





# How to Use Skype



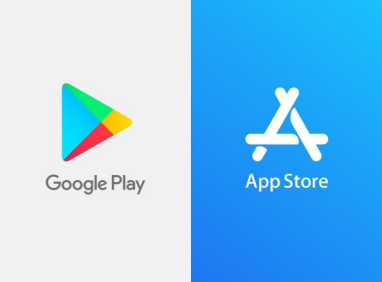
**Skype is free and you can use it on your computer, phone or tablet.**

**Lots of computers already have Skype.**



**Here is a link to the website you can download it from:**

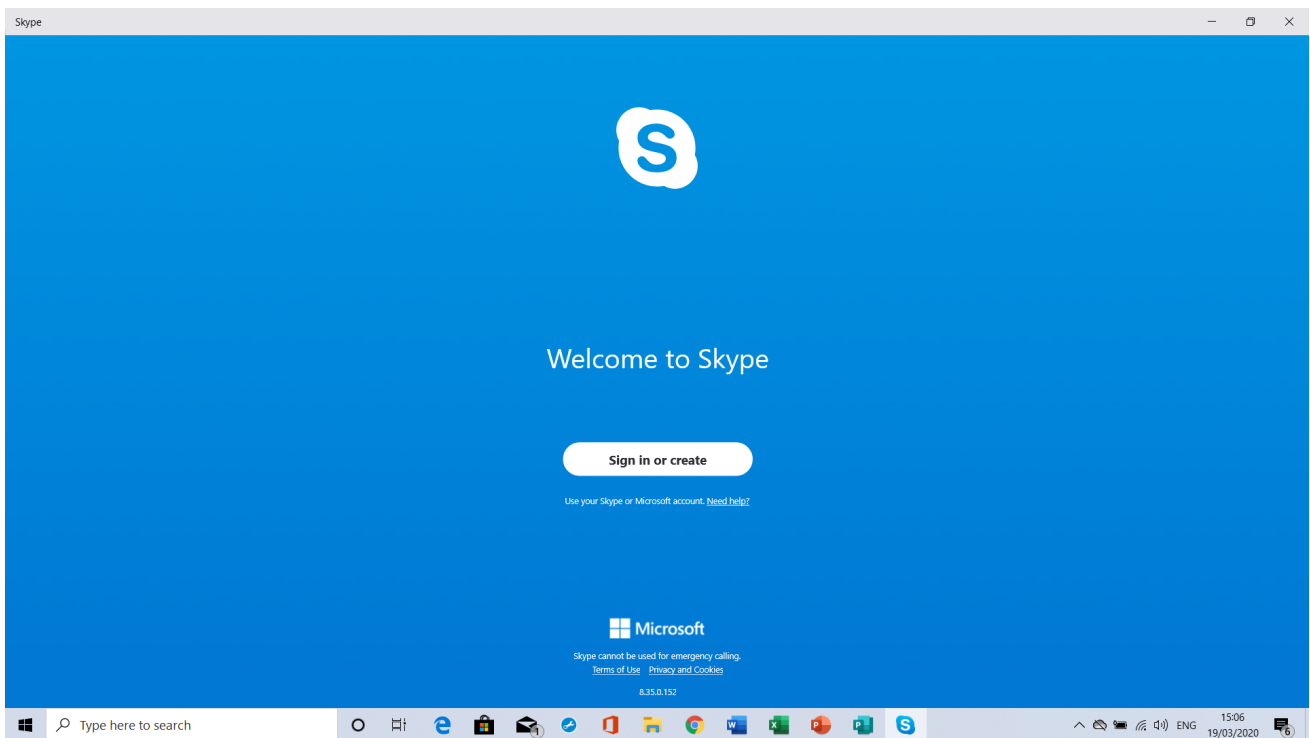
<https://www.skype.com/en/get-skype/>



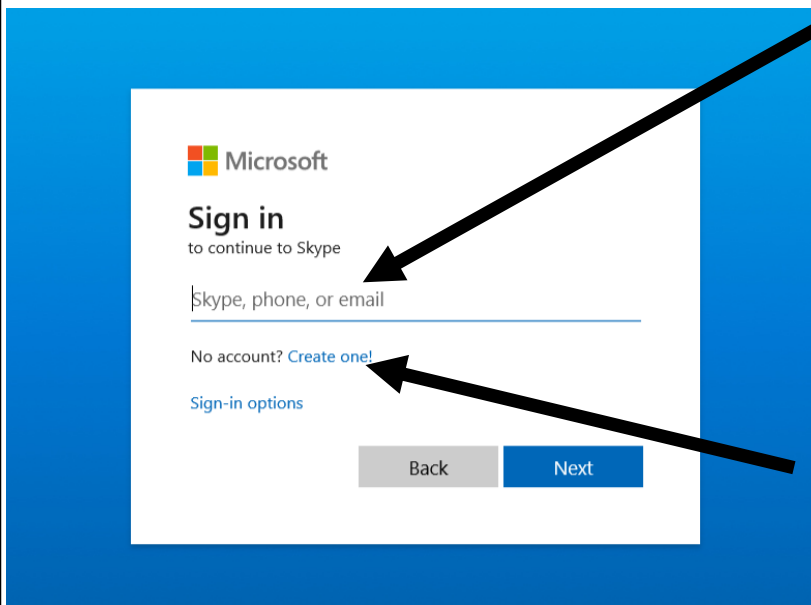
**Or you can search for it in the App Store on your phone or tablet.**

# Logging In

When you open Skype, it will look like this:



You will be able to log in if you have a Microsoft email like hotmail or outlook.

