



SIGBI GUIDE - SKYPE

For the purpose of this document, references to Soroptimist International Great Britain and Ireland (SIGBI) Limited and Soroptimist International may be written as “SIGBI” and “SI” only.

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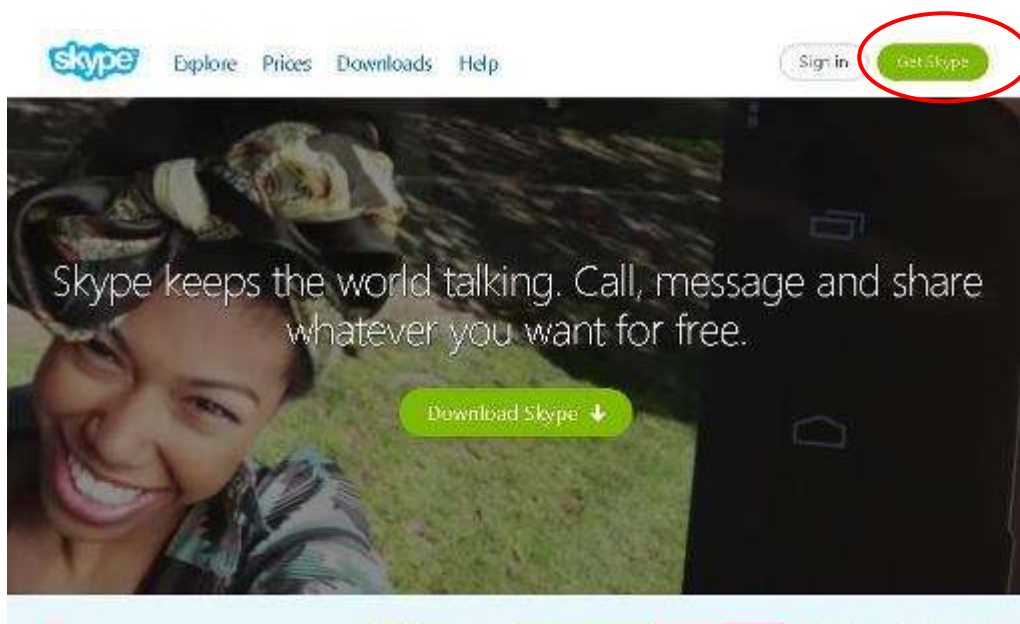
Skype the popular Internet calling service has been around for quite some time. The (mostly) free service launched in 2003, and has become one of the easiest and cheapest ways to stay in touch with others across the world.

Whether you're traveling internationally or want to save money when calling others, Skype has become a great option because it's accessible through computers, phones, tablets, home phones and TVs.

1 CREATING AN ACCOUNT

1.1 Sign up

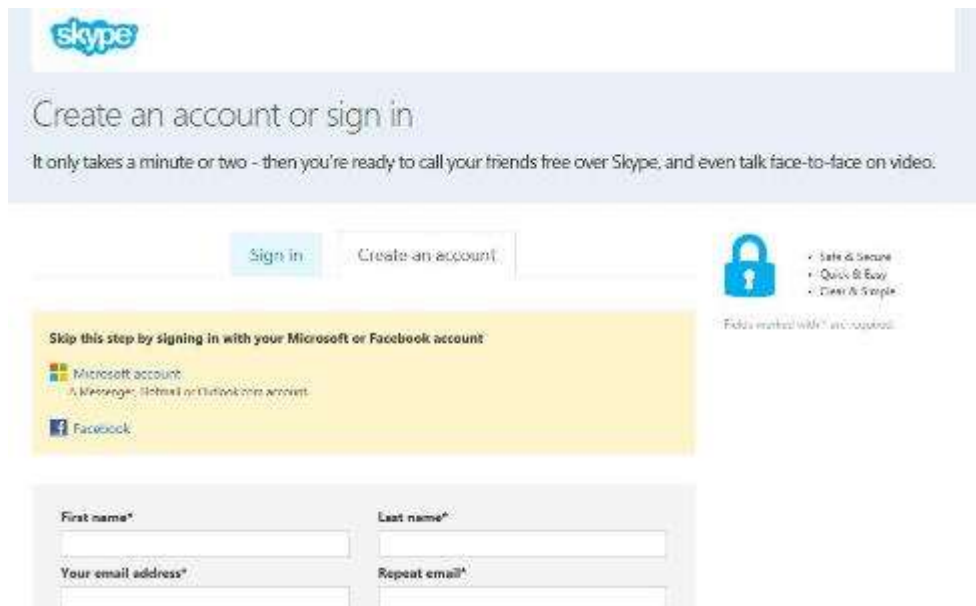
To open an account, visit the Skype homepage <http://www.skype.com/en/> and click "Get Skype" in right hand corner.



