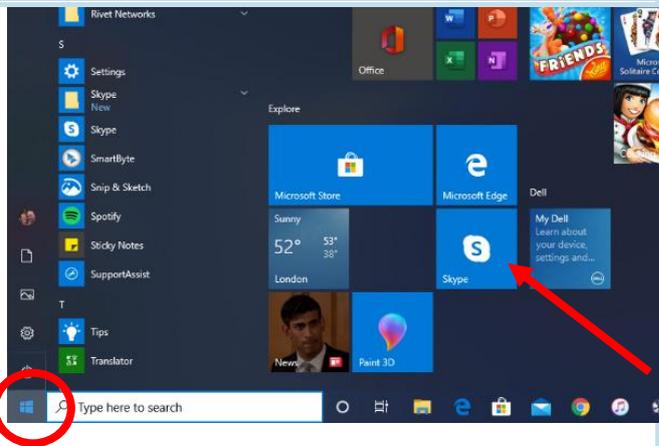




How make Skype video calls on a windows desktop computer

1.



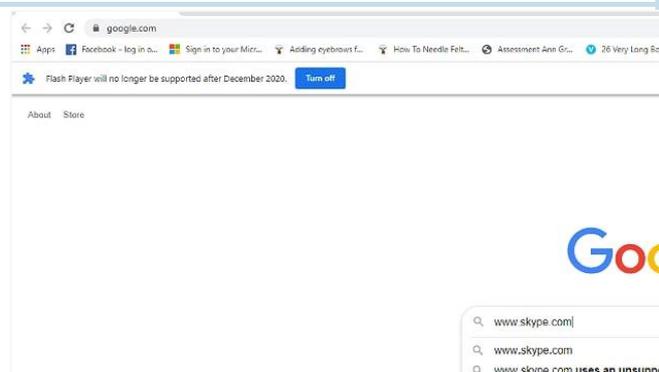
Some computers have Skype already

Click **start icon**  in bottom left hand corner of screen

This window appears

Click on **Skype icon**

2.



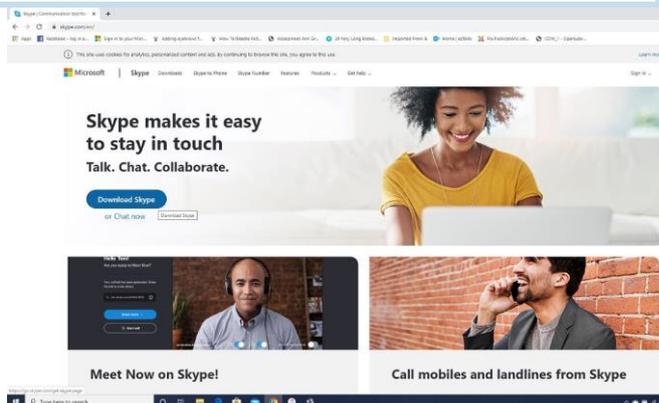
If it's not there you can download Skype

Open Google

Search for Skype

www.skype.com/en/

3.



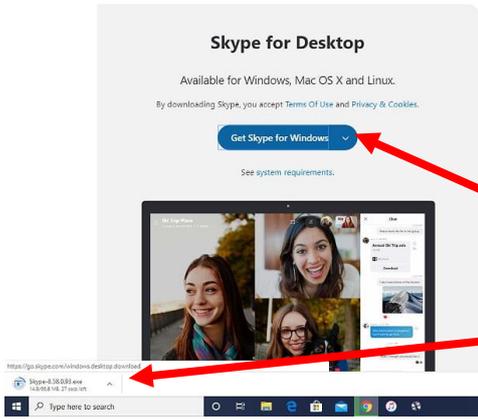
Click Download Skype

Or

Click chat now if you have a Microsoft account and go to step 13

4.