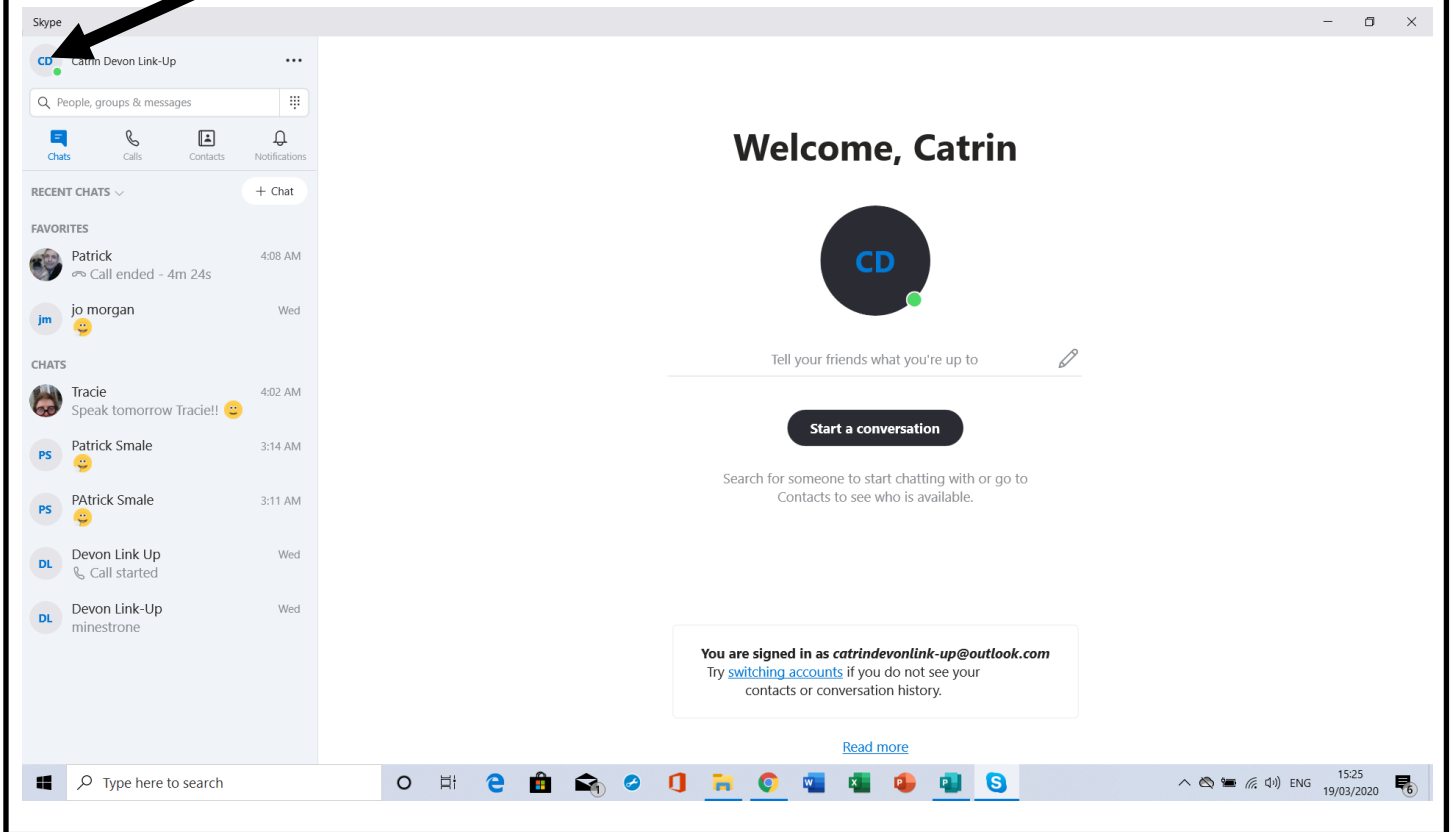


To make a Skype account click on the blue writing that says **Create One!**

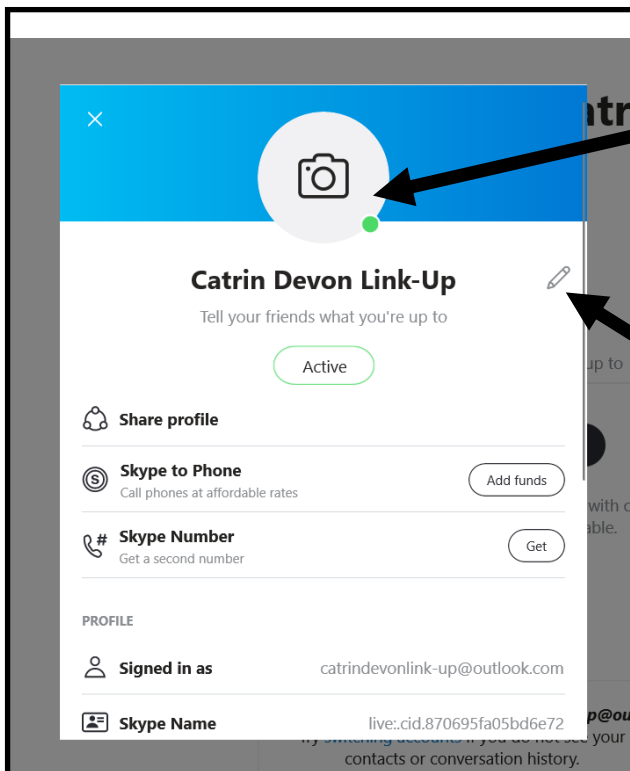


# Your Name and Photo

1) Click on this little circle in the top left corner.