Click "Join us" on the next screen to start setting up your account.

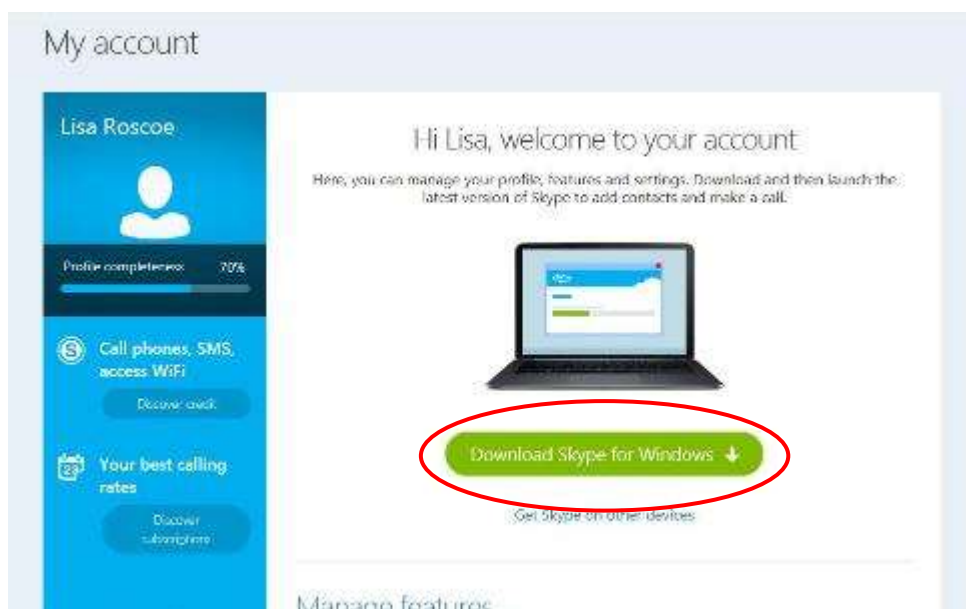


Here you need to fill in your details (see below) click on “Your Skype Username” choose one which is suggested or input your own. Follow instructions then click “I agree” at the end of the page.



1.2 Download Skype

You will now be taken to your Skype Account. You'll now also need to Download the Skype icon to your computer. Click “Download Skype for Windows” or “Get Skype for other Devices”.



Now you should:

Step 1 - Save the Skype Setup Application to your computer.

Step 2 - Click “Run” then follow the instructions.

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Set 3 - Launch the Skype application and sign in with your Skype Name and password.



