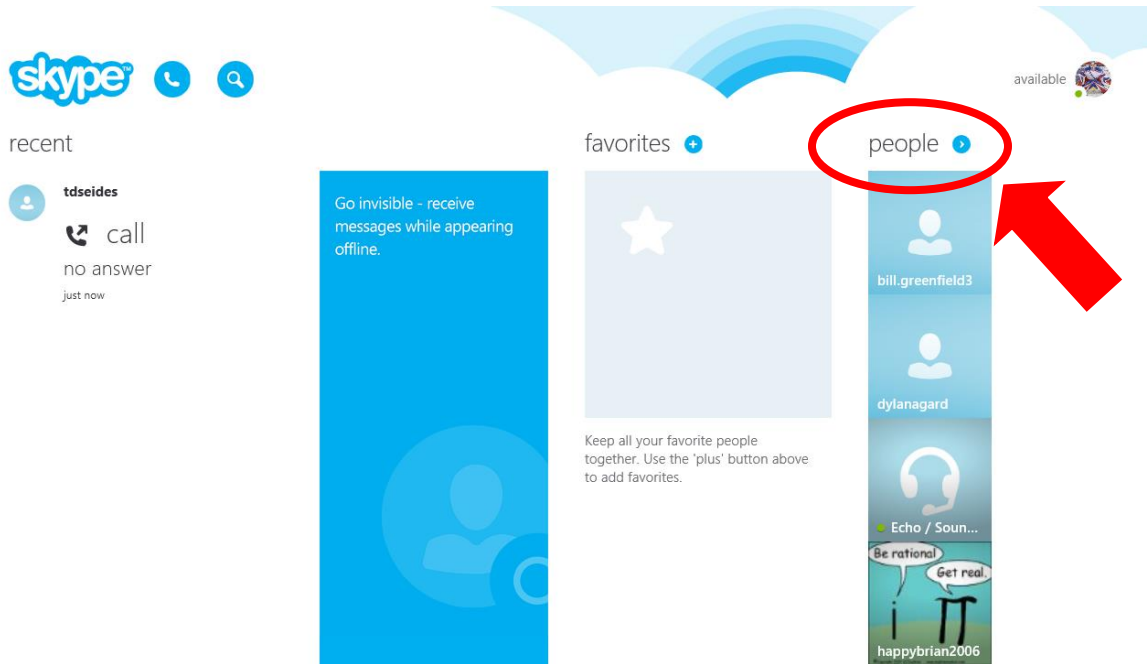




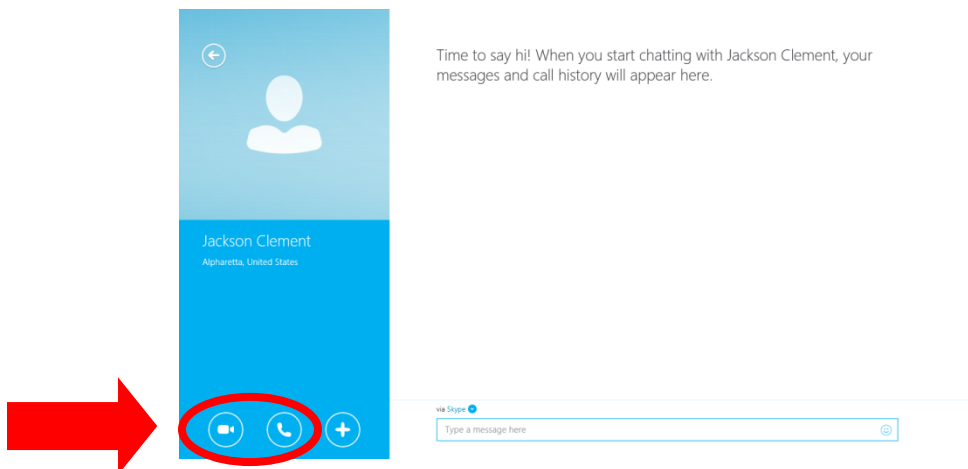
Video Conferencing through Skype

Now that we know what Skype is and we have each made an account (call over an instructor if you are still giving trouble with setting one up), we can learn how to make video calls.

