

A Guide to Using



Install Skype on Your Device:



If you have an Apple product, install
from the App Store



If you have an Android product, install
from the Play Store

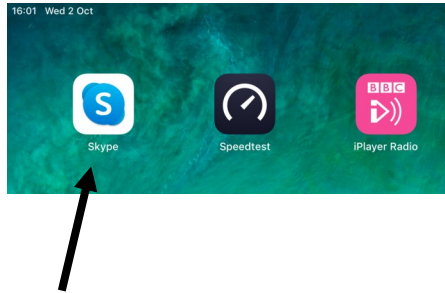


If you have a Windows product, install
from the Skype website:

www.skype.com

During the install process you will :

- **Set-up a user name**
- **Set a Password**
- **Allow access to your camera**
- **Allow access to your microphone**
- **Allow access to your contacts (optional)**
- You will only have to do this process once and then your device will remember you next time you use Skype.
- **Keep your password private**
- **Give your Skype user name to friends and family you wish to connect with**
- **You are now ready to start using Skype**



Touch the Skype Logo to start on iPad and Tablets.

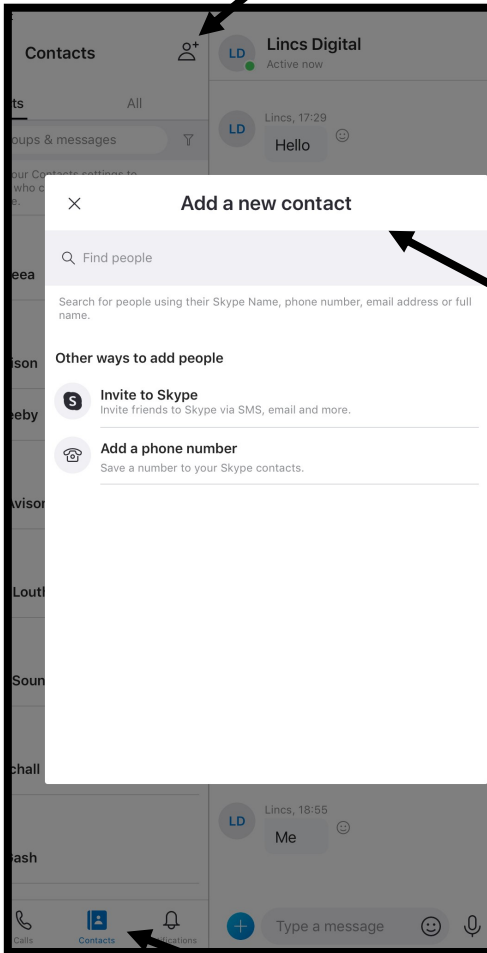
Double-Click the logo on a Computer.

You will now need to add some contacts or wait for friends to send you a request.

The next few screen shots show how to add a contact.

You can only communicate with people you choose to accept and if they accept your request.

