Skype Basics Showing How To Get Started

By Sean Adams

What Is Skype?

Skype is a service that allows user to communicate with others by voice using a microphone, video by using a webcam, and instant messaging over the internet.

In this tutorial I will discuss Skype basic tips you need to know to get started.

You do not always have to be on video to use Skype. It is a great way to visually connect with family and friends for personal use, but you can use it for texting or chatting one on one or in groups, and as you will see, It has a lot of uses for business.

What do you need to get started?

1) An internet connection
2) A webcam so you can let people see you
3) A computer or mobile device with a microphone and speakers or a headset attached.

Skype is best known for its ability to make calls from your computer to a landline phone– a paid service – but you can also make computer-to-computer calls for free.

| This is all free...	...and you pay for these
✓ Your Skype account and the latest downloads.	✓ Calls to mobiles and landlines worldwide at low rates.
✓ Video and voice calls to anyone else on Skype.	✓ Send text messages from just a few pennies.
✓ Instant messaging and file sharing.	✓ Group video calls with up to 10 people.

Before you begin, login to the internet.

1) Creating your Skype Account
Login to your computer.
Go to

http://skype.com

and click on the join button.
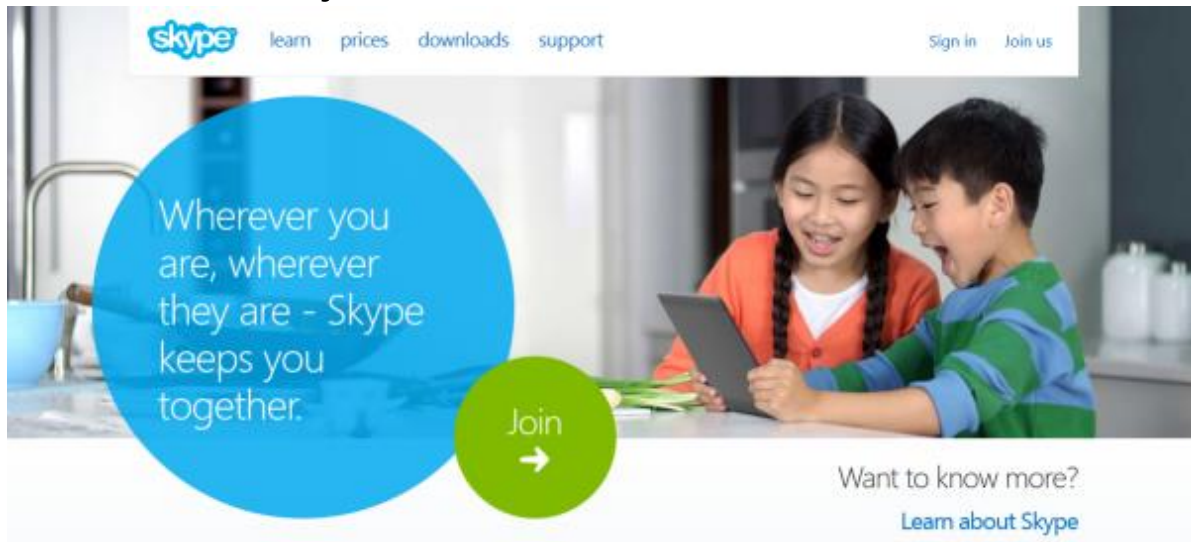
Sign in   Create an account

Skip this step by signing in with your Microsoft or Facebook account

Microsoft account
A Messenger, Hotmail or Outlook.com account.

Facebook

First name*

Last name*

Your email address*

Repeat email*

Note: no-one can see your email address.

Fill out the information to set up your account.

Make sure that you use a valid email address, as you will need this if you forget your password. It is also used to send you important messages about Skype and any products you've purchased.

Profile information

Note: anyone on Skype can see your profile information.

Birthday   Day ▼   Month ▼   **Year** [   ]

Gender   Select ▼

Country/Region*   United States ▼

City   [   ]

Language*   English ▼

Mobile phone number
🇺🇸 United States ▼   +1
[   ]

Note: only your contacts can see your mobile number.

Enter a Skype Name.
This is the name people will use to contact you on Skype.

Once created, you cannot change it.

Your **Skype Name (Skype ID)** must be between 6 and 32 characters. It must start with a letter and can contain only letters, numbers, and the following punctuation letter and one number.

Allowed Marks:
full stop (.)
comma (,)
dash (-)
underscore (_)

Enter a password.
You will use this to sign in to Skype. Your password is case sensitive, must be between 6 and 20 characters, and must contain at least one letter and one number.

