



//Tutorial

## Creating a Skype Account

Now that we have reviewed the basic idea of video conferencing, we will each create an account for Skype. Skype is a free program that allows people to video conference others who also have Skype.

1. First, open up your web browser and go to [www.skype.com](http://www.skype.com).
2. On the top right-hand part of the screen, click on the button that says “Join us.”

The button will look like this:



3. Fill out all the information that is requested. One requirement is that you have an email address. If you currently do not have an email address and need help setting one up, please call over an instructor.
  - a. If you do not feel comfortable or do not want to fill out some parts of the form, you do not have to fill out fields that do not have an asterisk (\*) next to it. For example, in the Profile Information section, you do not have to fill out “Birthday,” “Gender,” “City,” or “Mobile phone number,” but you *do* have to fill out “Country/Region” and “Language” because those have asterisks (\*) next to them.

## Profile information

Note: anyone on Skype can see your profile information.

**Birthday**   **Year**

**Gender**

**Country/Region\***

**City**

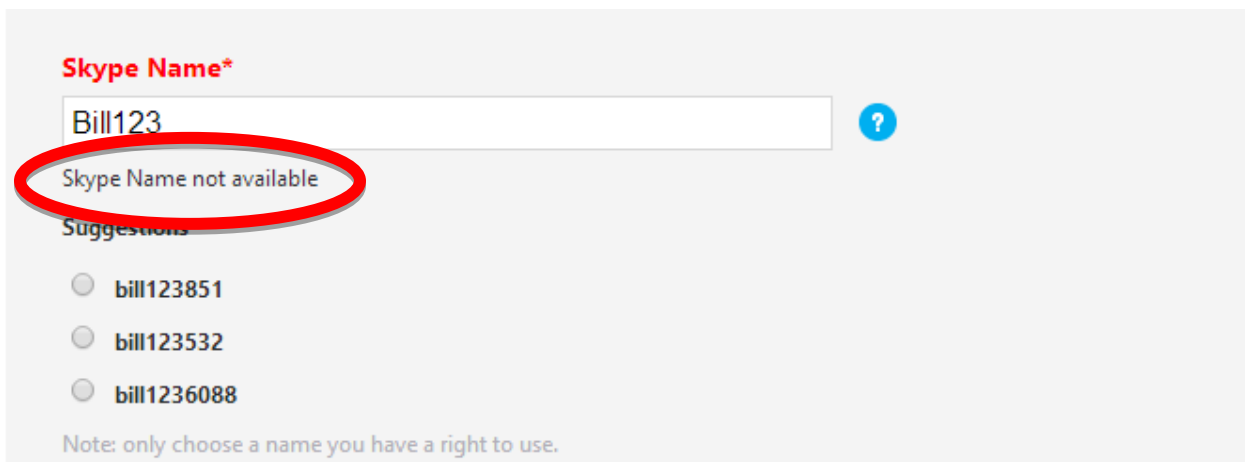
**Language\***

### Mobile phone number


  +1

Note: only your contacts can see your mobile number.

4. For the “Skype Name” section, this is where you will pick your username. Your username must be different from everyone else who has already registered, so try to pick an uncommon username (such as BillHWilliams1953). If the name you type in is already taken, the screen will notify you immediately by saying “Skype Name not available,” which looks like this:



**Skype Name\***



Skype Name not available

Suggestions

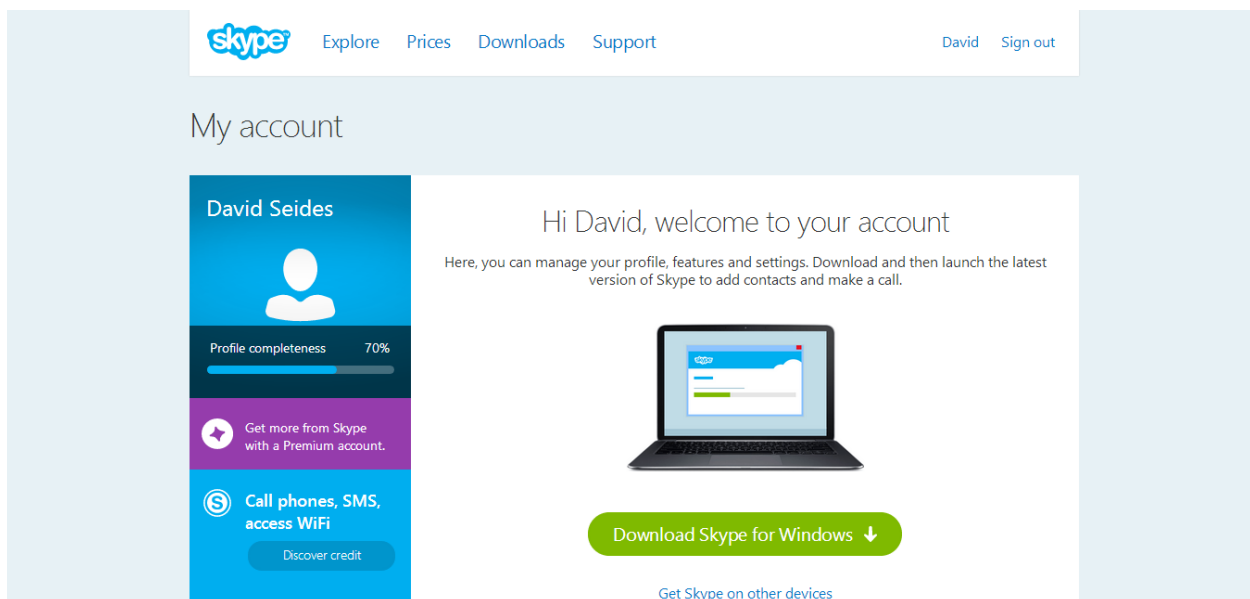
- bill123851
- bill123532
- bill1236088

Note: only choose a name you have a right to use.

- In regards to picking your password, this is a very important section. Your password is how you have access to your Skype account, as when you sign in, you will need to type in your email address and password. This is so no one else can access your account directly. Therefore, it is important that you make your password unique and hard for other people to guess. Do not share your password with anyone and remember to write it down somewhere so you can remember it too! When you think of a password, try to do something that is not too easy to forget but it also not too easy for others to guess. For example, you might want it to be the name of your first car and the year it was made (e.g. Chevy1966).
- When you have finished typing in all the information, click the “I agree – Continue” button that looks like this:

I agree - Continue

- Next, you will be taken to a screen that looks like this:



8. Now, you have successfully made a Skype account. You will be downloading the Skype program onto your computer (using the green button above) in the next tutorial, so just stay on this page until the instructor gets to the next step.
9. This is the basis for creating a Skype account. If you have any questions or concerns, please feel free to ask the instructor or (if you are by yourself) to send an email to [technoacademy@gmail.com](mailto:technoacademy@gmail.com) regarding any questions you may have.

**Phone: (470) 222-5194**

**Email: [technoacademy@gmail.com](mailto:technoacademy@gmail.com)**

**Website: [www.technoacademy.org](http://www.technoacademy.org)**