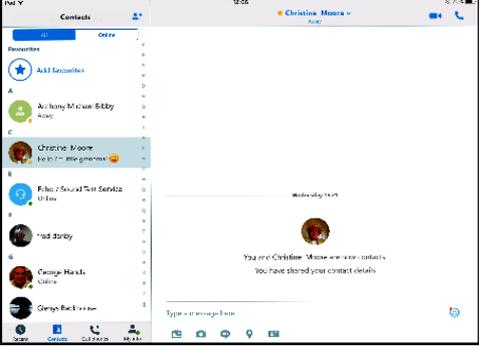
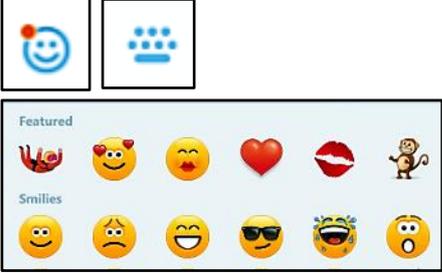
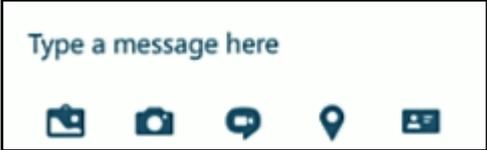
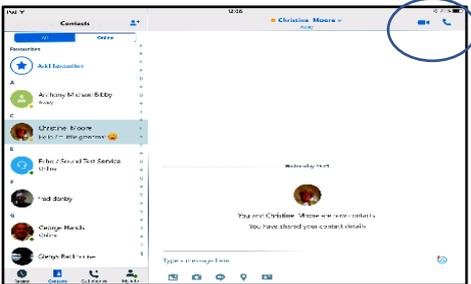


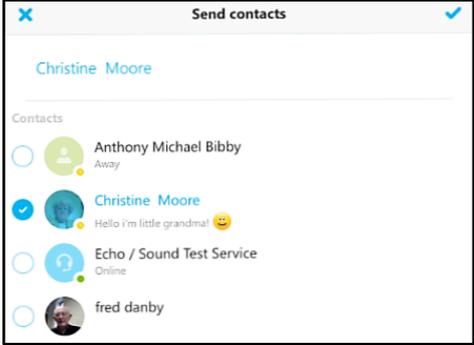
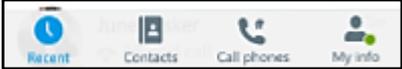
Skype Week 2 Tablet Users

In Part 2 you will learn how to video call your friends & family, send instant messages, pictures and suggested friends from your contacts.

	<p>Lets recap from last week and add another person from the class as a contact.</p> <p>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>1</p>	<p>If you are using your own device open Skype from your home screen you should already be signed in. If you need to sign in Enter your Skype user name, tap on the arrow enter your password.</p>	
<p>2</p>	<p>Once skype is open this screen will be displayed. Your contacts are shown on the left.</p> <p>If a contact has a green dot next to their name it means they are online.</p> <p>Orange dot means they are on line but away from the device. No dot means they are not online.</p>	
<p>3</p>	<p>Tap on a contact you want to video call. Their name is now displayed on the right.</p> <p>Tap on the video camera to talk and be seen.</p> <p>Tap the phone symbol if you want to talk but not be seen.</p>	
<p>Q</p>	<p>What is the difference between a filled green symbol, an orange filled symbol and an empty symbol?</p>	<p>A</p>

<p>3</p>	<p>Once you tap on the video camera or telephone Skype will start to connect you. The red phone symbol if tapped will disconnect the call. The red symbol is not always displayed Tap your screen and it will be displayed.</p>	
<p>4</p>	<p>If you call a person and they don't answer they will see a missed call from you with a date and a time. You will see on your, skype that you called but there was no answer.</p>	
<p>Q</p>	<p>If you receive a call what button would you select?</p>	<p>A</p>
<p>5</p>	<p>You can send a message via skype. Tap on the contact you want to send a message too. At the bottom right it says "Type a message here". Tap on this box for your keyboard to appear, type your message, tap the aeroplane symbol for the message to go. Your message will be displayed above the message box after it has been sent, if the person you have sent a message too replies to the message straight away you will see them typing.</p>	
<p>6</p>	<p>Emoji's can be added to messages by selecting on the smiley face next to the message box, once selected you have a choice of emoji's to select from. To return to the keyboard select the symbol with the dots see image on right.</p>	
	<p>Additional Skype functions</p>	

<p>7</p>	<p>You can send photos and videos via Skype using the icons shown on the right. 1st icon will open your photo album. 2nd icon open your camera so you can take a photo. 3rd icon will open the video camera to take a video. 4th icon will send your current location. 5th icon will enable you to share one of your friends skype details with another of your contacts.</p>	
<p>Q</p>	<p>How does your device know what your current location is?</p>	<p>A</p>
<p>8</p>	<p>To send a photo from your album select who you want to send a photo to from your contacts as you did in step 5. Tap the first icon. This will open your photo album on your device. Tap a photo once selected tap choose at the bottom. The picture will now send.</p>	
<p>9</p>	<p>To take a new photo and send first select your contact as above. Tap the 2nd Icon. Take your photo then Tap use photo. To take a video and send Tap on the 3rd Icon this opens your video camera Tap start your video remember to Tap again to stop the video Once your video is complete you can click on the aeroplane to send</p>	
<p>Q</p>	<p>How would you switch the camera lens between selfie and non selfie?</p>	<p>A</p>

<p>10</p>	<p>To share a contacts skype details with another of your friends Select who you want to send details to from your contacts Tap the 5th icon. This opens your contacts, select the person who's details you are sharing select the tick at the top and the details will be sent</p>	
<p>11</p>	<p>When you share a persons details to another of your contacts The person who's details have been shared will have the option to send a contact request. You will see that you have sent a contacts details.</p>	
<p>12</p>	<p>Under your list of contacts you can see some options Recent - is recent chats or messages Contacts – is all your contacts Call phones - You can call phones but this requires payment. My Info - shows your Skype name, your account details</p>	
<p>13</p>	<p>In my Info you can Insert a profile photo Insert a mood message, how your feeling Change your online status Change settings. Look at your account.</p> <p>Insert the following mood message “learning is fun”.</p> <p>If you are not using your own device you need to sign out from Skype. Tap Sign out</p>	