

How to keep in touch with your friends using Skype

Skype allows you to make free unlimited audio and video calls using an internet connection. It's one of the oldest and easiest to get started on—although there are many other choices like Zoom, What's App and Facebook Messenger.

You'll need a strong internet connection—preferably Wi-Fi although if you have a large monthly data plan (say 5Gb) on your mobile phone that should last. Just watch your data usage!

So to start if you are using Microsoft Edge or Chrome on a PC or laptop you can use the Skype Online option. Otherwise you will have to download and install the Skype software on your computer. This will begin a file download. Once complete you can then run it and it will install on your PC, creating a new desktop shortcut for you.

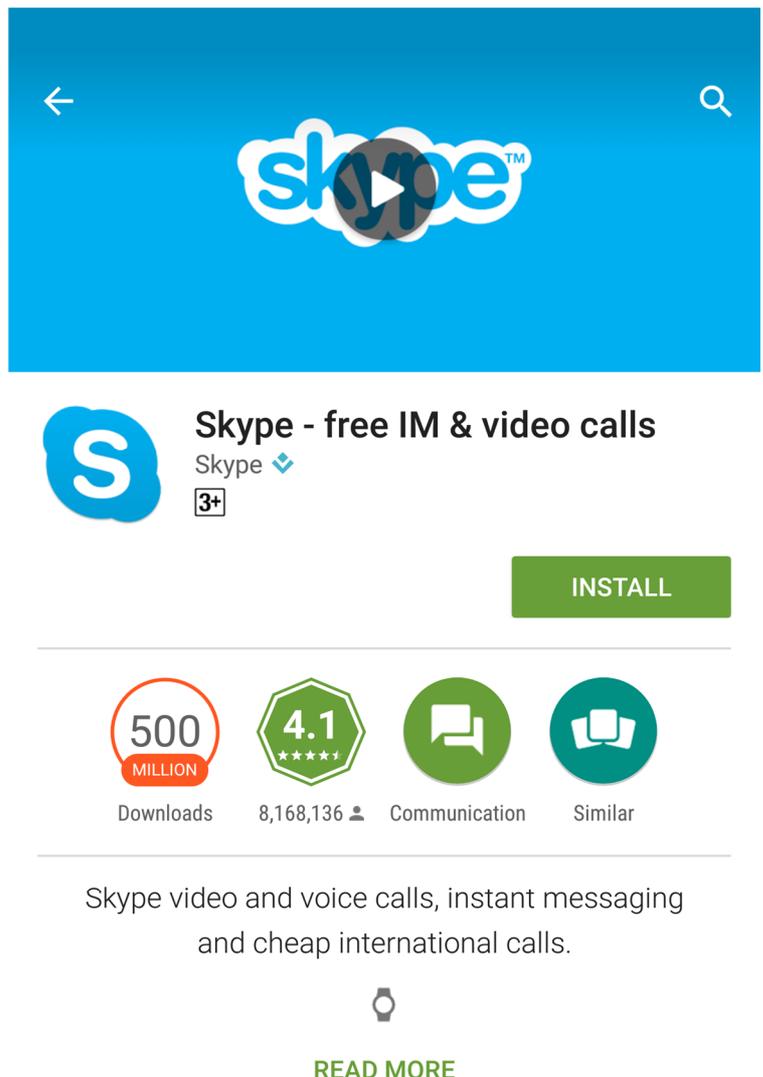
Windows 10 users may already have it installed—check your start menu using this button:



If you are using a tablet or smartphone you can simply download the app from the store.

It's free and also available if you're using a kindle. Just search the store and click on Get, then Install.

Remember you'll need to be signed into your store using either an apple ID , google or amazon account, depending on what device you're using.



The screenshot shows the app store page for Skype. At the top is a blue header with the Skype logo and a play button icon. Below the header, the app title "Skype - free IM & video calls" is displayed, along with the developer name "Skype" and a "3+" age rating. A green "INSTALL" button is prominent. Below this, there are four circular icons: "500 MILLION Downloads", a "4.1" star rating, "Communication", and "Similar". At the bottom, there is a "READ MORE" link.

Skype video and voice calls, instant messaging and cheap international calls.