Your Skype account is created, and you are signed in to it. You can use your Skype Name and password to sign in to Skype on your computer, mobile phone, TV or any device you use Skype on.

**In your account,** you can buy Skype Credit and subscriptions, and manage other Skype features such as Online Numbers, Skype To Go™ numbers, voicemail and sending SMS messages.

Depending upon your operating system, you may have to download Skype as an application if you don't already have it loaded on your computer.

1)There is a download button on skype.com. Click download and a window with the Skype icon will appear. (If it does not, locate the Skype file that was downloaded and double-click it.) Drag the Skype icon to your Application folder or a folder you created on your desktop.

2) Open your Applications folder and drag the Skype icon into the Dock (the row of icons at the bottom of your computer screen) for easy access. You can throw away any remaining files that were downloaded in the process of installing Skype.

Main Skype Window Tour-Your Skype Dashboard

**This is home.** Be sure to fill out your profile and business information. You can also post links and messages for your friends to see on their end. Fill out as much of your profile as possible.
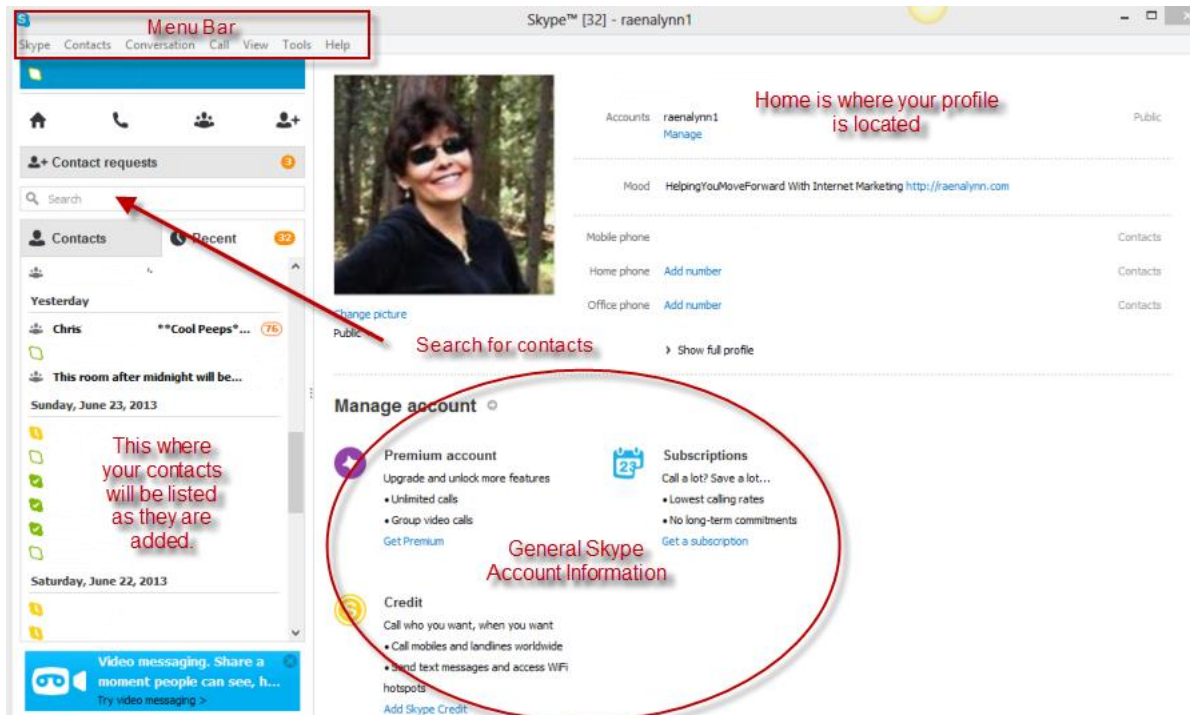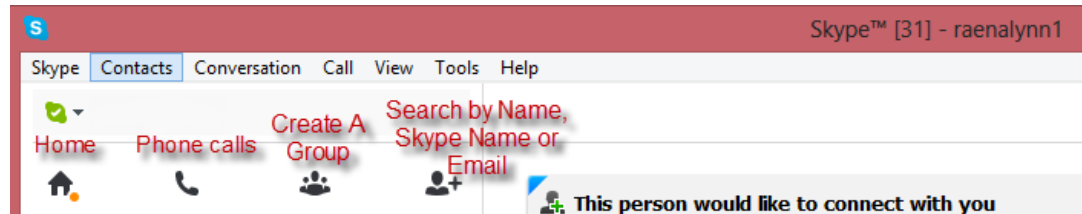
Adding Contacts