Downlo

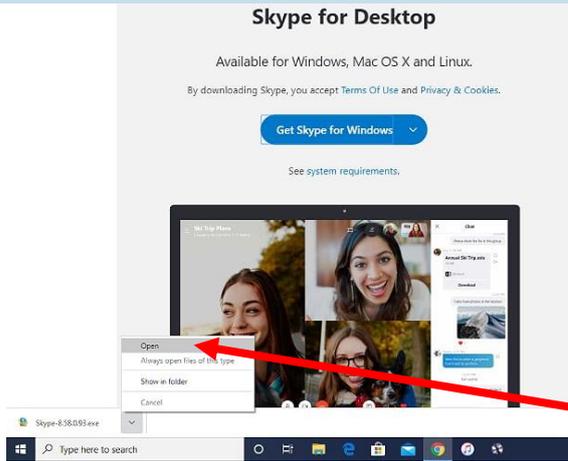


You can download to a mobile phone from the app stores but we are going to download for windows desktop

Click **get skype for windows**

Download box appears in bottom left of the screen

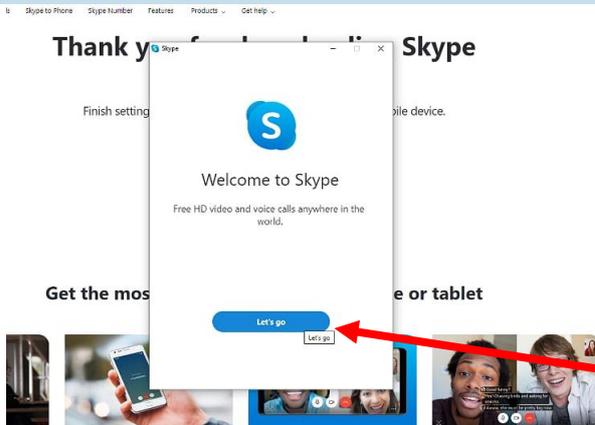
5.



When download has finished

Click on download box
Click **open**

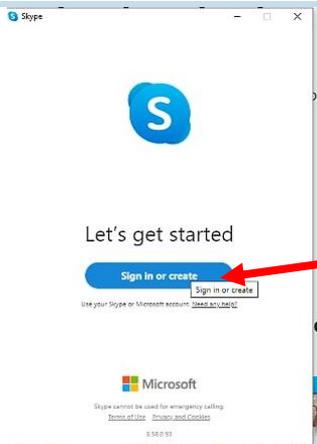
6.



This window appears on your screen

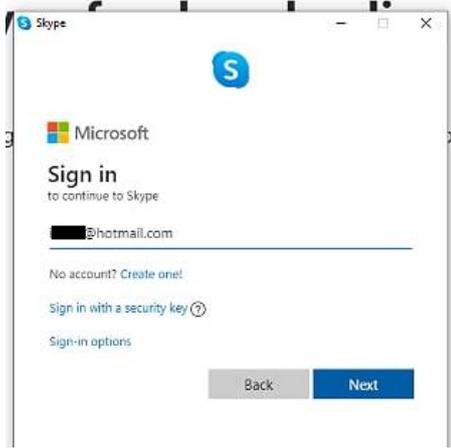
Click **Let's go**

7.



Click **sign in or create**

8.

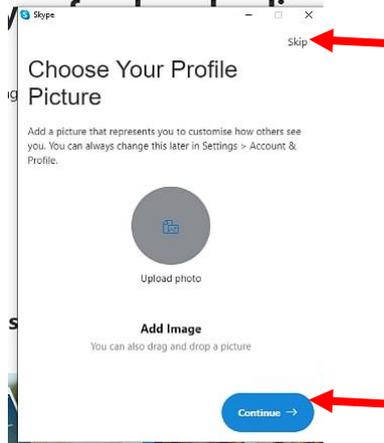


If you have a Microsoft email account
Type in your **email address** or **mobile number**

Click **next** then type in your password
If you don't have Microsoft account you can create one or

Click **sign-in options** to sign in with a google account

9.