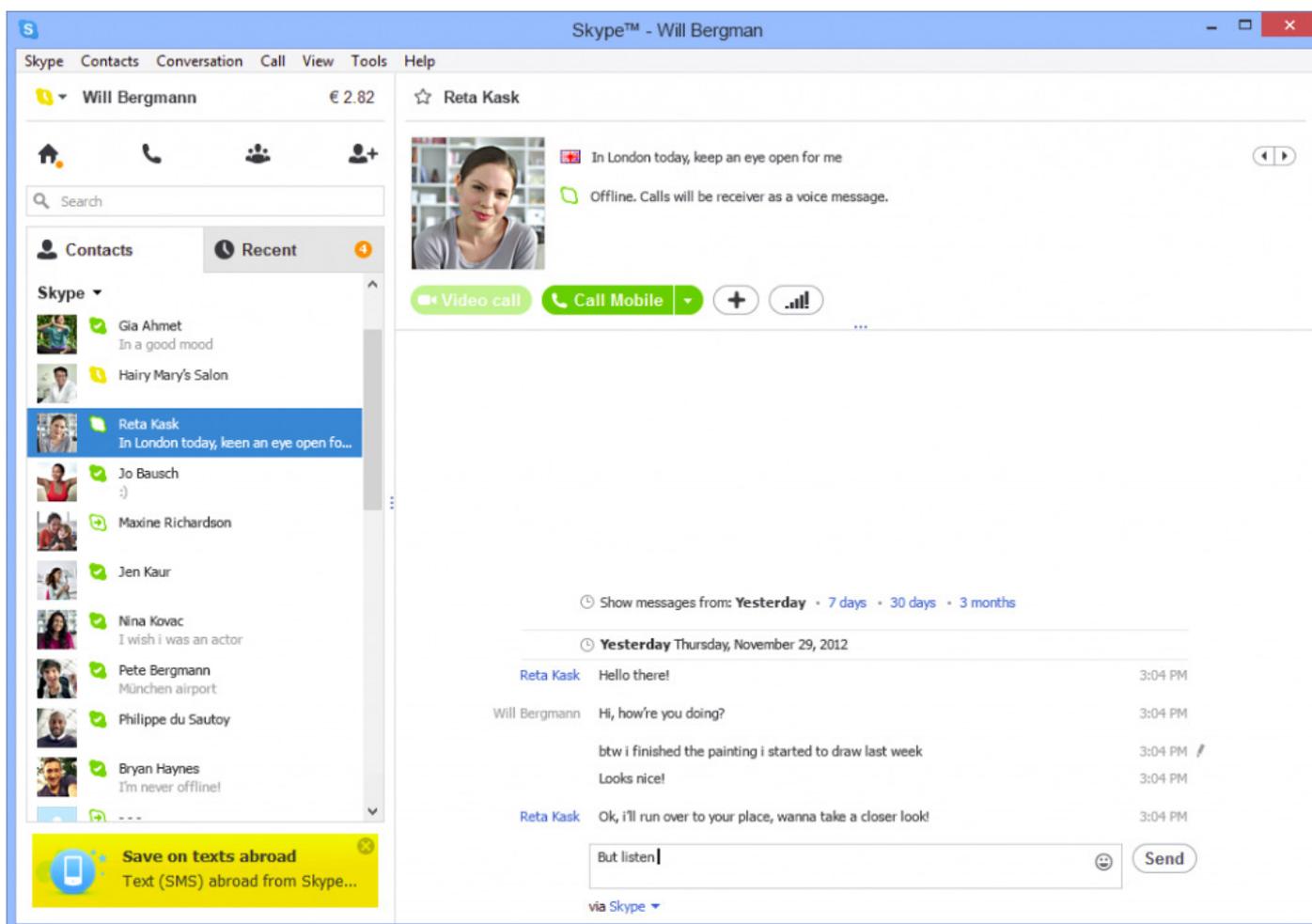
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Once you've got your software downloaded, start it up and sign in. If you are asked, give permission for skype to access your contacts, microphone and camera. You'll need a Microsoft account to login and if you haven't got one just click on register and create one using your existing email account. Choose a username for yourself—this will help others find you and needn't be your real name! Skype will then establish a profile for you to complete. The more information the better as this will make you easier to find.

Now that you've created an account you can let others know how to find you using either your new Skype username or the email account you used to register. Skype is like a big phone book and you can search for other people by just typing usernames and emails into the skype search box— underneath your name, at the top left where it says People, Groups and Messages.

Now obviously there are a lot of John Smiths out there and you might find typing a name brings up a lot of returns, even in Dundee. This is where having a profile picture pays off, making it easier to pick the right person. If you haven't got one you can edit your profile and use an existing photo or use your PC/phone camera to take one. In this way you can build up your contact list with your friends and family. If you already have a Microsoft account Skype can check to see which of your email accounts already have Skype accounts and can add them to your contacts.



Once you've added a contact click on their name on the left. You might see a change in their status—indicating whether they're online and available (green) or busy (orange). On the right you'll see a recap of your last conversations. At the bottom of the screen is a bar. You can type a message here or if you prefer use the options on the right to send a photo, files or record a short message using your microphone.

To start a video or phone call click on the camera or phone symbol. If you're receiving a call you can choose whether you want to switch to audio or video by clicking on the same symbols when they appear. If your call doesn't go through your contact may not be online or may be busy so try again later. Or send a message setting a time to call.

Skype will use your webcam (PC) or forward camera phone (usually at the top above your screen) to record you and forward that to your caller. You should see an image of them and by default a small square with your image so you can see both at the same time. The quality will depend on your wi-fi, camera and microphone. Some tablets and phones have poor forward cameras so bear this in mind.

If you would like more assistance please email us at central.library@leisureandculturedundee.com

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