

Downloading, Installing, and Logging In to Skype

Downloading and Installing Skype

1. Access Skype web site at <http://www.skype.com/>.
2. Click *Join Skype* from the top right hand side.
3. Under the *Create an Account* tab, fill in the required information.
4. Click *I agree – Continue*.
5. Follow the onscreen prompts to complete the account registration.

Logging in to Skype

1. Click *Start*, select *All Programs*, and click *Skype*.
 2. In the *Skype Name* field, type your username you *chose during setup*.
- *Note:** If you cannot remember your Skype Name, locate the email sent to you from Skype and you will find your Skype Name.
3. In the Password field, type your *password*.

***Note:** If you cannot remember your Skype password, click *Forgot your password* and follow the on screen prompts.

4. Uncheck *Sign me in when Skype starts*.
5. Uncheck *Start Skype when computer starts*.
6. Click *Sign in*.