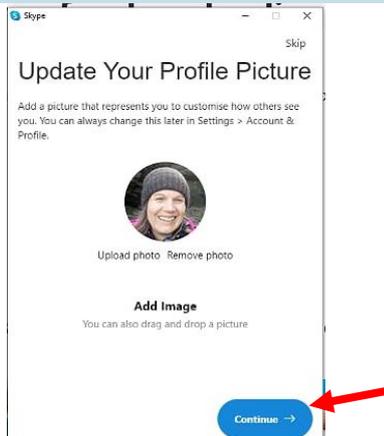


You can **skip** this step

Or
click **upload your photo** to add a photo from files on your computer

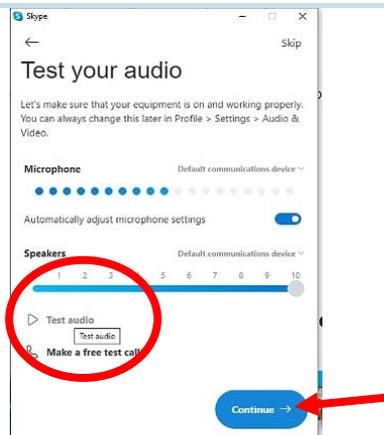
Click **continue**

10.



Click **continue**

11.



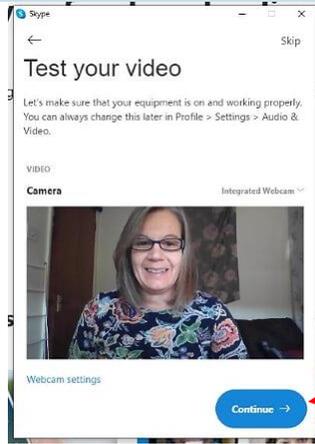
To test your audio is working ok

Click **test audio**

Click **make a free test call** and listen to the instructions

Click **continue**

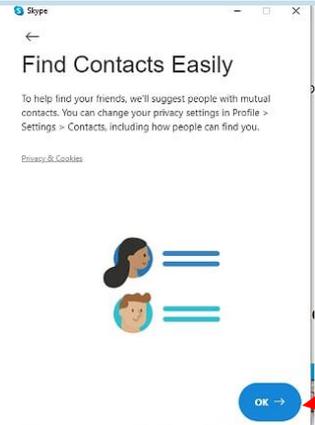
12.



You can test your video is working

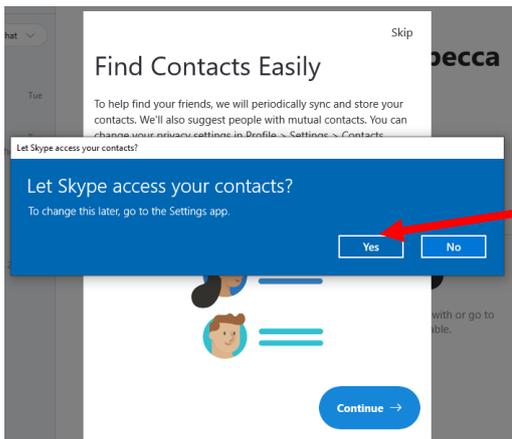
If you can see yourself on camera
Click **continue**

13.



Click **ok**

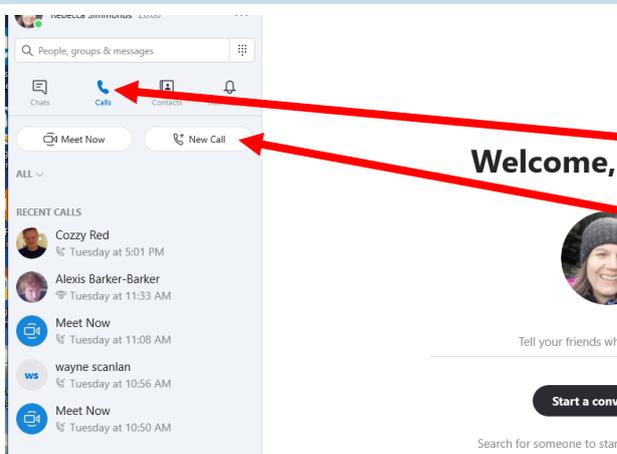
14.



If you are happy for Skype to find your contacts

Click **Yes**

15.