2: Touch or Click Here

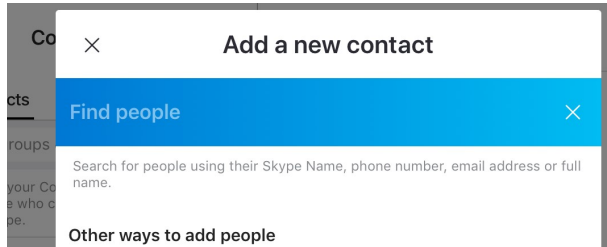


3: The Add a new contact screen will appear

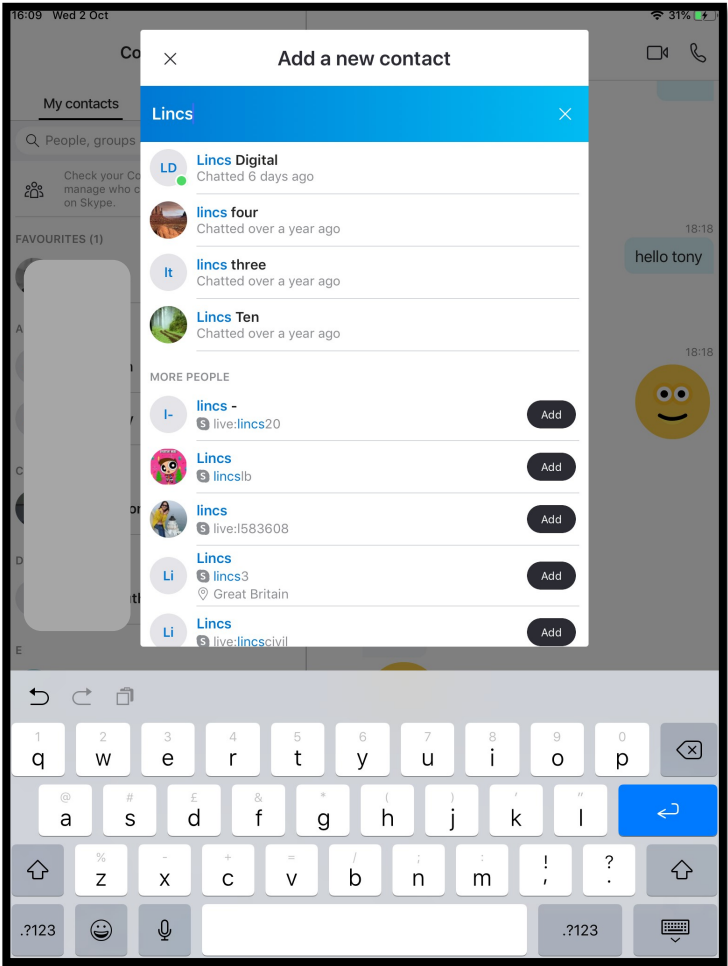
1: Touch or Click Contacts

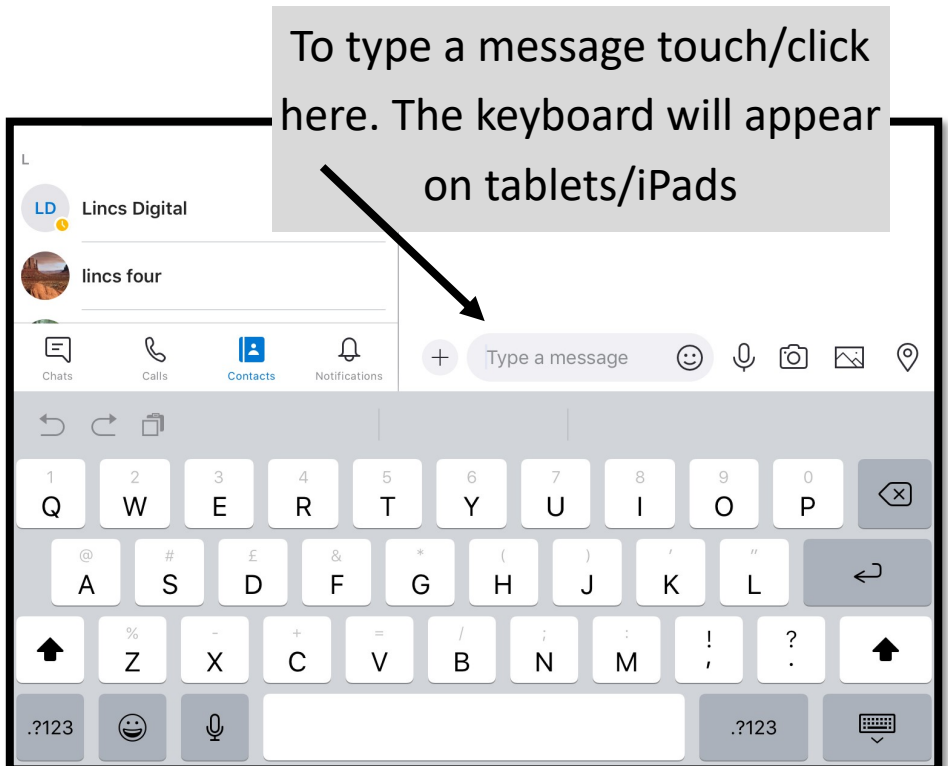
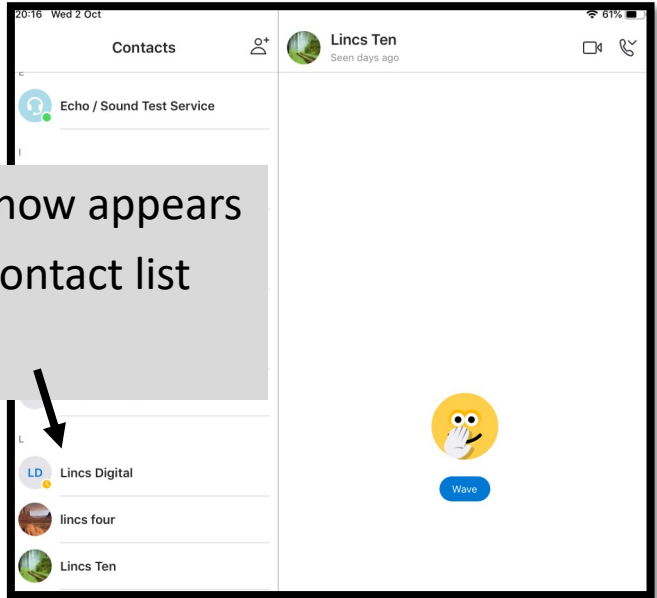
Touch or Click “Find people”