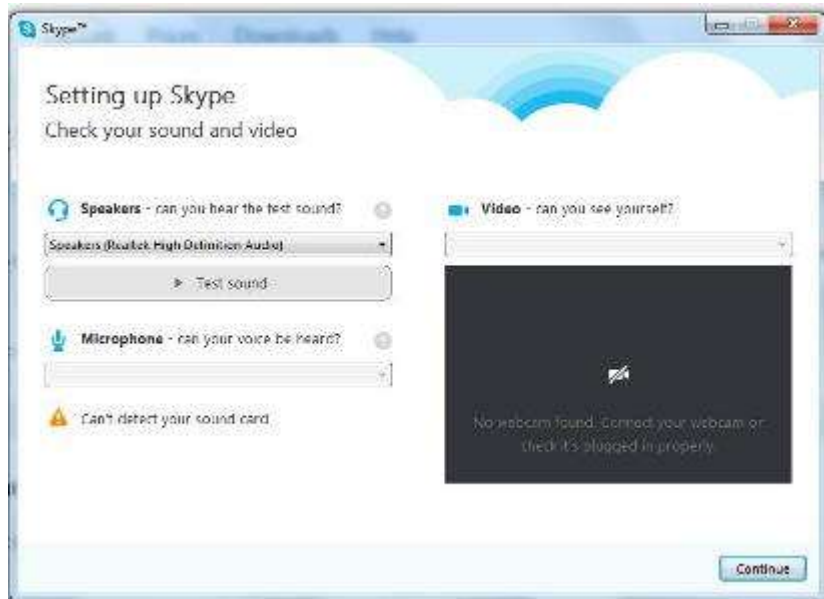
1.3 Sign in

Now you have downloaded Skype on to your computer you can double click the Skype Icon on your computer to launch Skype. Now sign in using the details you set up earlier.



1.3.1 Test Audio and Video

Once you have logged in you will be prompted to test your audio and video settings.

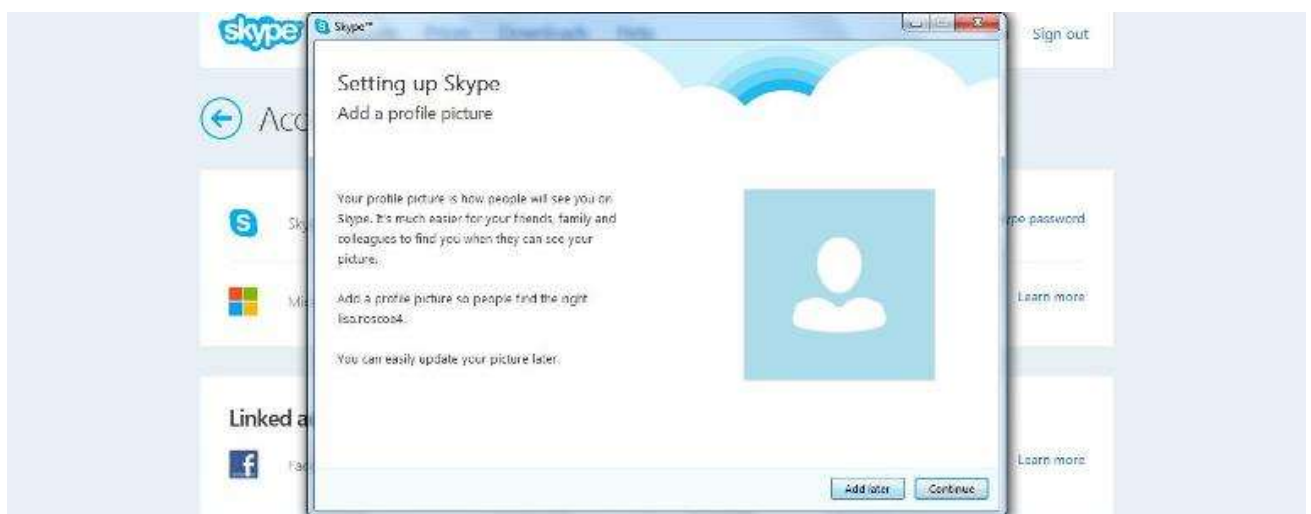


Click "Test sound". Make sure your speakers are on. If you can hear the Skype music, it's working.

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.

1.3.2 Add a profile picture



Here you can add a profile picture or select to "add later".

You are now in your Skype account and ready to start using it.