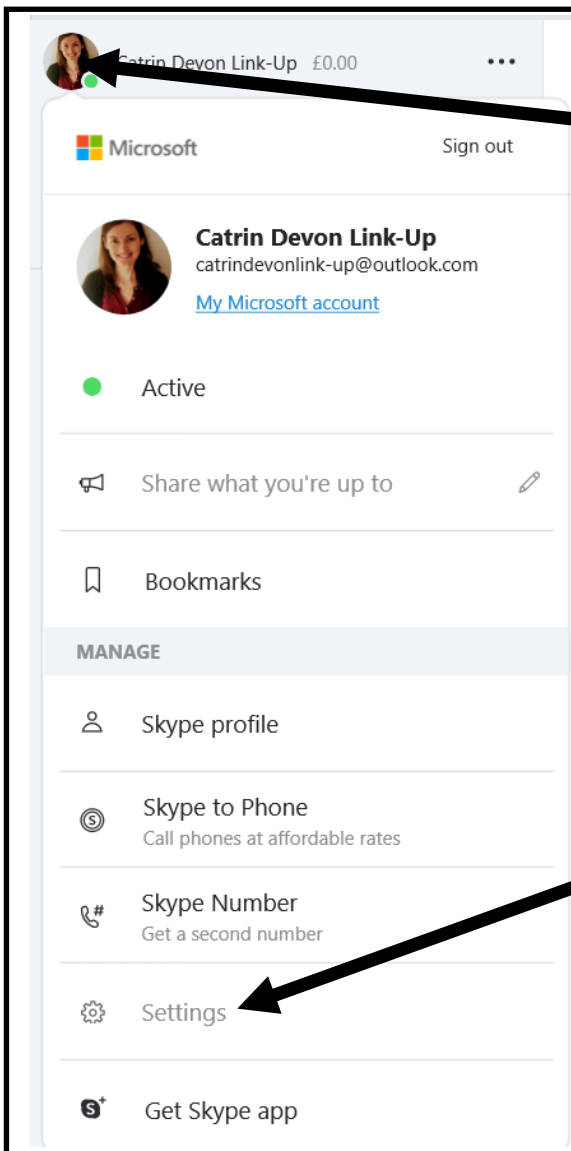


2) Click on the circle to upload a photo from your computer.



3) Click on the little pen to write your full name. This is the name everyone will see and use to find you.

# Making Your Photo Public



Catrin Devon Link-Up £0.00

Microsoft Sign out

**Catrin Devon Link-Up**  
catrindevonlink-up@outlook.com  
[My Microsoft account](#)

Active

Share what you're up to

Bookmarks

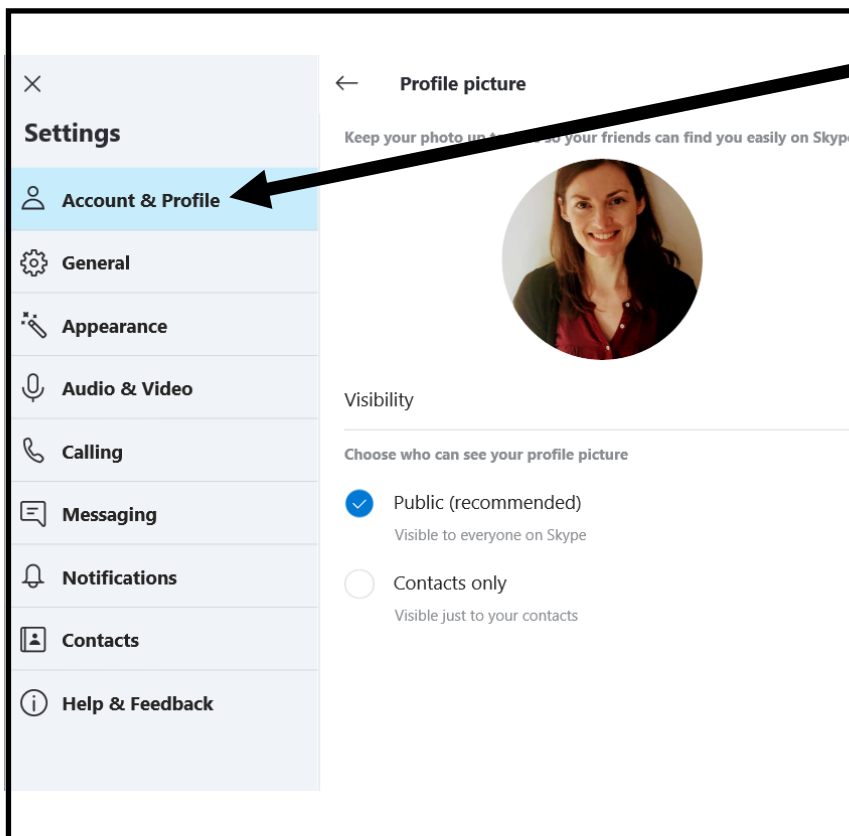
**MANAGE**

- Skype profile
- Skype to Phone  
Call phones at affordable rates
- Skype Number  
Get a second number
- Settings
- Get Skype app

Click on your photo in the top left.

A menu will drop down.

Click on **Settings**



Settings

- Account & Profile
- General
- Appearance
- Audio & Video
- Calling
- Messaging
- Notifications
- Contacts
- Help & Feedback

Profile picture

Keep your photo unshared so your friends can find you easily on Skype

Visibility

Choose who can see your profile picture

- Public (recommended)  
Visible to everyone on Skype
- Contacts only  
Visible just to your contacts

Click on **Account & Profile** at the top.

Tick the **Public** option if you are happy for anyone to see your photo. It can help people find you.

Tick **Contacts Only** if you don't want the public to see your photo.



## How to Find People

Skype

CD Catrin Devon Link-Up

People, groups & messages

Chats Calls **Contacts** Notifications

RECENT CHATS + Chat

1) Click on **Contacts**. It is at the top left.

