



mercury

Leading edge Search & Selection

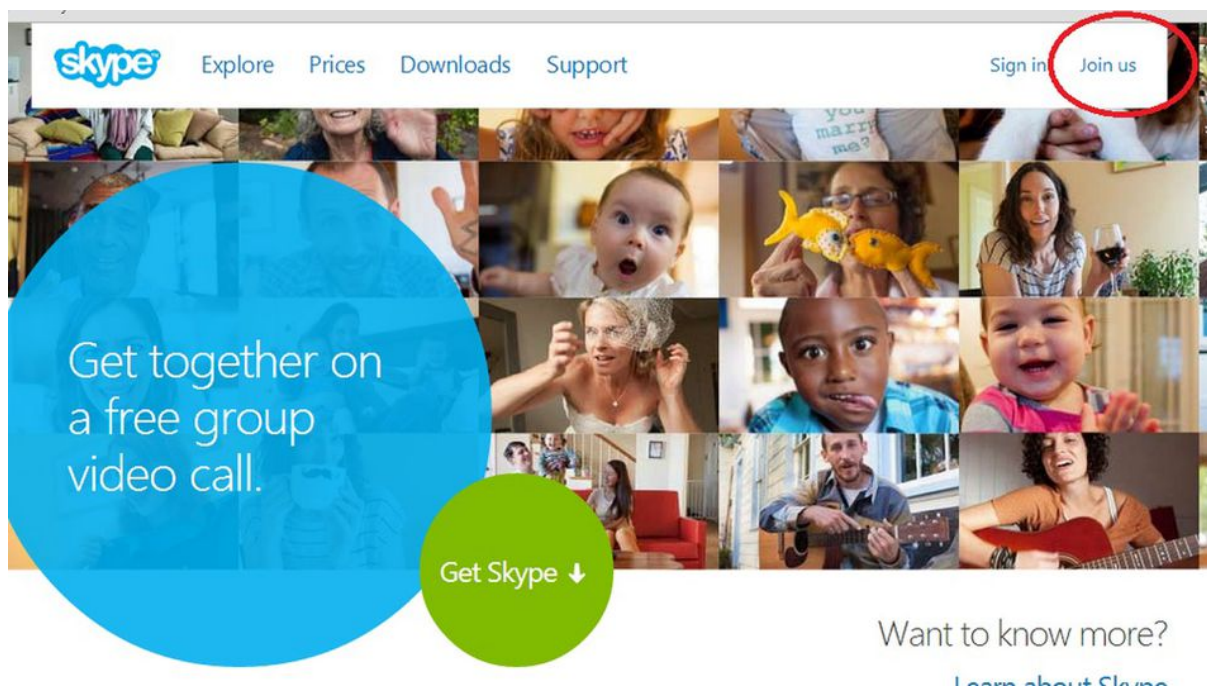


Post Covid Resources

Skype

Sign up

Getting started is as easy as any other app. To open an account, visit the Skype homepage and click "Join us" in the upper right-hand corner.