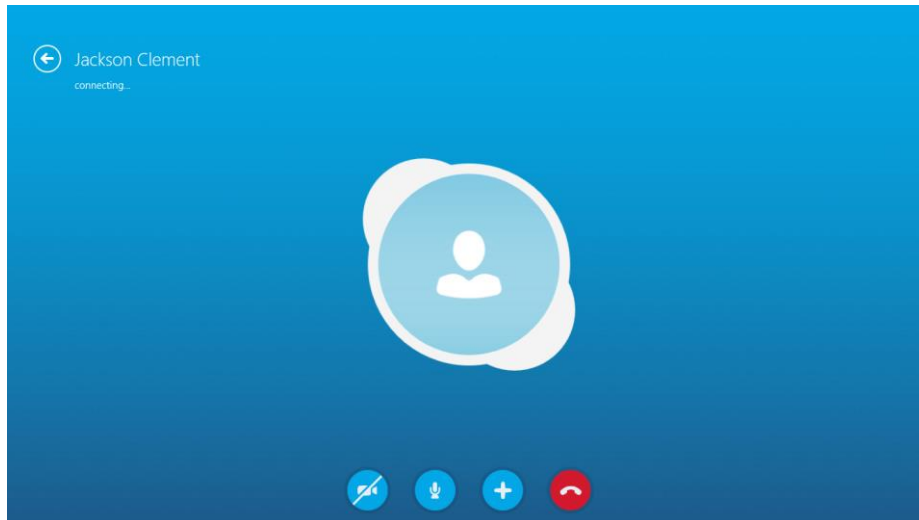
1. There are a few “pre-requisites” you must have to use Skype:
 - a. Your Computer Must Have a Webcam: This is how the other person will be able to see you. To check if you have a webcam, call over an instructor.
 - b. The Other Persons Needs to Know You are Calling: This is because the person you are intending to call must be on his or her computer in order to receive the call. Therefore, it would be a good idea to call or email the other person first to let him or her know you are about to video conference them.
2. First, open up the Skype program on your computer. You can find the Skype program icon on your desktop (it looks like an “S” with a light blue background); then, double click on the icon to open it.
3. When you get into Skype, look for the “People” tab that lists all of your contacts:



4. This will take you to a list of your contacts. Next, you will want to pick which of the contacts you desire to call. Click on the name of the one you choose. This will take you to their profile. At the bottom left of the screen, you will see three buttons. Click on the one on the far left that looks like a video camera if you want to have a video conference with that person or the button in the middle that looks like a phone if you want to have a conference with only sound and no video (if you do not have a webcam):

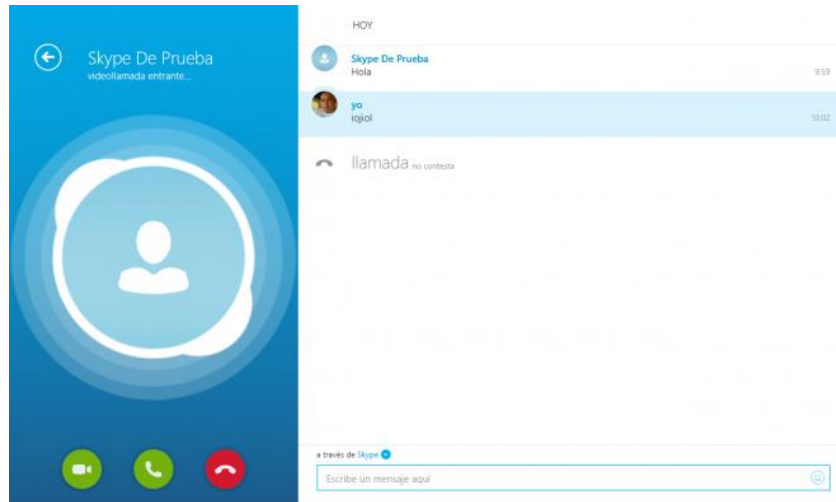


5. Once you click one of these two buttons, your call will automatically begin. The screen will begin to produce a “ring” sound that will signal that your computer is waiting for the other person to accept your call.



6. If the person you are calling answers your request, his or her face (if you are doing a video conference) will pop up on the screen. If you have a webcam, they will also be able to see your face. You can now carry on a face-to-face conversation with the other person for as long as you like. The system works just like you two were actually in the same room talking directly to each other.
7. Once you finish talking to the other person, you can end the call to leave. To do this, click on the red button on the bottom of the screen that looks like a phone and is the farthest right button on the menu (see the picture above).
8. This is how you make calls on Skype. You might also receive some calls from family or friends. When this occurs, you will need to be on the computer at the time the other person makes the call. Therefore, it is important that you be on the computer with the Skype program open if you are intending on receiving a call.

9. Once a call is being sent to you, a screen will pop up notifying you of the impending call:



10. The name of the person calling you will be on the top left hand corner of the screen. If you would like to answer the call, click on the green phone button in the middle of the three buttons on the bottom left; this will immediately take you to a video or audio conference with the other person. If you would not like to answer the call, click on the red phone button on the right of the three buttons; this will reject the call.
11. This is the basis for video conferencing on Skype. 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 technocademy@gmail.com regarding any questions you may have.

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