2 USING SKYPE

2.1 Online Status

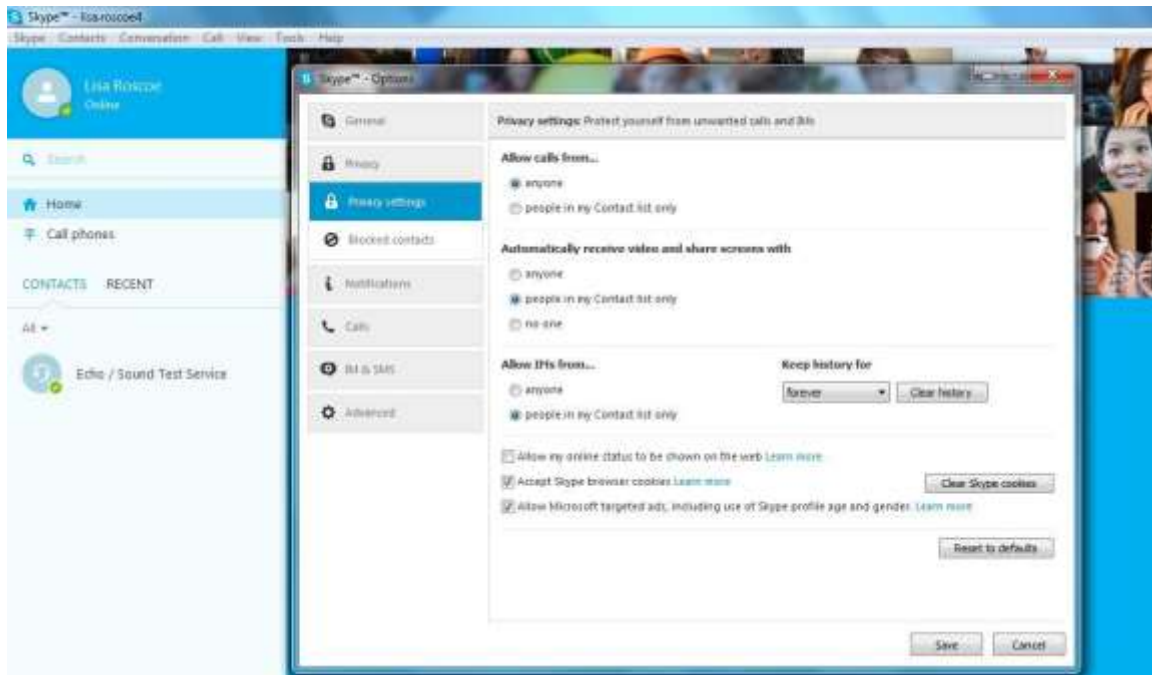
You have the option to set your status to let your Skype friends know if you are available to chat. You can choose a status (online, away, not disturbed, invisible or offline) to show up next to your name.



2.2 Privacy

Here you can manage your privacy settings. 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. 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 customise your Skype experience.