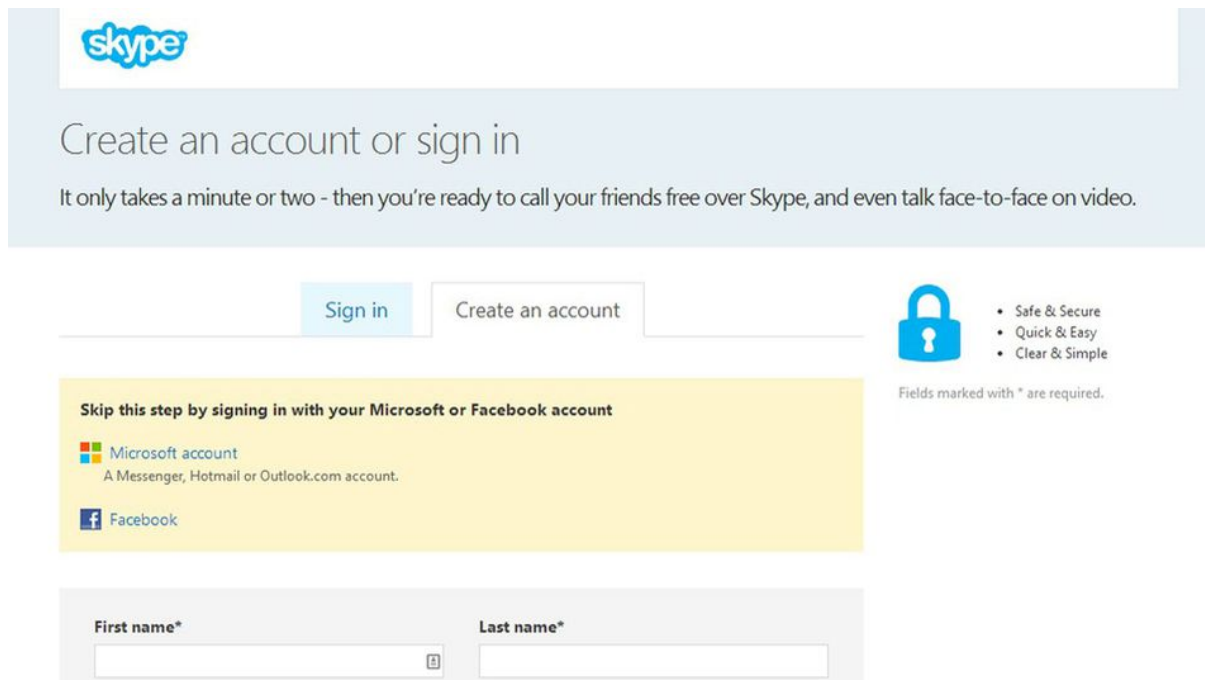
Click "Join Us" in the upper right-hand corner of the Skype homepage to create your account.

IMAGE: SCREENSHOT KYLI SINGH

For more information visit <https://support.skype.com/en/skype/all/>

Choose how you want to log in

You'll see you have the choice to sign in with your existing Facebook or Microsoft account, or you can create an account just for Skype.



The screenshot shows the Skype sign-in page. At the top left is the Skype logo. Below it, the text reads "Create an account or sign in" followed by "It only takes a minute or two - then you're ready to call your friends free over Skype, and even talk face-to-face on video." There are two buttons: "Sign in" and "Create an account". To the right of these buttons is a blue padlock icon with a keyhole, accompanied by the text "Safe & Secure", "Quick & Easy", and "Clear & Simple". Below this is a yellow box with the text "Skip this step by signing in with your Microsoft or Facebook account". Inside this box are two options: "Microsoft account" (with a small Microsoft logo icon) and "Facebook" (with a small Facebook logo icon). Below the yellow box are two input fields: "First name*" and "Last name*", both with asterisks indicating they are required. The "First name*" field has a small square icon with the letter 'i' inside it.

You can sign up with your existing Facebook or Microsoft account, or create your own account just for Skype.

IMAGE: SCREENSHOT KYLI SINGH

Download Skype

After setting up your account, you may be asked if you would like to buy Skype credits, which are used to make phone calls to mobile phones or landlines. Remember, calling other Skype users is always free, but calling phones and landlines costs money. If you're not sure you want to purchase credit, skip this for now — we'll come back to it in the sixth step.

Now, go ahead and download Skype:

For Mac users: Save the Skype file to your computer. Double-click the download file and drag the Skype icon to your Application folder. Then, open Skype from your Application folder and log in with your Skype name and password.

For Windows users: Save the Skype Setup Application to your computer. Double-click the Skype Setup file and follow the steps to install. Launch the Skype application and sign in with your Skype name and password.

If it's your first time logging in, you may be asked to customize your settings, such as your language preference, and if you want Skype to launch when your computer starts. If so, check off "Run Skype when the computer starts."

Once you've completed this section, Skype will take a few minutes to install.

Check your audio and video settings.

