

# MacPhail

## CENTER FOR MUSIC

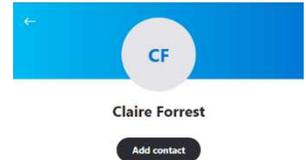
### Skype Quick-Guide



**Download Skype:** Download the application by visiting [www.skype.com](http://www.skype.com) and selecting the version that your system supports (Windows, Mac OS X, or Linux).

**Log in to Skype:** Double-click the application icon on your desktop, enter your Skype account email address and password.

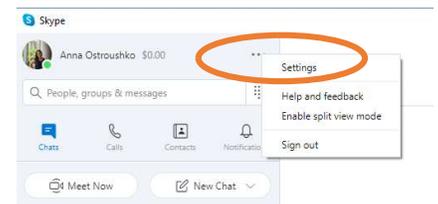
**Add a contact:** Click on the *Contacts* icon at the top left-hand side of your Skype window. Click on the button that says *New Contact*. A window will pop up for you to search for a contact's username. Click on the person's Skype name and click *Add to Contacts*. You can send this person a message, or click on the *Say hi* button to "wave" at the person.



**Video-call someone:** Select the person you would like to call from your contact list, then click the video button on the upper right-hand side of your Skype window.



**Someone cannot see or hear you:** Ask them to check that their volume is turned up. Look for the 3 horizontal dots next to your name in the Skype window. Click on the dots and select *Settings* from the drop-down menu. Select *Audio & Video* from the list on the left-hand side of the window. Make sure that the correct Webcam, Microphone, and Speakers are selected.



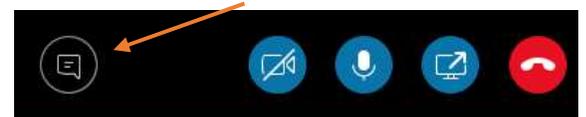
**You cannot see someone:** Ask them if their video icon on the bottom of their Skype window has a diagonal slash through it. If so, ask them to click on that button to allow their camera to turn on. If they cannot see the buttons on their screen, ask them to move their mouse/cursor around to reveal the buttons.



**You cannot hear someone:** Make sure that your volume is turned up. Type a message to them and ask if their microphone icon located at the bottom of their Skype window has a diagonal slash through it. If so, ask them to click on that button to allow their microphone to turn on. If they cannot see the buttons on their screen, ask them to move their mouse/cursor around to reveal the buttons.



**Type a message to someone:** Click the text bubble icon at the bottom of your Skype window to open a conversation window. Type your message and hit the *Enter* key on your keyboard, or click on the paper airplane icon on your screen to send the message.



**Utilize 'full-screen':** Click on the two-arrows icon in the top bar of your Skype window to expand your window to fill up your entire screen. Click on the two-arrows icon at the top right-hand portion of your screen to exit full-screen mode.



**Share your screen:** To show your contact what is on your computer screen, click on the *Share Content* icon at the bottom of your Skype window and select *Share your Desktop*. They will be able to see everything on your computer screen just as you see it. When you are finished sharing your screen, click the *Share Content* icon again and select *Stop Sharing*.