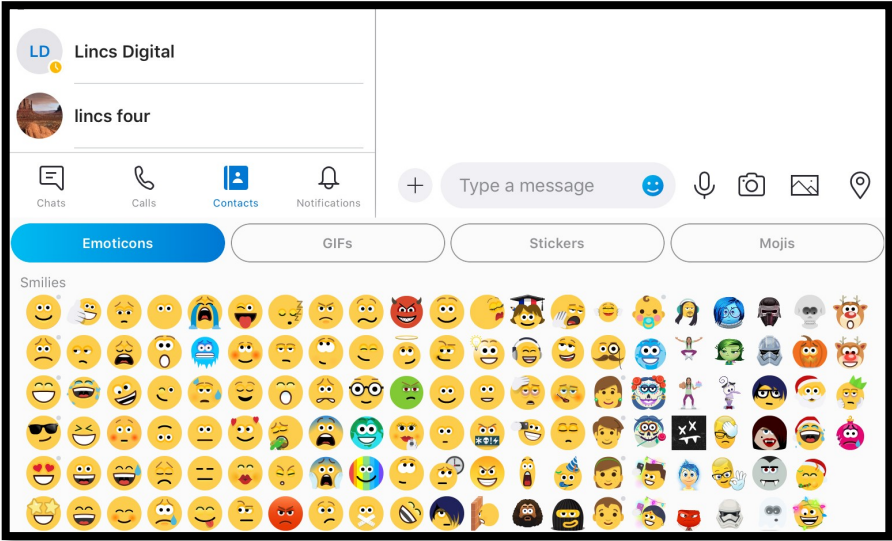
The Keyboard will then appear on iPads and Tablets



- Type the name of the person you are looking for
- Names will appear as you type
- When you locate your friend
 - Touch/click on add
 - This sends a request to your friend
 - Once they accept they will appear on your contacts
- If you receive a request from a friend
 - Accept and you will appear as a contact
 - Decline and nothing will appear in your contacts

