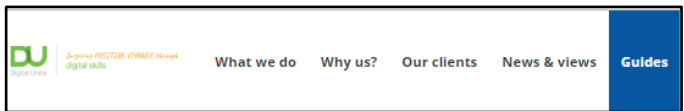


Skype Week 1 Laptop Users

Stay in touch with your family and friends for free on Skype. Skype can be used on Tablets Laptops & Desktop pc's.

1 To create a Skype account we firstly need to download the software off the internet. The first thing we are going to do is get on the internet by clicking the Internet Explorer icon.

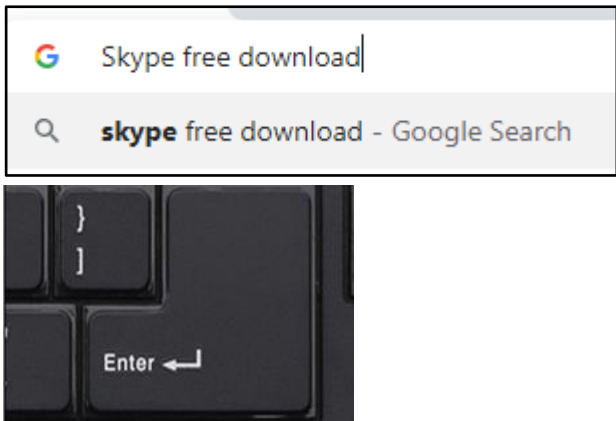
2 For more information about downloading Skype visit the Digital unite website and select guides.
www.digitalunite.com



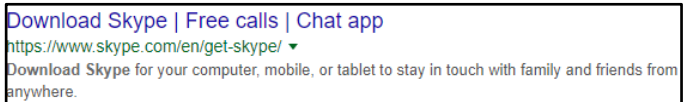
Q Who uses an APP store, laptop users or tablet users?

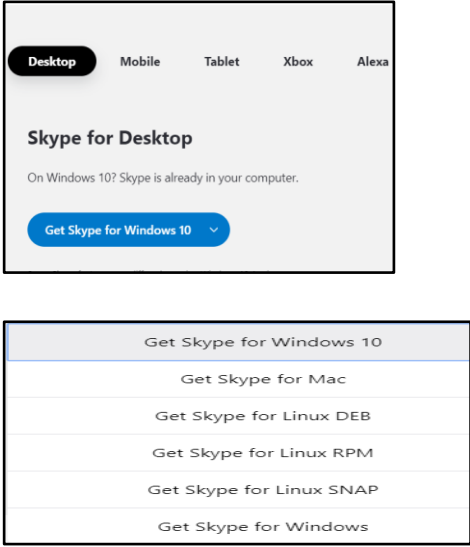
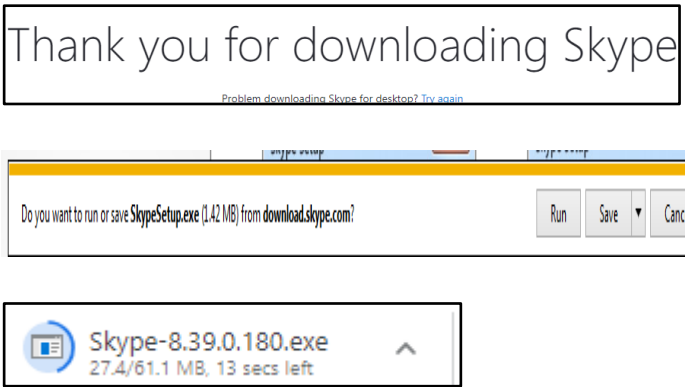
A