The first step is to start adding contacts.
You can search for a Name, Skype Name, or email address.
Type in your search words and click the Search button. When you find someone you want to add, send them a request.
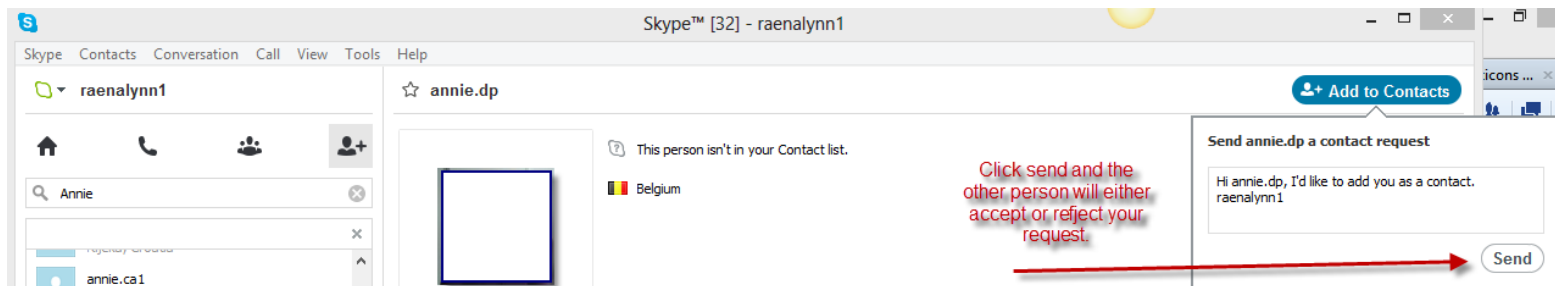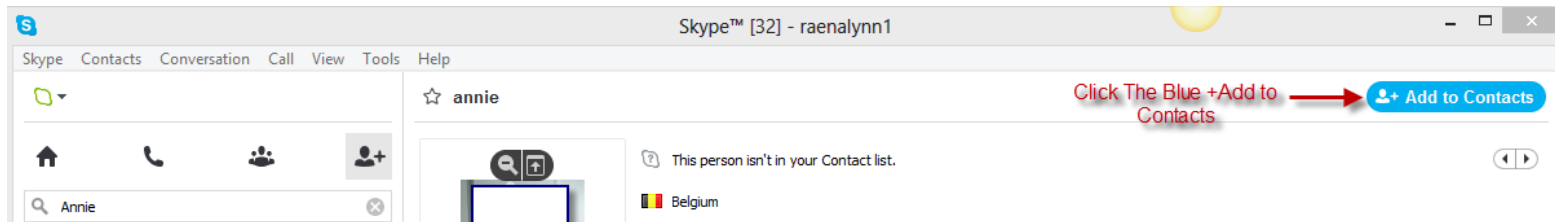
Your Status

You can set your status by clicking on the Skype Bubble next to you Skype Id. You can set your bubble to any status you desire. If you do not want to be interrupted, invisible allows you to stay online and others do not know.
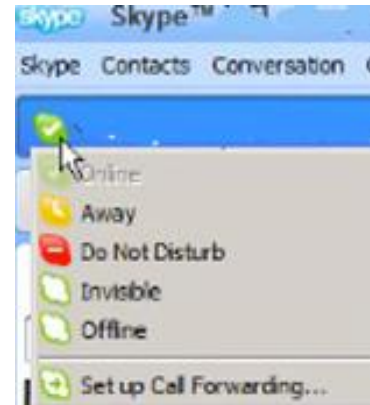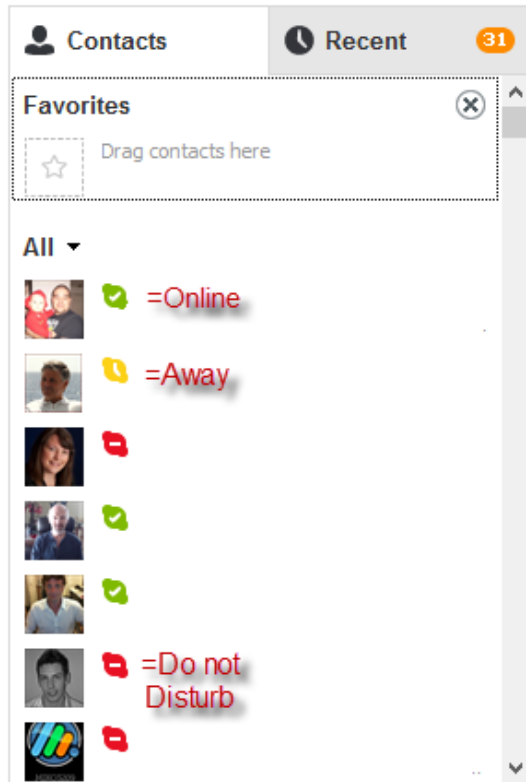
Text Messaging or Chatting

