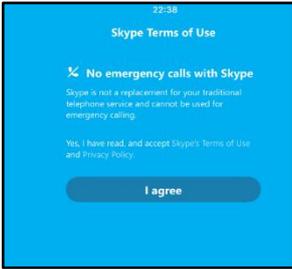
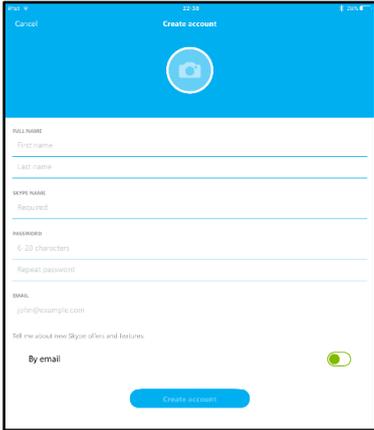
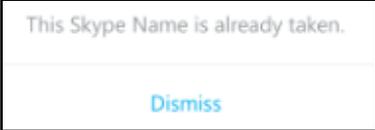
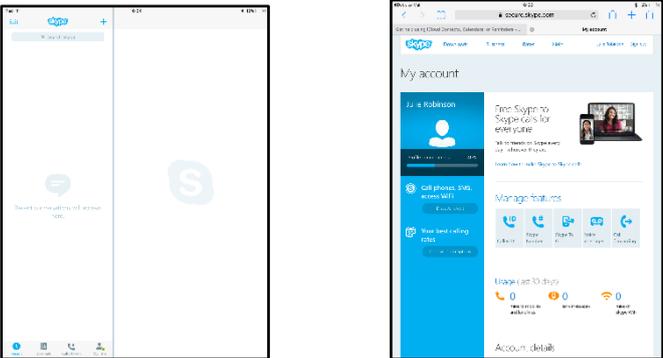
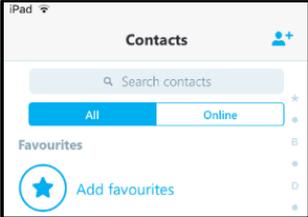
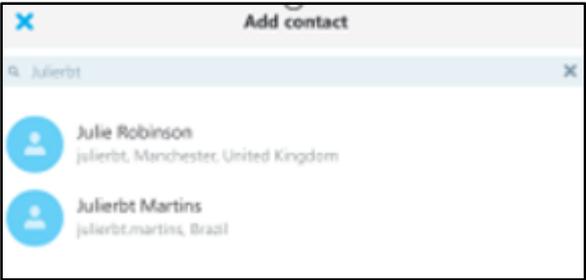
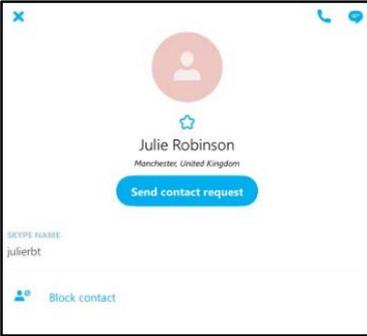


Skype Week 1 Tablet Users

<p>Stay in touch with your family and friends for free on Skype. Skype can be used on Tablets Laptops & Desktop pc's.</p>		
1	<p>To create a Skype account, we need to download the App from your devices App store. This could be any of the images displayed dependant on your make of tablet.</p>	
2	<p>For more information about downloading Skype visit the Digital unite website and select guides. www.digitalunite.com</p>	
Q	<p>Who uses an APP store, laptop users or tablet users?</p>	A
3	<p>Once you've opened your app store locate the search box. Usually identified by a magnifying glass. Type SKYPE and press search. You are looking for Skype for free.</p> <p>The icon is a blue S as the image.</p>	
4	<p>Once located Tap on Get then Tap on Install.</p> <p>The app is downloading when you can see a dot with a ring around it. Once downloaded it will say open</p>	
Q	<p>What does this symbol mean.</p>	A

<p>5</p>	<p>Once the App has downloaded and you have tapped on open you will be asked to sign in.</p> <p>If you already have a Skype account, you would now enter your 'Skype name' and 'Password' and log-in. We however are going to create an account. These accounts require some of your basic information but are free to set-up and only take a moment.</p> <p>Tap on create account at the bottom</p>	
<p>6</p>	<p>Read the terms and conditions. Now Tap on I Agree.</p>	
<p>7</p>	<p>After tapping on create an account you will be taken to a page where you can create your own Skype account. To create a Skype account you need an e-mail address. Complete your First Name, Last Name and a skype name. When creating a Skype name and password, try to ensure the ones you chose are unique to you and aren't the same as your other accounts.</p> <p><u>Make a note of your skype name and password</u></p>	
<p>Q</p>	<p>What is a good password?</p> <p>Why is it handy to make your Skype name unique?</p>	<p>A</p>

<p>Q</p>	<p>Why should you avoid using the same password for your Skype account that you use for other accounts?</p>	<p>A</p>
<p>8</p>	<p>Sometimes the Skype name you choose may have already been used. Hence why it should be unique. If you get this message tap on dismiss and amend the user name you have created. Add a number or middle name initial.</p>	
<p>9</p>	<p>After you've entered your log-in details, you will be taken to your Skype homepage. If you are not directed to your home page and you see the image on the right tap on sign out, then sign back in again</p>	
<p>10</p>	<p>If you had to sign out, open Skype from your home screen, enter the user name and password that you created.</p> <p>Remember if you used capital letters in your password then you need to use when signing in.</p>	
<p>11</p>	<p>The first thing we need to do is add a contact. Look for the search skype box at the top on the left. Some times you will see a silhouette image with a plus symbol this will also direct you to a search box to find your skype contacts.</p>	

<p>12</p>	<p>Tap in the box enter the name of the contact you wish to search for. Type Julierbt If you know the contacts Skype name then the search will be more accurate</p>	
<p>13</p>	<p>When you have finished typing the name of your contact in tap search on your keyboard or the enter button, Skype will give you a list of the people whose names match your search. It also details where the person is from to help you try and add the correct person. The 'julierbt we are looking for is from Manchester, United kingdom. Not Brazil</p>	
<p>14</p>	<p>Find in the list the 'Julierbt,' from Manchester, United Kingdom and tap on the name. In the center of the page is an option to send a contact request. By doing this Skype will send him a message letting them know you wish to add them as a contact.</p>	
<p>15</p>	<p>You will have to wait for this person to accept your contact request. If this person knows your adding them then this may be a speedy process but if not you may have to wait until that person is next on Skype. A contact that has been requested but not accepted shows as not connected or has a grey ? next to their name.</p>	
<p>16</p>	<p>To video your contacts and instant message them please follow the guide "Skype Instant messaging and Video calling online Part 2"</p>	