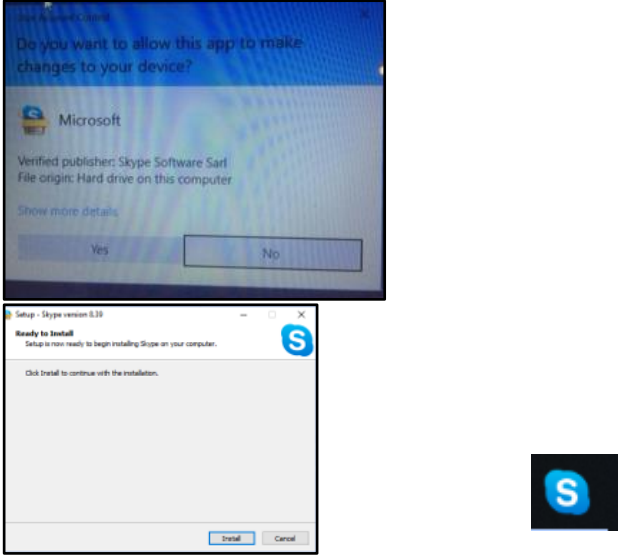
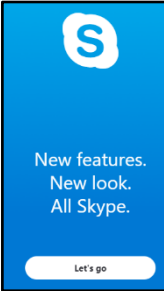
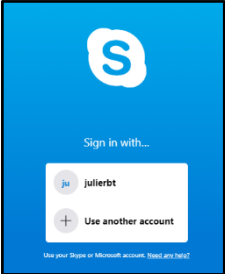
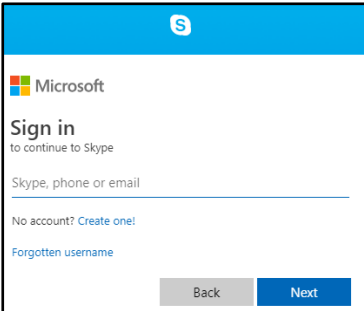
3 Once you've double clicked the Internet Explorer icon, the Google webpage should appear. We are going to use the Google search bar to search for the software by typing 'Skype free download' into the search bar. When you have done this press the enter key.

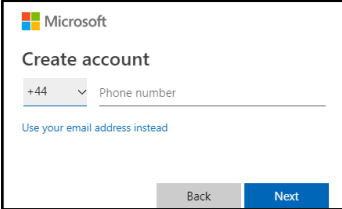
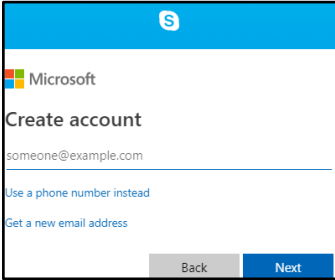
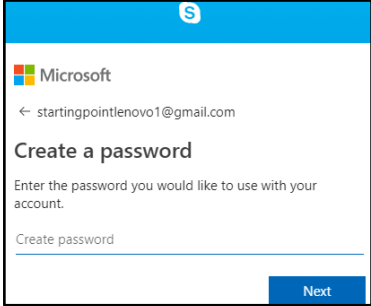
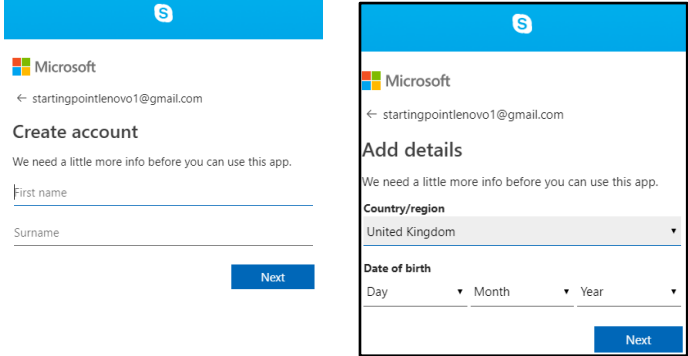


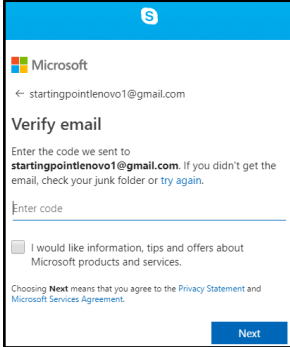
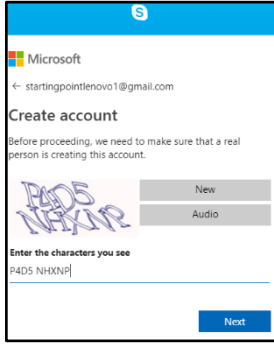
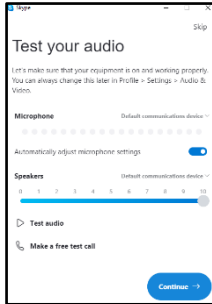
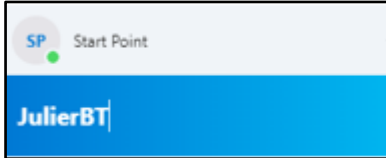
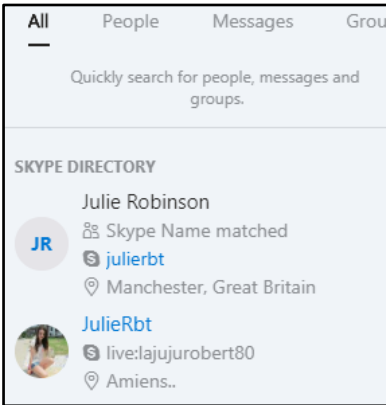
4 Once you've entered 'Skype free download' into the search bar and pressed enter, a list of possible websites should appear. The one we are looking for is pictured on the right