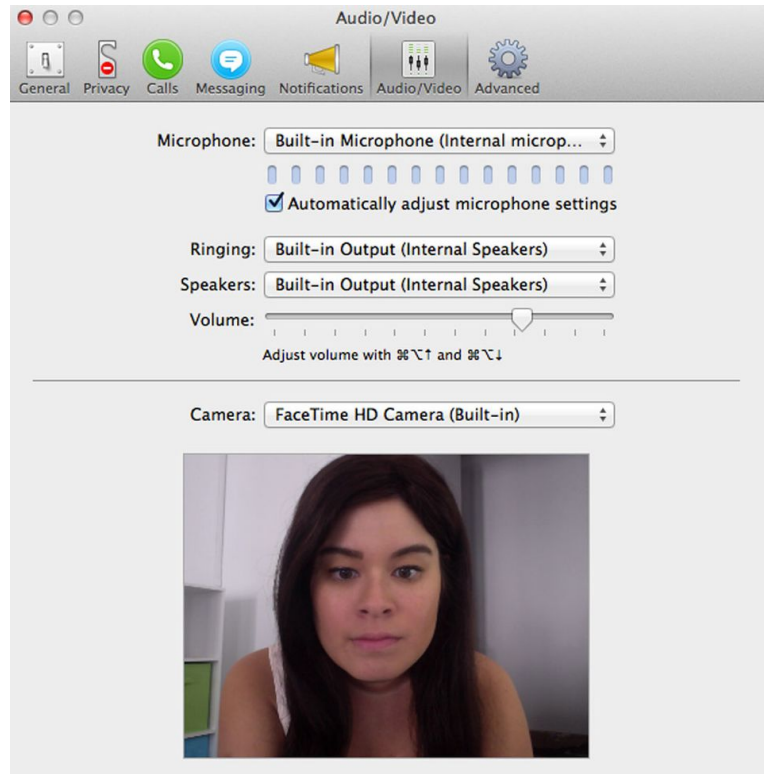
A screenshot on a Mac computer of the "Audio/Video" settings in Preferences.

IMAGE: SCREENSHOT KYLI SINGH

Next, you'll need to check if your audio and video equipment is working. If you skip over this step now, don't worry — here's how to adjust and check your settings at any time:

For Mac users: Click "Skype" at the upper left-hand corner and scroll down to "Preferences." Then click on the "Audio/Video" button.

For Windows users: Go to "Call" and click "Audio settings." Below it, you'll see "Video settings."



Once you're in the settings page, here's what to check for:

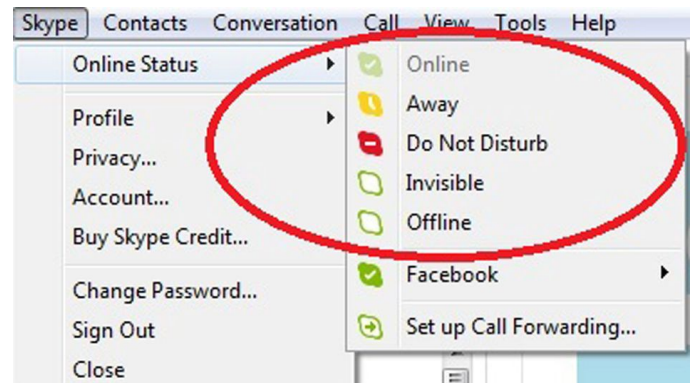
- Make sure your speakers are on. If you can hear the Skype jingle, you're good.
- Check that your voice can be heard through the microphone. If not, choose the appropriate microphone from the drop-down menu.
- Check to see if your webcam is connected. If so, you should be able to see yourself on the live video feed. If not, check your video settings and make sure your webcam is plugged in correctly.

Set up your profile

Profile settings

When setting up your account, you may have already been asked if you would like to change your profile picture.

To change this and more, click on your name on the upper left-hand corner and all your profile settings will appear.



You can edit your phone numbers, email addresses, country, state, gender, birthday, and add a blurb about yourself in "About Me."

You can add as little or as much information as you want. The column on the right will display "Public" (information everyone using Skype can view), "Contacts only" (information your contacts can only see), or "Private" (visible to only you) for each field. If these words are grayed out, they're disabled, which means you cannot change the privacy setting.

You'll have to choose what information you want to share based on that privacy setting. For example, your country and state are public. If you aren't comfortable with sharing this information, it's best to leave it blank.

Setting your status

You have the option to set your status to let your Skype friends know if you are available to chat. You can choose a status (online, away, not disturbed, invisible or offline) to show up next to your name.

For Mac users: Go to "File" and "Change Status."

For Windows users: Click "Skype" on the left-hand side of menu bar and select "Online Status."

Set your status to let your Skype friends know if you are available to chat.