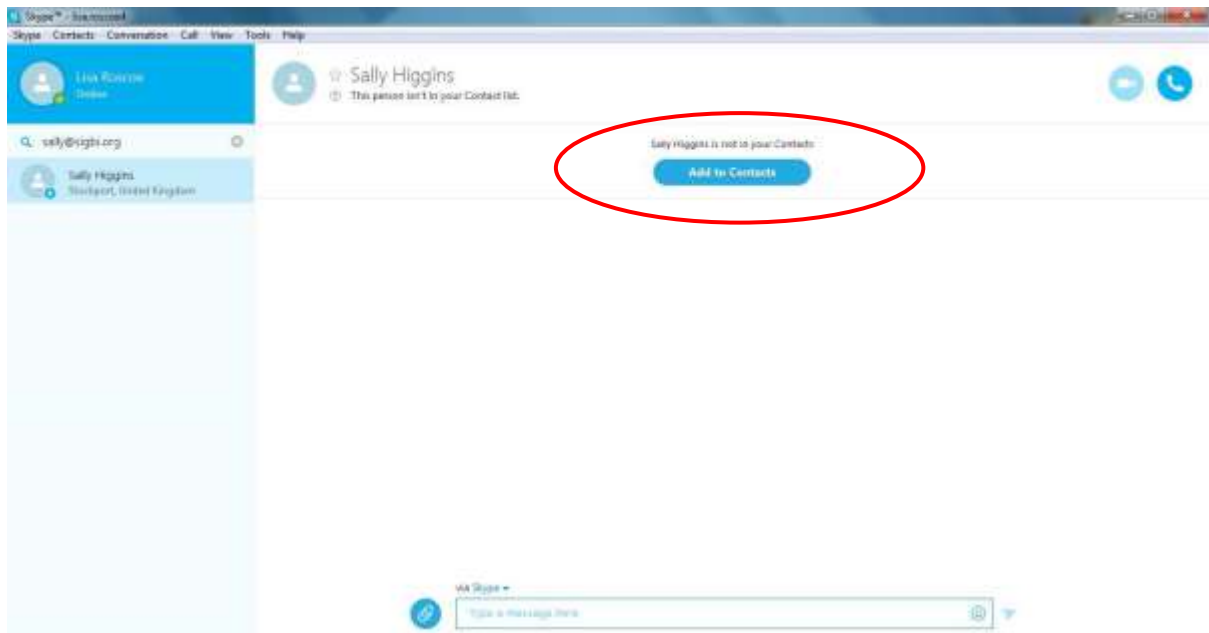
2.3 Buy Skype Credit

You can buy Skype credit if you want to make calls to landlines and mobiles. Click the "Buy Skype Credit" button and follow the onscreen instructions.

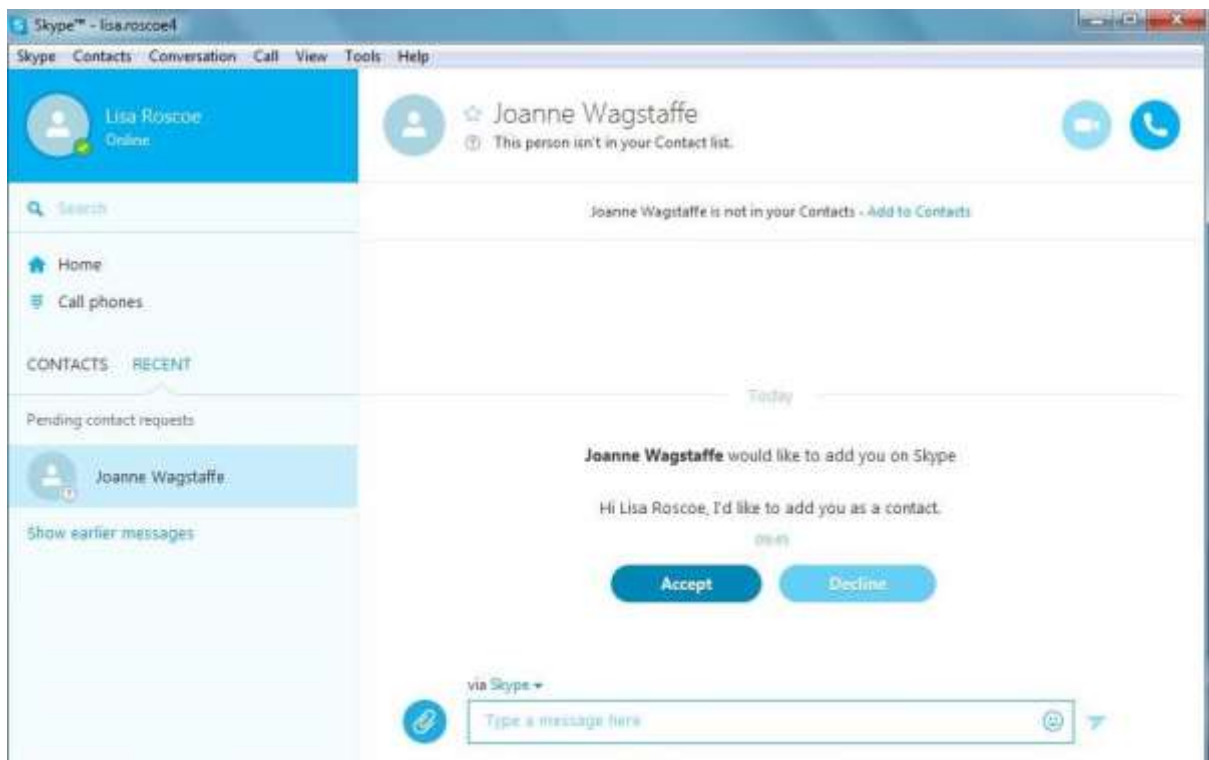
2.4 Contacts

In the Skype homepage 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."

If you prefer to add Skype contacts manually, then in the Search Box type your contact's name, Skype name or email address, select them and click "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.



If someone adds you as a contact, you will see this request in "Pending Contact Request", click on them and click "Accept".