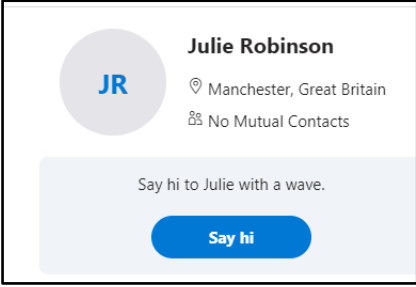
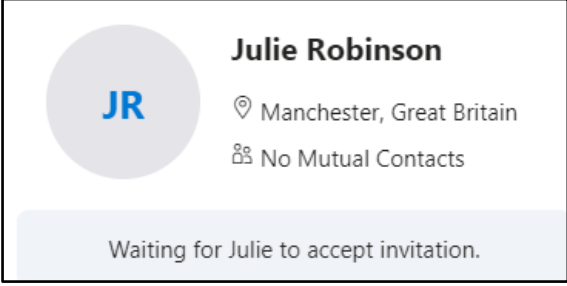


<p>Q</p>	<p>Why should you check the website address that is written in green before clicking the link?</p> <p>Why type in 'Skype free download'?</p>	<p>A</p>
<p>5</p>	<p>After clicking the link a webpage should appear. On this webpage is a list of the different devices that Skype is available on. Depending on whether you are using a laptop or a tablet the service Skype offer will differ.</p> <p>Ensuring you are on the correct device (Computer), go to the bottom of the page and click the blue button that says 'Get Skype for Windows 10.</p> <p>If you are using an older version of Windows select the arrow to the right of Get Skype for Windows 10 and select Windows.</p>	
<p>6</p>	<p>As the page changes to a thanks for downloading Skype page, you may notice a pop-up running along the bottom of the screen. This screen may vary if using Windows 7,8 or 10</p> <p>We are going to click run on this pop-up.</p>	

<p>7</p>	<p>You may be greeted with the following screen.</p> <p>Make sure it is from Microsoft select YES The screen will now say ready to install. Select Install</p> <p>Skype will now be installed. If you look at the toolbar at the bottom of your screen you will see the Skype logo</p>	
<p>8</p>	<p>Click on the Skype logo at the bottom to open the screen as displayed. Select Let's go</p>	
<p>9</p>	<p>If you don't have an account. Select Use another account</p>	
<p>10</p>	<p>You will be directed to a Sign In screen. As you don't have an account you will need to select Create one. Click Next</p>	

11	<p>You can create an account with your mobile number or your Email address. Select use your email address instead.</p>	
12	<p>Insert your email address. Click next</p>	
13	<p>Create a password. This password will be for Skype. You can use an existing password but its not recommended to use the same password for everything you do online.</p>	
Q	<p>What is a good password? Why should you avoid using the same password for your Skype account that you use for other accounts?</p>	A
14	<p>You will be required to complete some more information on different screens. Complete the information and select next</p>	

<p>15</p>	<p>Once you have completed the relevant information Skype will send an email to the address provided. This email will be to confirm that you are a real person creating this account.</p> <p>The email sent will contain a code which you will need to enter on the screen.</p>	
<p>16</p>	<p>You may have to enter a captcha to also verify you are a real person.</p> <p>If you are presented with 2 words like the example DO NOT put a space between.</p>	
<p>17</p>	<p>You will now be shown a Microphone test screen and a camera test screen select continue.</p>	
<p>18</p>	<p>You are now ready to start connecting with family and friends. Click in the box Search Skype, type JulierBT.</p>	
<p>19</p>	<p>Find in the list the 'Julierbt,' from Manchester, United Kingdom and tap on the name.</p>	

20	In the center of the page is a box to click to say HI	 <p>The screenshot shows a user profile for Julie Robinson. It includes a circular profile picture with the initials 'JR', the name 'Julie Robinson', location 'Manchester, Great Britain', and 'No Mutual Contacts'. Below this is a light blue box containing the text 'Say hi to Julie with a wave.' and a blue button labeled 'Say hi'.</p>
21	You wont be connected to Julie Robinson until she accepts your invitation.	 <p>The screenshot shows the same user profile for Julie Robinson. Below the profile information is a light blue box containing the text 'Waiting for Julie to accept invitation.'</p>
22	To video your contacts and instant message them please follow the guide "Skype Instant messaging and Video calling online Part 2"	