Skype

CD Catrin Devon Link-Up

People, groups & messages

Chats Calls **Contacts** Notifications

MY CONTACTS + Contact

2) Click on **+ Contact**

✕ Add a new contact

jomdlup

jo **jomdlup**  
Chatted 2 days ago

ADD

MORE PEOPLE

**Invite Friends**  
Not seeing your friends here? Send them an invite to join Skype!

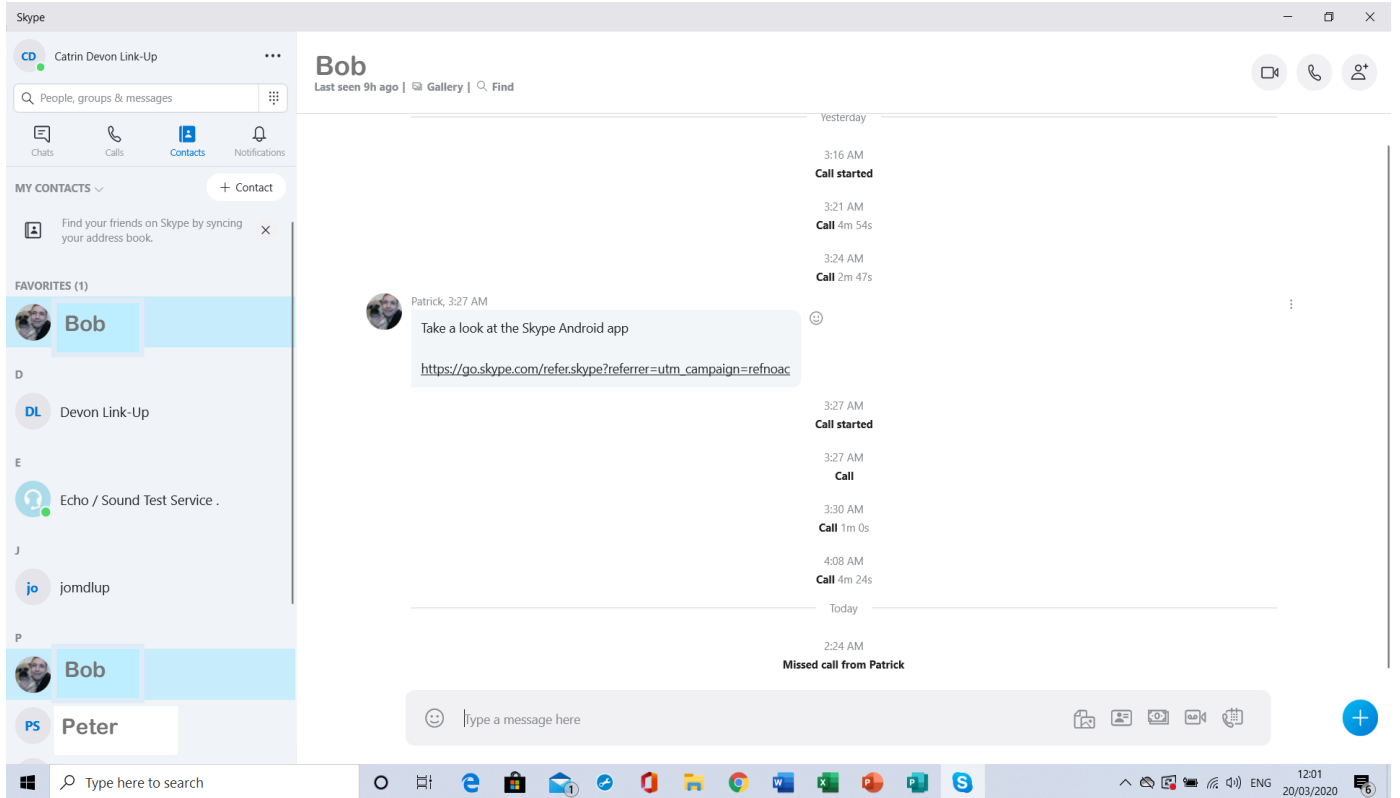
3) Type the person's username in. You might want ask what their username is.

4) Check it is the right person and click on **add**.