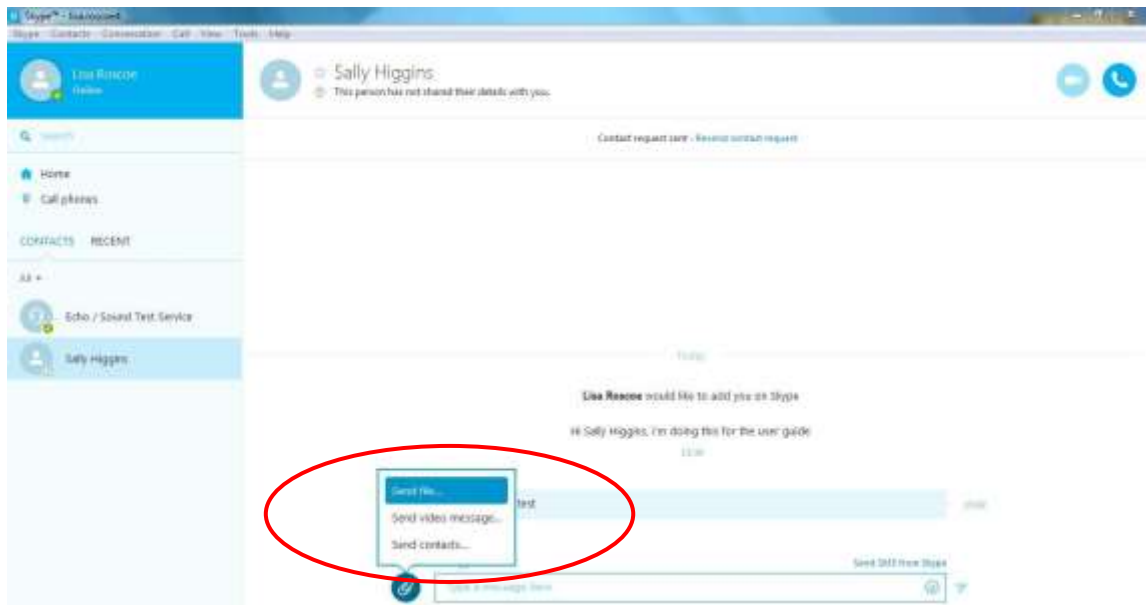


2.5 Messaging

To send and receive instant messages, click on a contact in your list and type in the text field where your cursor is.

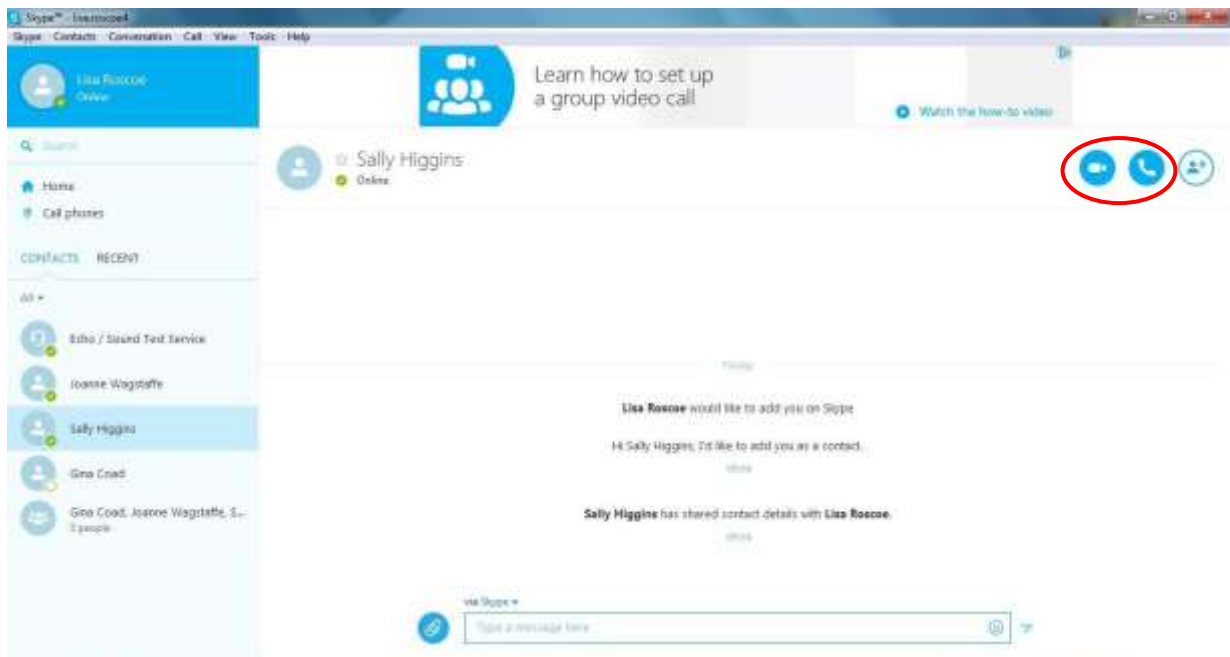
One of the advantages of Skype chat is that you can share photos, videos and files free of charge. Best of all, there is no size limit or limit to the number of files you can send or receive through Skype.