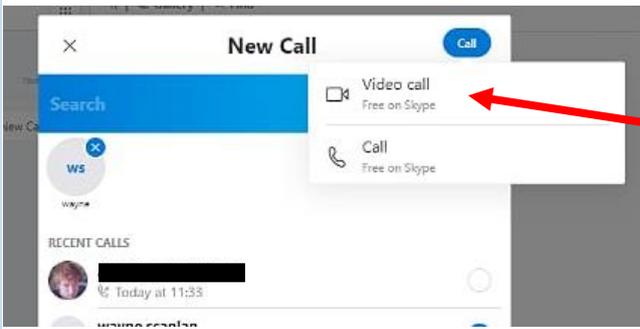


To start a call with someone in your contacts list

Click **calls**

Click **new call**

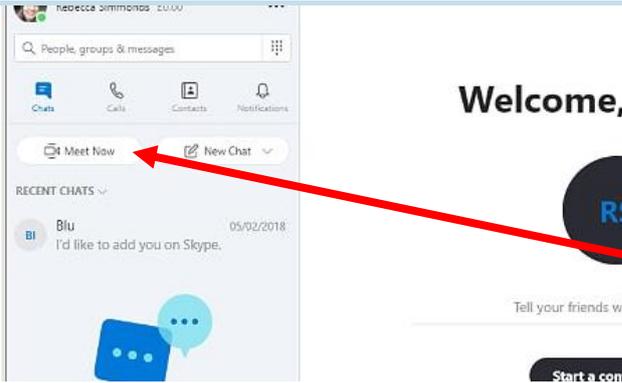
16.



Scroll down and click on person you want to call

Click **video call**

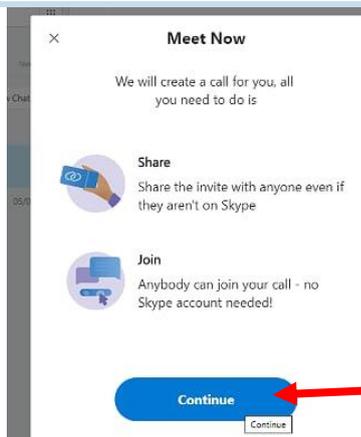
17.



To start a call with people not in your contacts list – you will need their email addresses

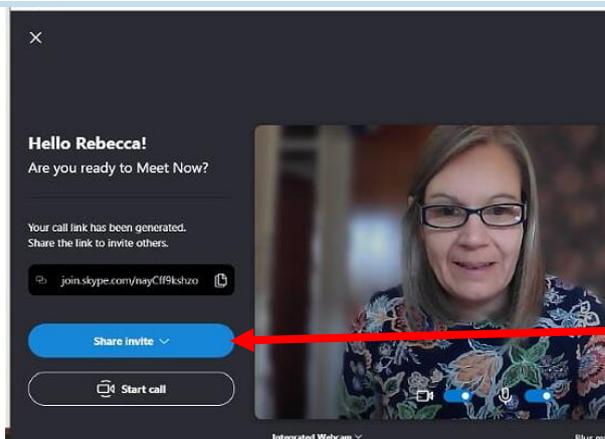
Click **meet now**

18.



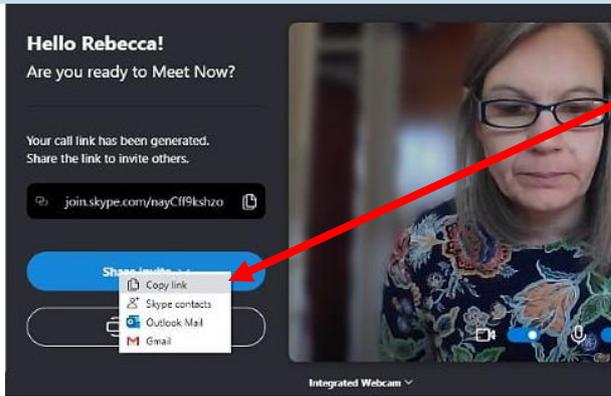
Click **continue**

19.