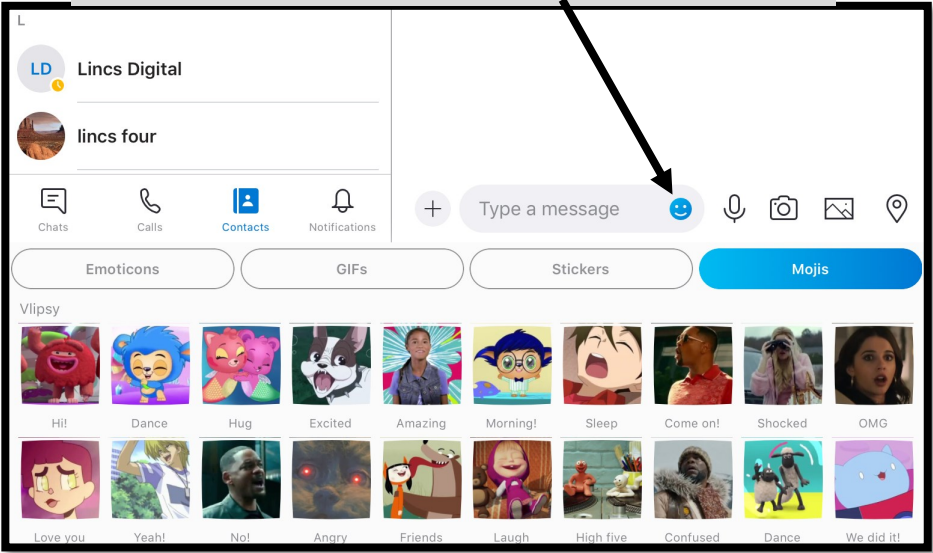




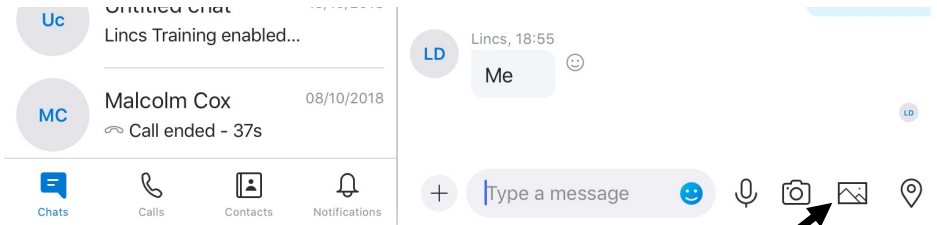


You can add faces and characters to
your message.

