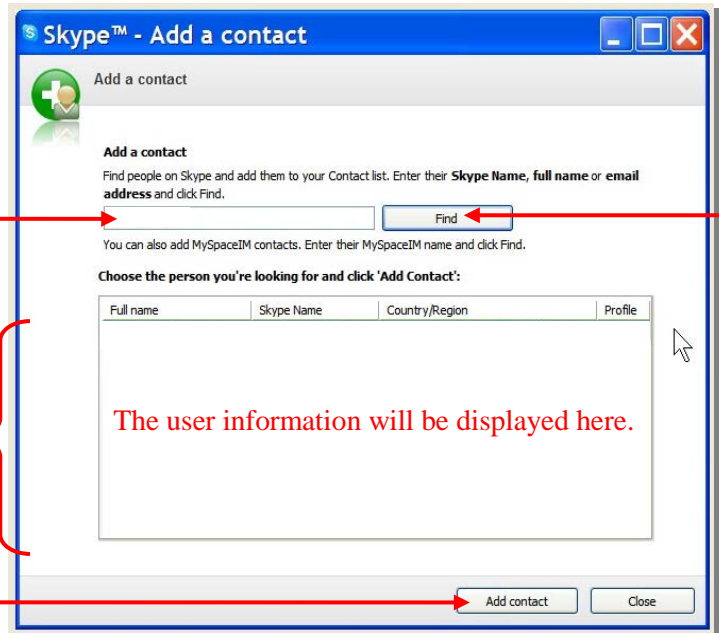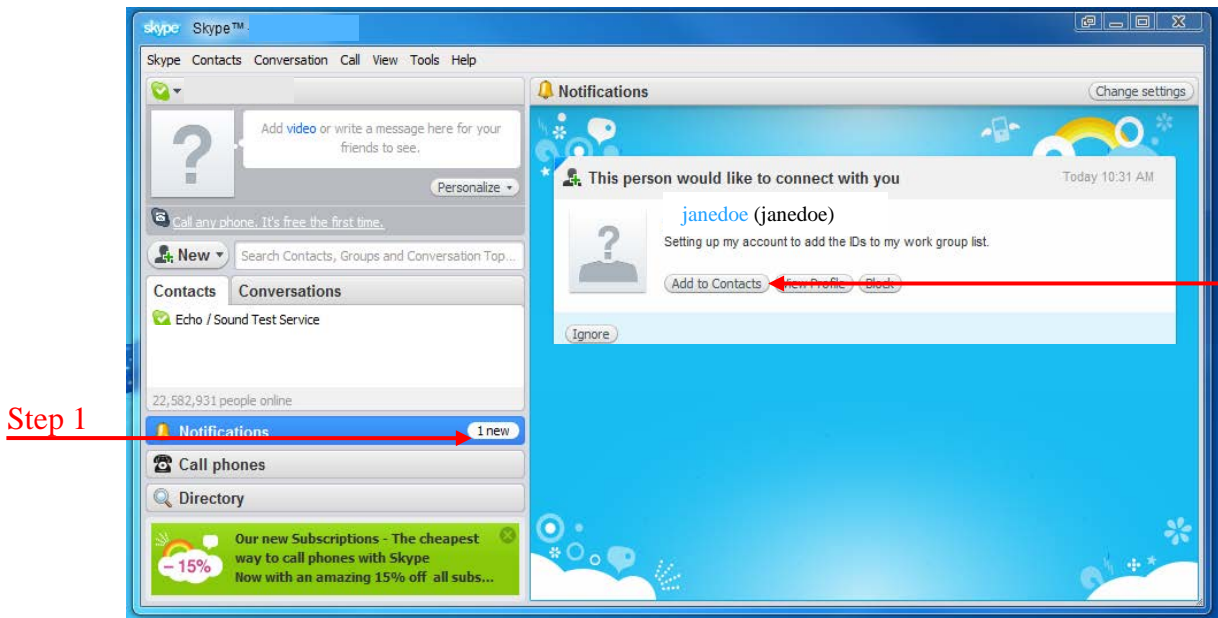# Using Skype

Adding a Skype Contact

1. Login to your *Skype* account.

2. Click *Contacts*.

3. You can search for another Skype user by their Skype name, full name <u>or</u> email address. Enter the corresponding information.