Click **share invite**

20.



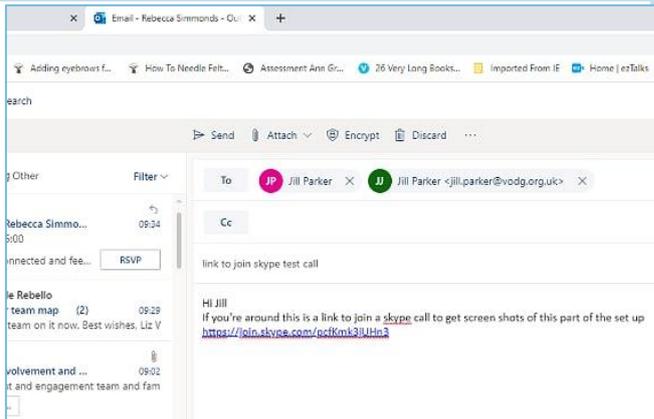
Choose how to send link

Click **copy link**

You can send to more than 1 person for a group call

Tell the person/people you are sending them an email and they need to click link to join the call

21.

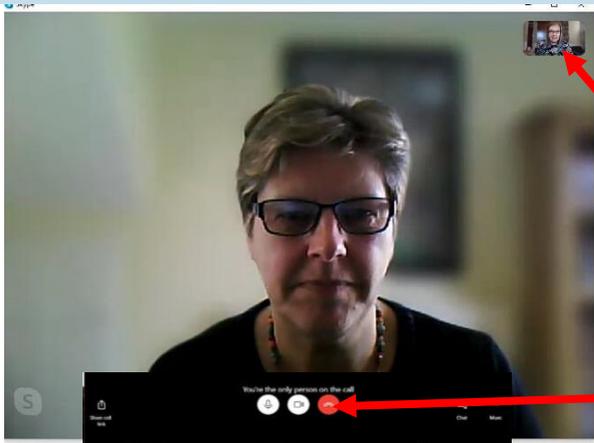


Open your email and type message to person you want to chat to

Paste link (right click, click paste on menu box that pops up)

Send email

22.



When the person clicks the link

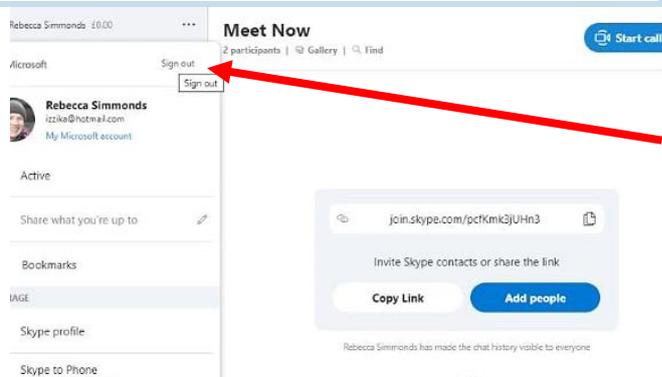
They will join your call

you will see yourself in top right hand corner

Happy Skyping!

To end call click **red phone button**

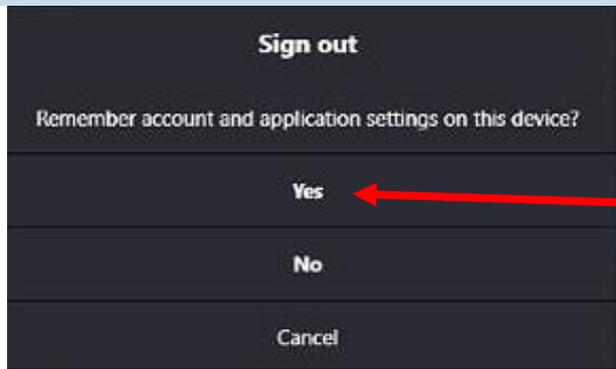
23.



To sign out of Skype

Click **sign out**

24.



Click **yes**

25.



You will now have this **icon** on your desktop screen

Double click this **icon** to open Skype

Proving life can get better

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