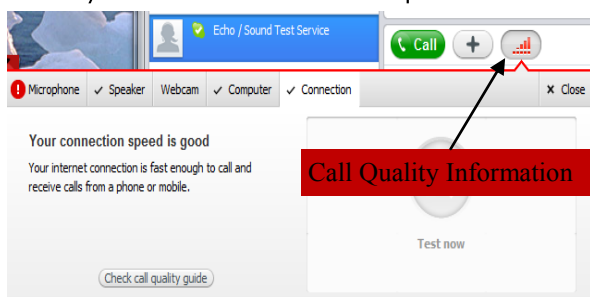
### *Finding People*

When looking to connect with others it is as easy as searching for their name. When opening up Skype click on: **Contacts → Add Contacts**.



Once they are added to your list you can contact them through calls and instant messages.

It may be beneficial to test how your connection is to your new contacts  
You can select the contact and then click **Call Quality Information**. Choose the option to test.



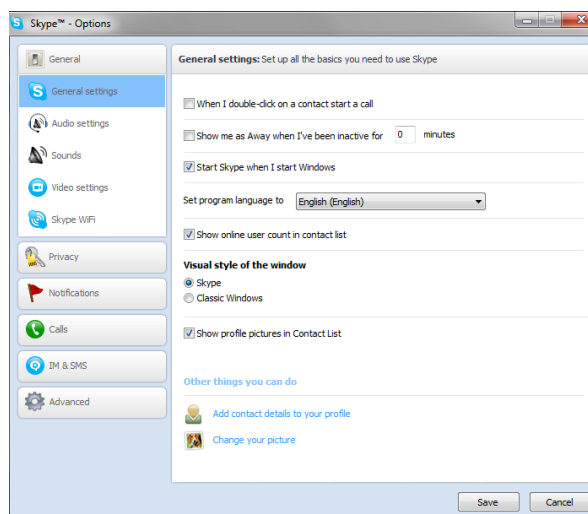
### *Calling and Instant Messaging*

After testing the connection it is time to start talking to different people. You can click on each individual contact and choose either **Instant Message** or **Call**. You can talk to people and **Instant message** them at the same time. After you have connected with one friend **conferencing** in others is just as easy by choosing **Conference Call**.

### *Options*

You can set up all of your different options by clicking on **Tools → Options**

Change your language, test audio and sounds, choose when Skype starts up, and much more.



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## Final Tips and Tricks

### *Using headphones or speakers?*

There can be a tremendous amount of feedback from speakers. The person talking can hear themselves because you are getting the sound back through other participant's microphones.

### *Sending Files*

Have a document you want to share? You can send it through Skype. This is best done when you are not talking to others

### *Skype Video Calls*

Speak as you would on a phone call. Don't talk over each other. Mute your microphone to cough or eat. If you are on video, make sure your computer is fast enough and your background is plain.

### *Recording a Podcast*

You can work on creating a podcast with Skype, but it requires two other tools to make this happen. The first is a way to record your Skype call into an editable sound file. There are multiple options, but one is:

### MP3 Skype Recorder

<http://voipcallrecording.com/>

Free software, but be wary if you download it because some sites are not as reputable. Allows you to record calls made on Skype.

### Audacity

<http://audacity.sourceforge.net/>

<http://manual.audacityteam.org/o/>

Audacity is free open source software that allows for recording and editing sounds. When using a program like Skype Recorder you can take that recorded MP3 and edit it within Audacity. There is an online manual available, which has walkthroughs of all of the different options that Audacity gives you. Make sure the site that this is downloaded from is reputable.

### Notes:



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