Touch/click here

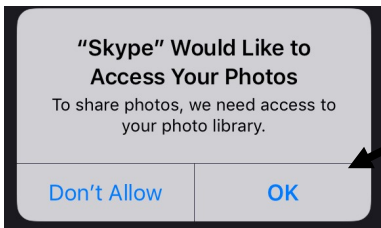


To add a photo to your message



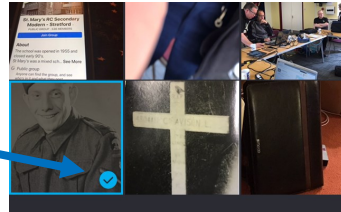
1. Touch/click here

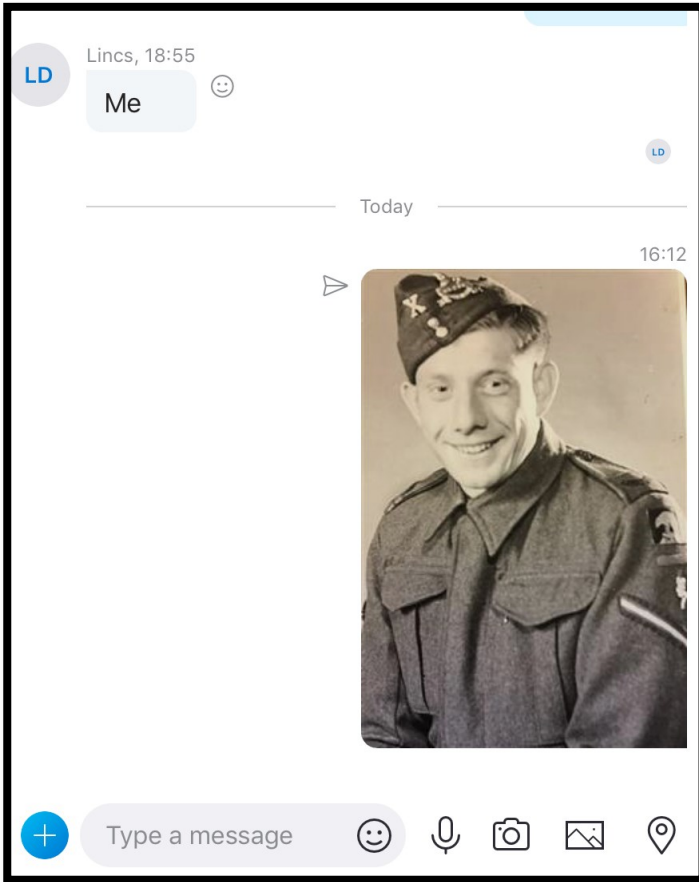
2. This message may appear, select OK



1. Choose your photo

2. Touch/click icon in the bottom corner:

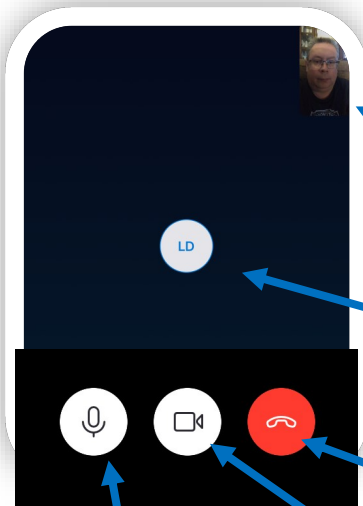
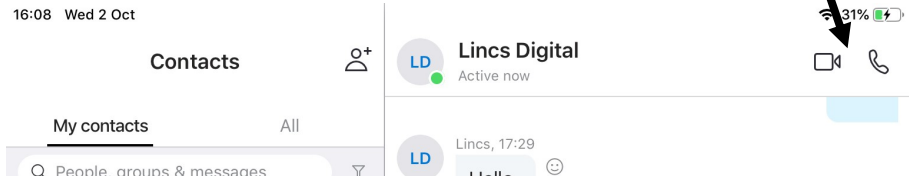




The photo now appears in your message and is sent to your contact.

To Make a Video or Audio Call

Choose your contact and then select type of call you require



Your camera will switch on and appear in the corner.

Your contact will appear on the main part of screen

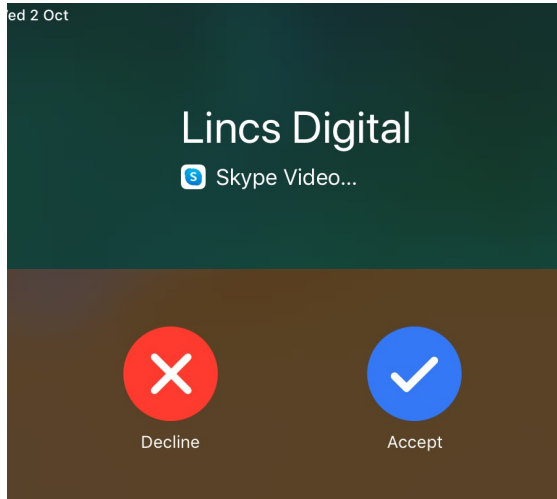
Turn Microphone
On & Off

Turn Camera
On & Off

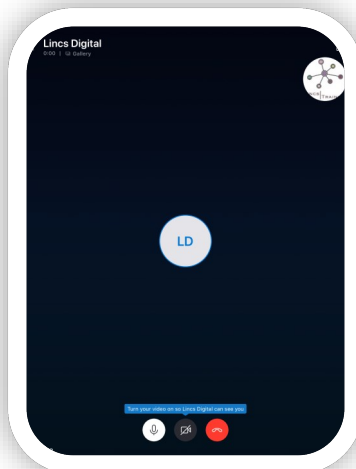
End the
Call

To Receive a Video or Audio Call

Choose to Accept or Decline the Call.



The Call screen then appears with your camera in the corner and your contact on the main screen.



**For further information and new features
that may appear please see:**

www.skype.com

- **All of the features we used are free to use
with an internet connection.**
- If you use a mobile phone it will use your
Data for Skype.
- You can make calls to a normal phone and
charges apply.
- You can call overseas phones at a much
cheaper rate than normal phone charges.

If you wish to use these options please see the
Skype website for payment options and prices.

**Skype is one of many Video/Audio
calling services.**

Skype will work to and from any type of
device.

Facetime will work Apple to Apple.

WhatsApp requires a mobile phone
which can then be linked to other
devices.

Messenger will work on all devices.

These are the most popular services and
all work similar to Skype.



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Facebook: [@lincsdigital.org](https://www.facebook.com/lincsdigital.org)

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Video Support available by appointment using :

Skype, Zoom, Microsoft Teams, WhatsApp,

Facebook Messenger or Facetime.

Please phone or email to book appointment.