IMAGE: SCREENSHOT KYLI SINGH

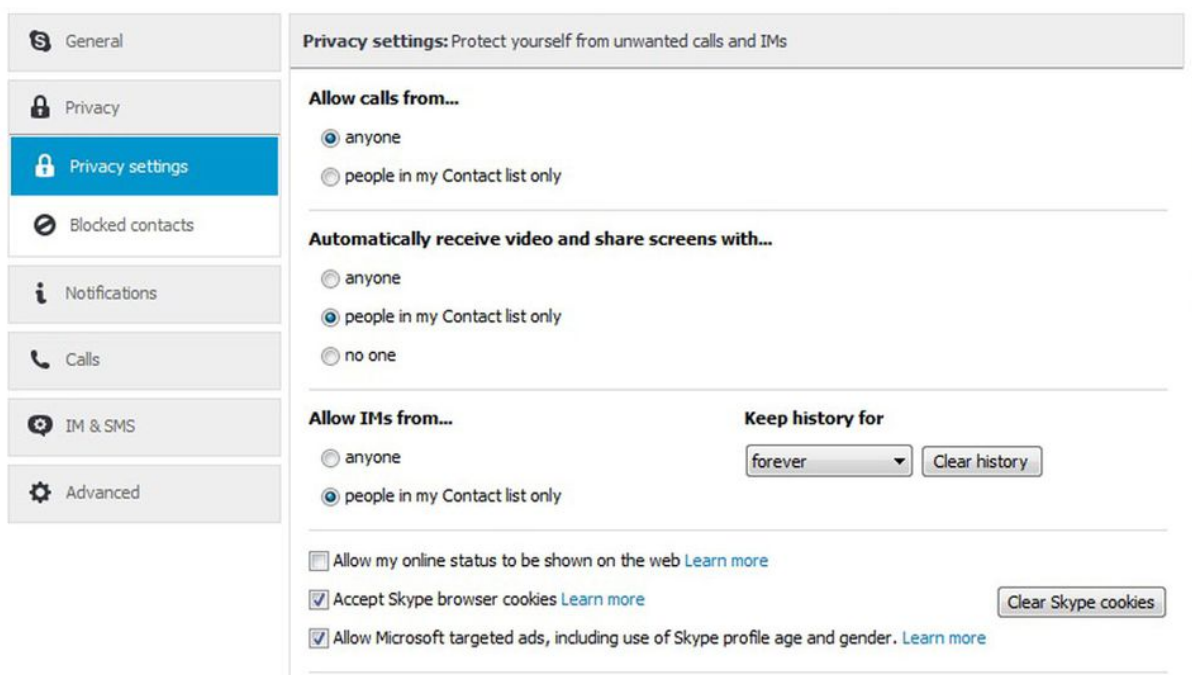
Set general and privacy settings.

For Mac users: Go to "Skype" at the upper left-hand corner and select "Preferences." You'll see your settings along the top.

For Windows users: Go to "Skype" at the upper left-hand corner of the menu bar and select "Privacy." You'll see a list of settings based on category on the left-hand side of the menu.

Under "General" you can choose if you want to double-click on a contact to start a call, enable Skype to launch when your computer starts and more.

To save yourself from dealing with unwanted calls and IMs, take a look at your privacy settings by selecting "Privacy."



A screenshot from a Windows computer of Skype's privacy settings.