To send a file, click the contact you want to send the file to, click the paperclip button and select "Send file..." Then, browse and choose the file you want to send. Click "Open" and the files should be sent to the recipients in the chat. You can also send a video message or contacts.



2.6 Skype to Skype Calls

To place a call, click on the name of the person who you'd like to call and click either the "Call" button to make a voice call or "Video Call" if you'd like to call them using video (if you have a webcam).



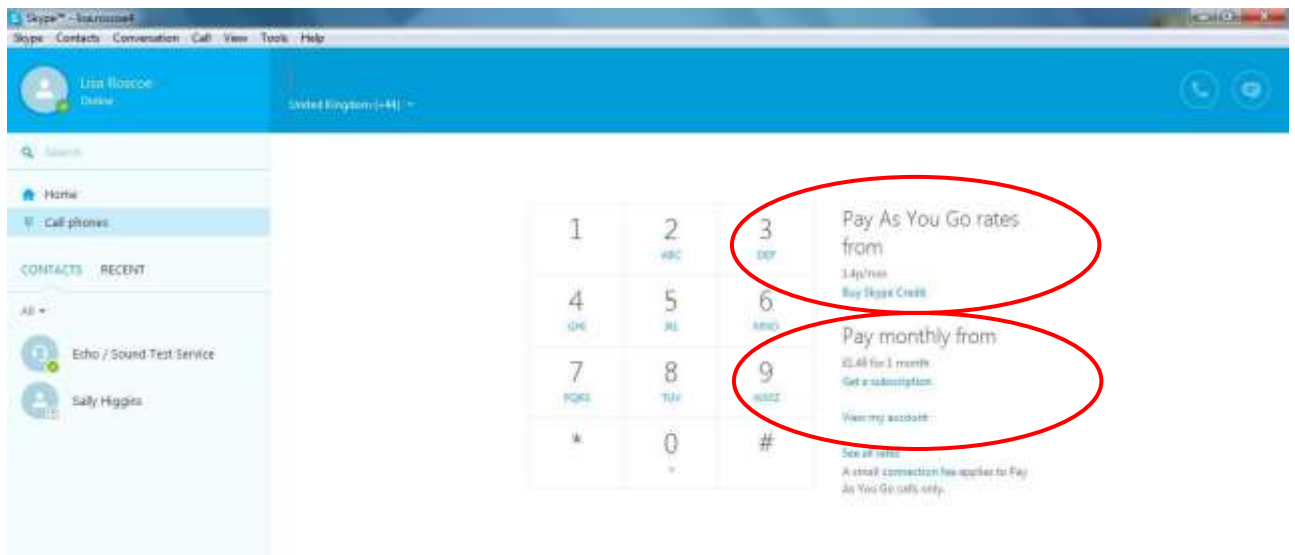
2.7 Accepting a Call

When Skype starts ringing on your PC, click the green phone icon to accept the call. If you use headphones put these on before accepting the call.

2.8 Calls to Mobile and Landlines

If you're calling a mobile phone or landline, it will cost money. The price of the call varies depending on where you call. You have two options: to purchase Skype credit or buy a calling subscription. Call rates are always the same, no matter where you're calling from.

