

- **Go to www.skype.com to download and install the Skype application.**
 - Hover your mouse over the “Get Skype” tab. Select which operating system you are running and click on the link.
 - Follow the prompts to install Skype to your computer.

- **Set up a Skype account.**
 - Once the Skype application is installed on your computer, create a Skype account.
 - ***Both parties need Skype accounts to use the application.***
 - Choose a username. *This is the name that will be visible to the other parties that are also using Skype.*
 - Choose a password. *This should be a minimum of six characters, and contain at least one number.*
 - Enter your email address. Skype will send you a link to log on and give you the option of changing your password.
 - Once your account has been created, you are ready to use Skype.

- **If Skype is already installed on your computer, and you already have an account, launch Skype from the Windows Start Menu > All Programs > Skype.**
 - Enter your username and password.
 - Connect your webcam and microphone to their respective connections.
 - Your webcam will have a USB connection.
 - Your microphone may have a separate audio connector. Make sure that it’s connected to the audio input on the PC.
 - You might want to use either computer speakers or headphones to hear the other parties on Skype. Make sure that they are connected to the computer’s audio output.
 - Use the Skype Test Call in the directory on the left hand side of the Skype window to configure and test your webcam and microphone.

- **Once all webcam and mic settings are adjusted, you are ready to use Skype.**

- **To call parties in your contact list, find the person(s) you want to call either in your contact list or by using the Search box.**
 - Click on the name(s) in your contact list.
 - Click on the green Call button. You should hear ringing like you would on a telephone.
 - If either party can’t hear themselves, make adjustments using the call quality icon in the call bar.
 - Click on the End Call button when you are ready to sign off.

Detailed instructions can be found at www.skype.com under Support > Using Skype.