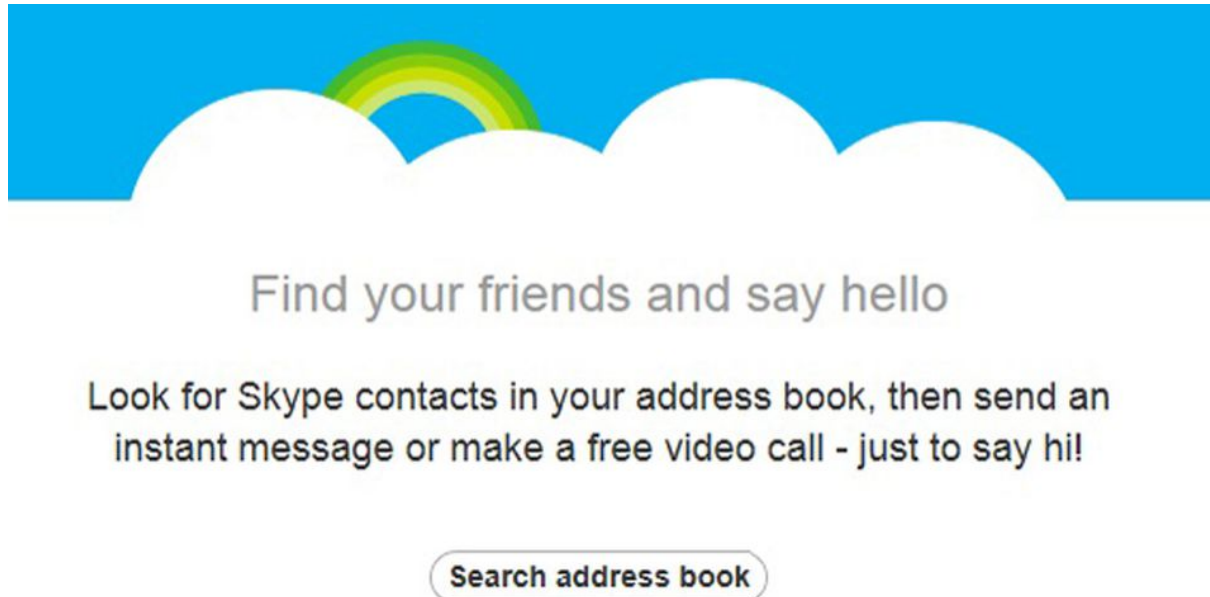
IMAGE: SCREENSHOT KYLI SINGH

Here, you can choose who can call and IM you, who can send videos and share screens with you, who can see your online status, and how long you want your chat history to stay. If you don't want your profile details to be shared with advertisers, do not check off "Allow Microsoft targeted ads, including use of Skype profile age and gender." You can also manage your blocked people under "Block contacts."

Then take a look at "Notifications" to choose which Skype alerts you want to receive. After this, you can adjust settings in the "Calls," "Messaging" (called "IM & SMS" on Windows) and "Advanced" sections to further customize your Skype experience.

Add your contacts

Once you're in the Skype app, you'll see "Find your friends and say hello." You can search for your Skype contacts in your address book by selecting "Search address book."



Click "Search address book" to import your contacts.

IMAGE: SCREENSHOT KYLI SINGH

If you prefer to add Skype contacts manually, tap the "Add Contacts" button and enter your contact's name, Skype name or email address. Select the contact from the list of results that appear, and tap "Add to Contacts." You can edit the default contact request message, and click "Send."

Those who accept your request will appear in your Contacts List. If there is a green check mark next to your contact's name, this means your contact is online and available.

Call and video chat

Skype to Skype calls

Find the person you want to call from your Contacts button list.

Select the contact you want to call, and then select the audio call button, or video call button. If you want to make a group call, simply add another participant.

At the end of a call, select the end call button to hang up.

Tip: You can also quickly turn any chat into a call - just select the audio call button, or video call button from your chat.

To video chat on a Mac computer, hover over your contact's profile picture and "Video Call" should appear. You and your recipient will need to have a webcam in order for you to see each other.

To video chat on a Windows computer, click on the "Video Call" button, which is located to the left of the call button.

By clicking the green "Video call" button, you can video chat with other Skype users.

Staying Safe

Skype recommends using an up-to-date antivirus software to scan files that are sent to you. To protect privacy, Skype says on its site that all files are "encrypted end-to-end just like Skype-to-Skype calls."

How do I schedule a call in Skype

Call scheduling in Skype makes it easy to set a reminder for a one-to-one call with you and your friends or family. You don't need a shared calendar since the invitation and reminders are all inside of Skype.

To schedule a call:

Sign into Skype.

Go to one of your chats.

Select the Schedule call button to get started. It will either be next to the compose bar or in your Add-ins menu:

Add-in button in Skype for mobile and tablet

Add-in menu in Skype for desktop

In the Schedule call window, you can give your call a title, pick a date and time, and set a reminder.

Select Send and the call reminder will be sent to your chat where your contact can then Accept or Decline the scheduled call.

Download the Skype mobile app

It's great to have Skype on your desktop computer, but it's even better to have the free app on your mobile device. [Click here](#), select your phone and download the app.

The mobile app functions in the same way as Skype's desktop app.

On iPhone and Android devices, you can still send and receive instant messages, face-to-face video call and instant message over s 3G or Wi-Fi connection, and send photos, videos and files for free.

Using Skype on your mobile device will allow you to send video using your front or back camera, and to send videos and photos straight from your phone. For the iPhone, there is anti-shake technology to make your video calling experience better.

Keep in mind, mobile data rates may apply.



mercury

Leading edge Search & Selection