Click "Call Phones" - here you will see your options, pay as you go and pay monthly rates. You can click on the "Buy Skype Credit" or "Get a subscription" link if you wish to call landlines and/or mobiles.

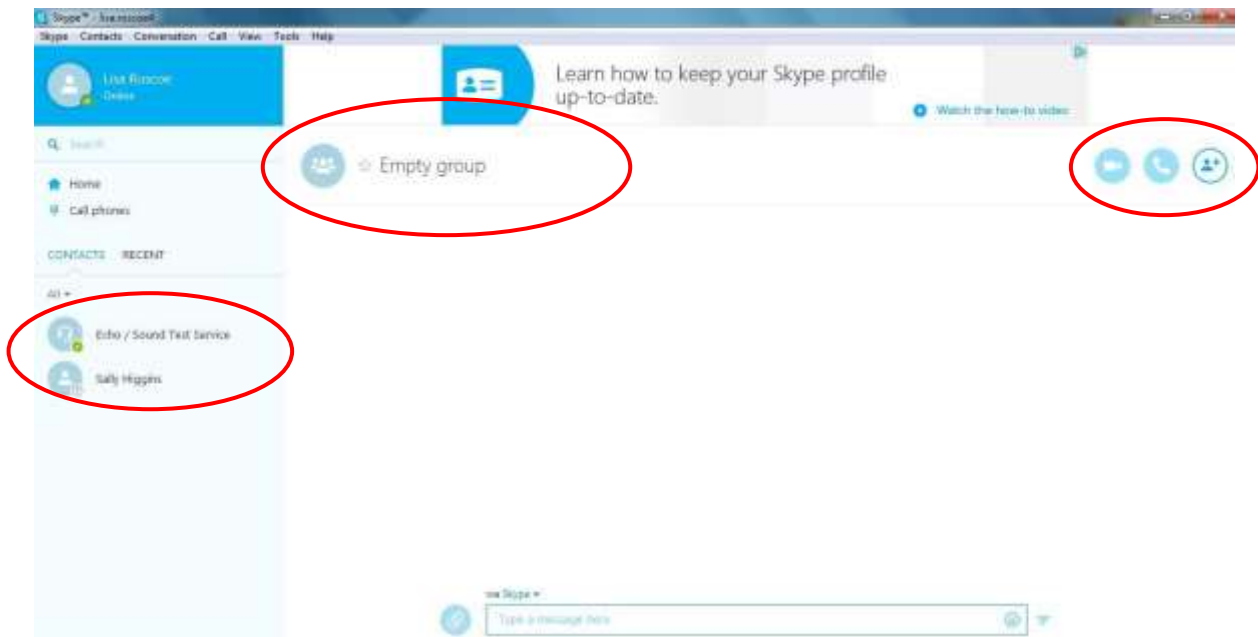


2.9 Group Calls/Teleconference

You can make group calls with up to 25 people: If you're calling people who are on a mobile or landline, remember you'll need Skype credit or a subscription.



Under Contacts in the top menu select "Create New Group" and then click on a contact you want to add to the group and drag it to where you see "Empty group" Keep dragging and dropping all the contacts you want in your group. You can then click on call or video icon as shown below to contact everyone. To save this group, right click over the names of the contacts in the group and select "save group" and give the group a name. The group will then be available in your contact list for future group calls.



We recommend for group calls you use a headset with a built in microphone - it cuts out any background noise and generally improves sound quality. Please use the audio test (as covered earlier) to set up your headset and have a test conversation one-to-one with someone before attempting to join a group/conference call.

It is best for the group/teleconference initiator to manage the call and arrange to call everyone - otherwise it gets confusing.

Common Problems

Connections can be dropped – It is best if the person who initiated the group call adds the dropped people back, otherwise the person can't hear all group members when they re-join. People can always write an instant message to the person who is chairing asking to be added back.

If the call quality is very bad the initiator may need to tell everyone that she needs to end the call and start again by ringing everyone again - it is important that everyone has hung up so she can start again.

2.10 Ending the Call

IMPORTANT – At the end of the call please make sure that your webcam is totally switched off, this is important for your own personal security.