4. Click *Find*.

5. Click on the *User* from the Find box.

6. Click *Add Contact*.

Accepting Contacts

1. Click *New* under *Notifications*.

2. Click Add to Contacts.

Using Skype **Video** Call

In order to use Skype **Video** Call, the person to be called must be listed as a contact and both users must have a webcam, a microphone, and speakers (or a headset which includes a microphone and earphone).
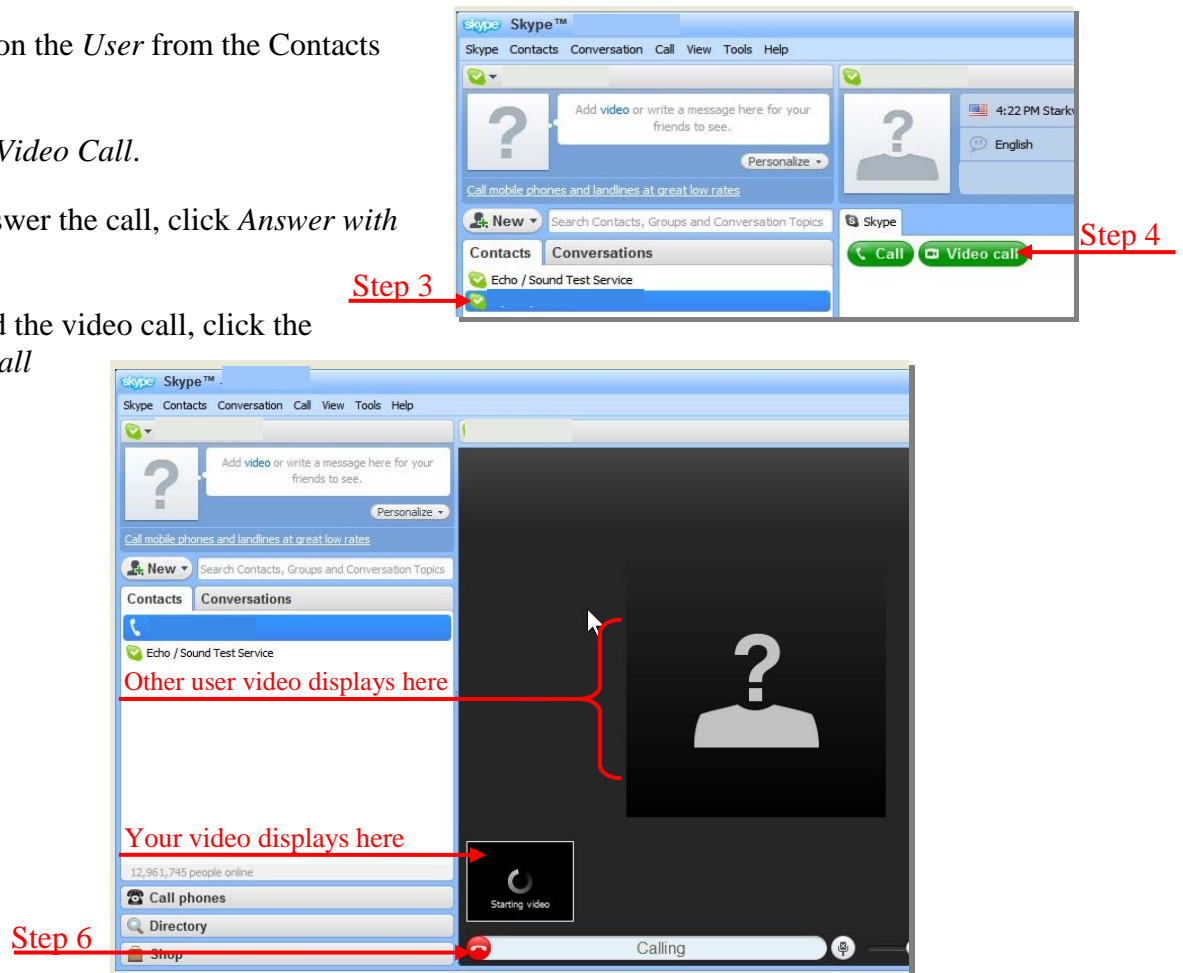
1. Verify your webcam is connected and installed on your computer.