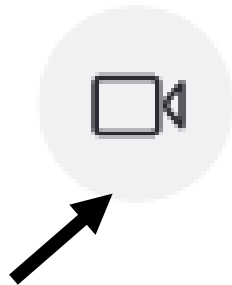


## Making Calls

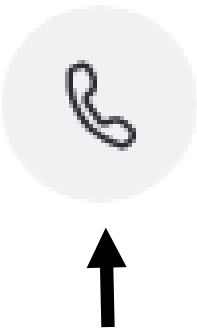
Click on one of your contacts and this page will come up:



In the top right corner there are these 3 symbols:



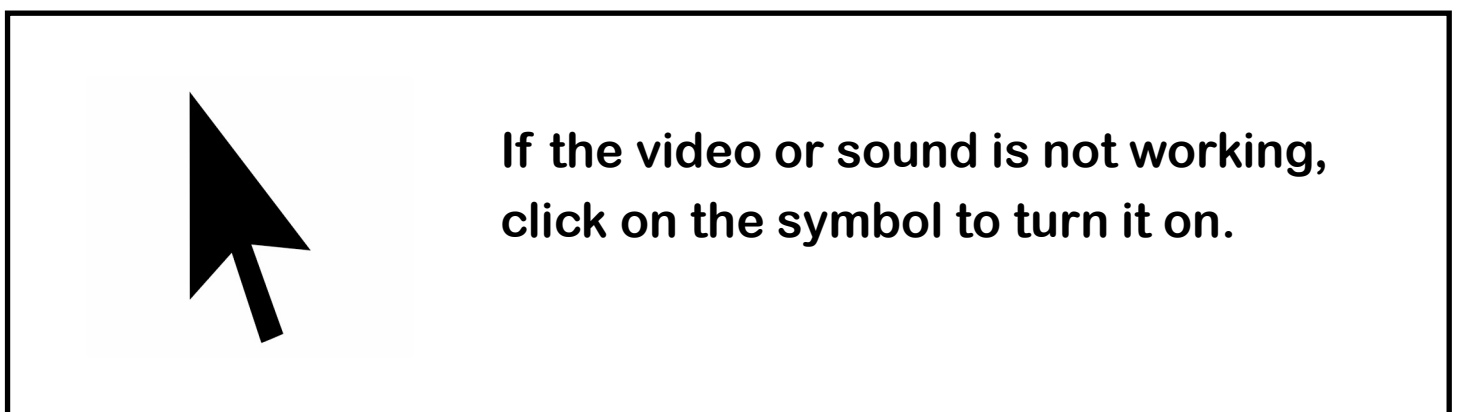
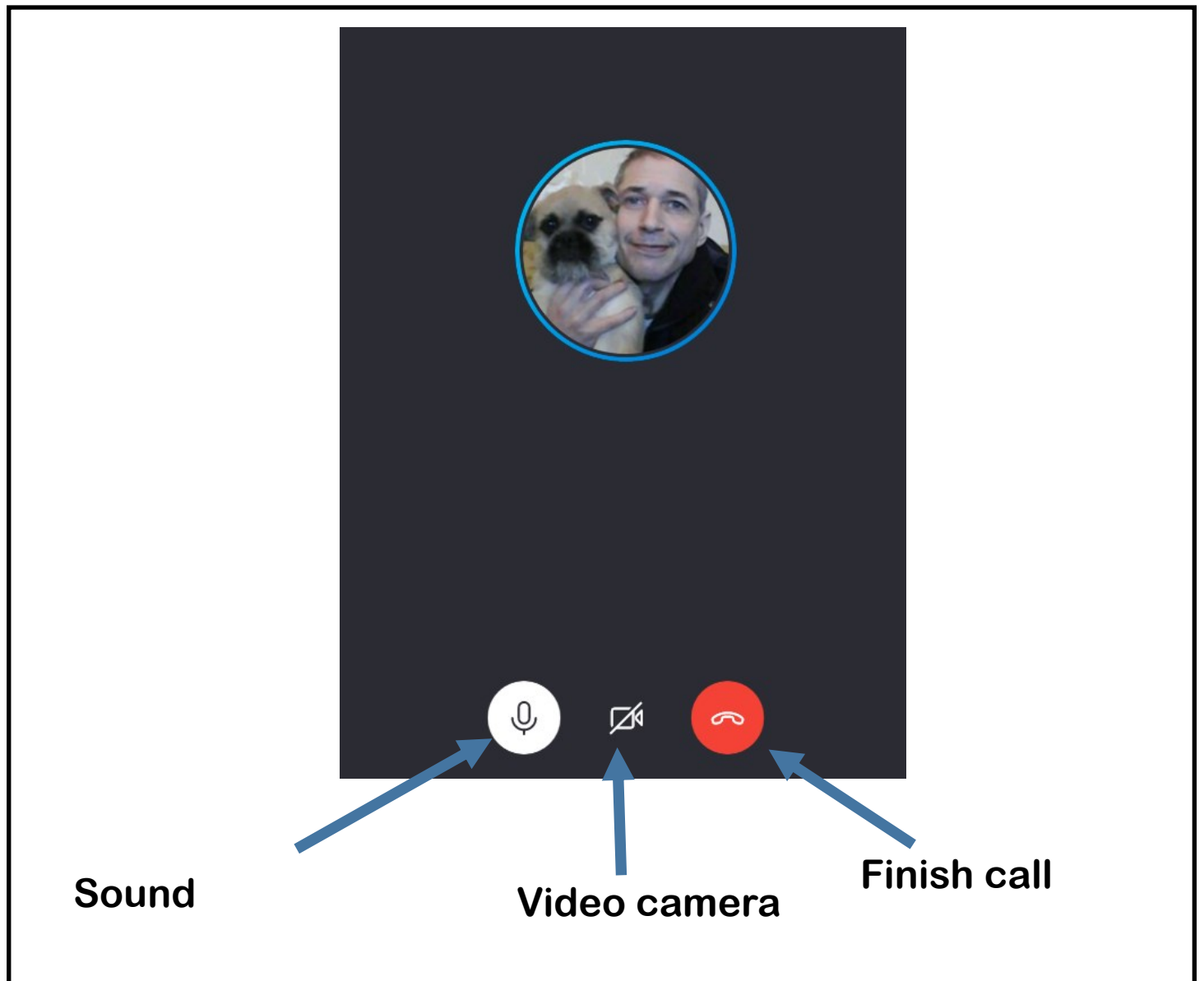
Video call