2. Verify your microphone and speakers (or headset) are connected to your computer.

3. Click on the *User* from the Contacts list.

4. Click *Video Call*.

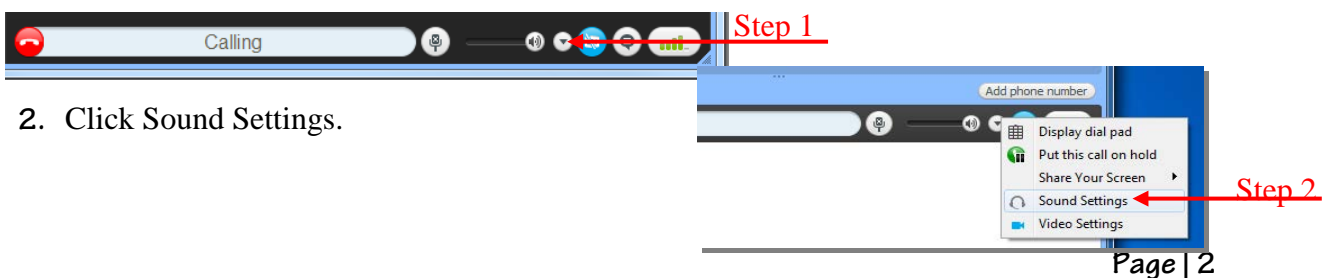5. To answer the call, click *Answer with video* .

6. To end the video call, click the *End Call* icon.

Troubleshooting Skype Calls and Video Calls

1. If you are having problems hearing the other user, click the *down arrow* to the right of the speaker icon.
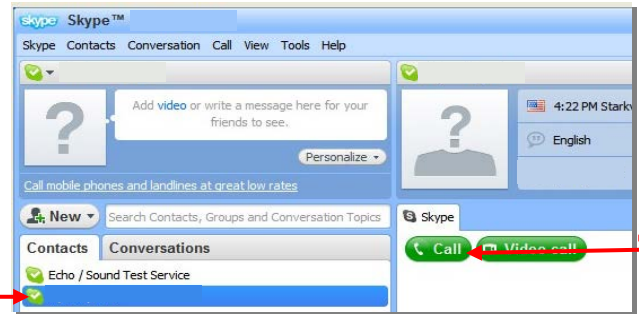

2. Click Sound Settings.

3. Verify the correct *Microphone* and *Speakers* are selected.

4. Click Save.

Using Skype Call

In order to use Skype Call, the person to be called must be listed as a contact.

1. Click on the *User* from the Contacts list.

2. Click *Call*.

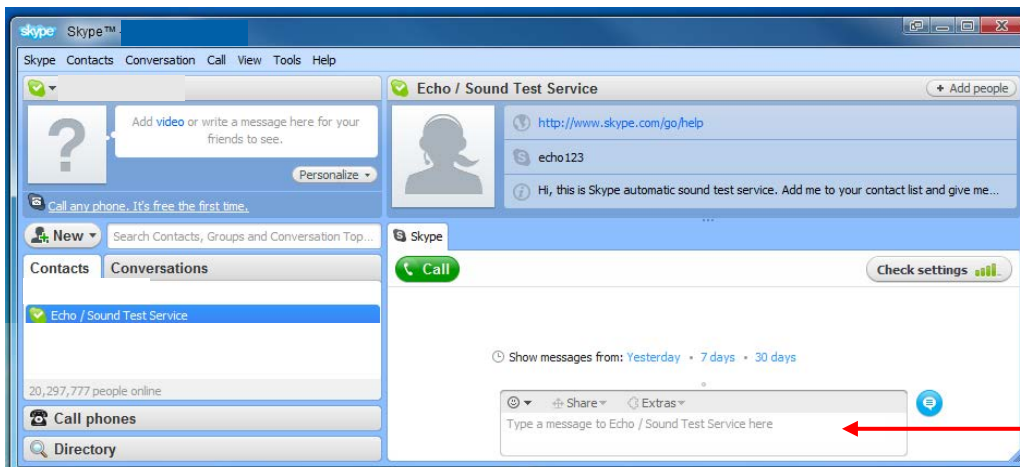3. To answer the call, click *Answer*.

*Note: If the other user has a webcam, they can answer with video and they will be able to see you. If the other user does not have a webcam, you will not be able to see them; you'll only be able to hear them.

4. To end the call, click the *End Call* icon.

Using Skype Chat

In order to use Skype Chat, the person to be called must be listed as a contact.

1. Click on the person name.

2. Type your message in the *Chat Text Box*.

3. Press the *Enter* key.