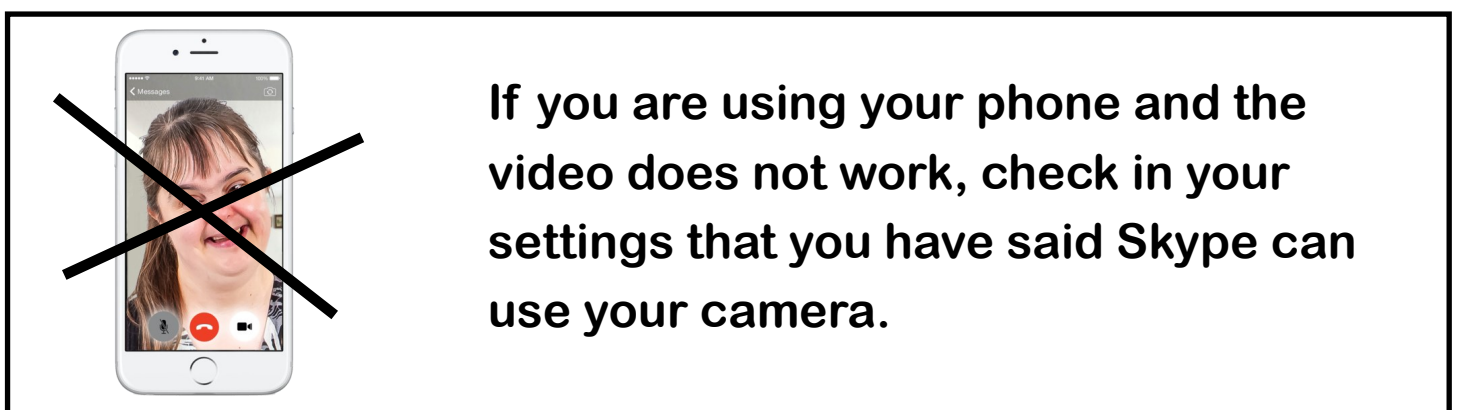
Audio call  
(just sound)



Add to a group.



If the video or sound is not working, click on the symbol to turn it on.



If you are using your phone and the video does not work, check in your settings that you have said Skype can use your camera.