The most useful feature of Skype for business is instant messaging. If you want to text someone, click on their name located on the left side of your account, assuming you have added them, or accepted them as a contact.
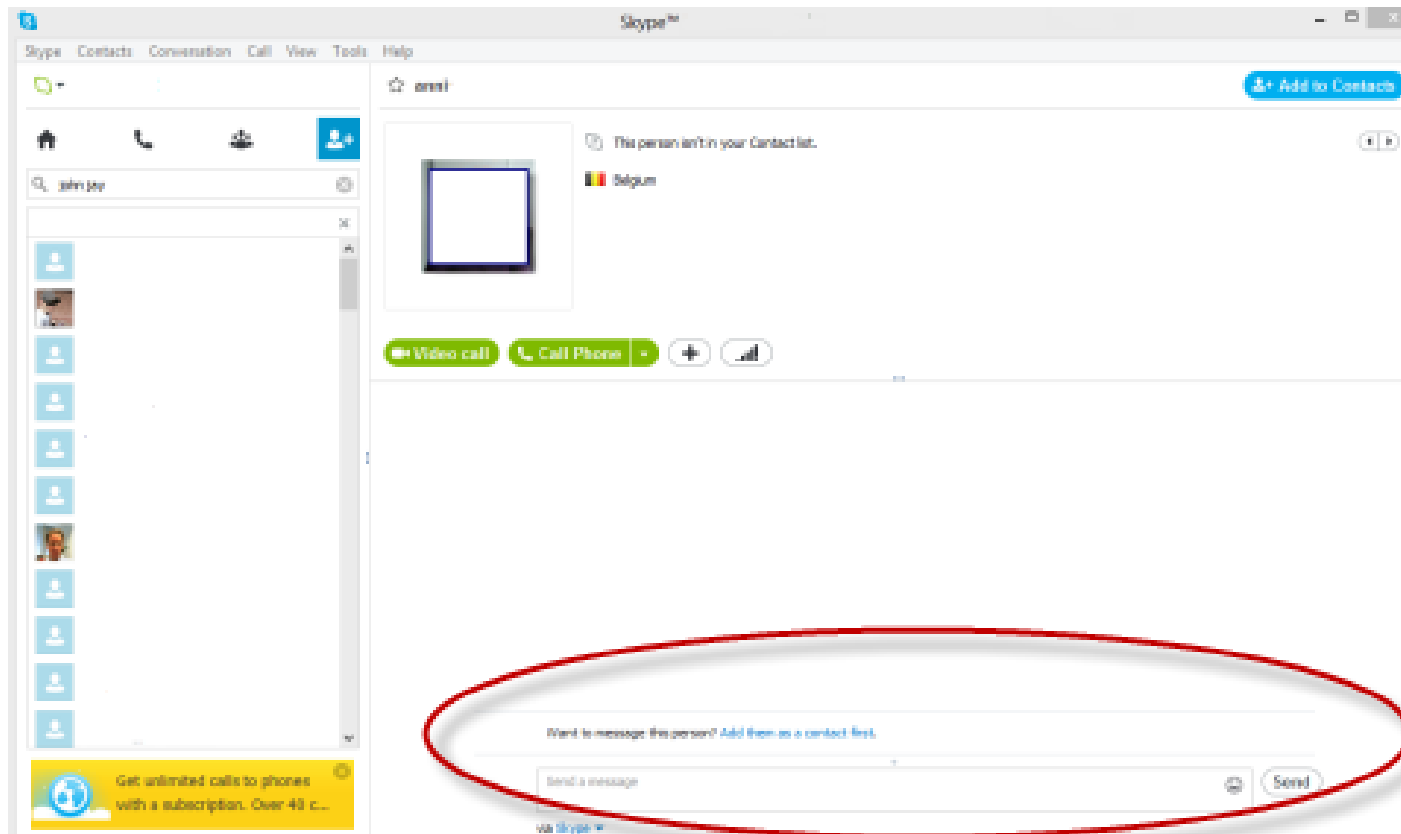
Skype For Business

Text chat is a place you can network, develop JV relationships, make deals, and handle business. You can copy and paste information directly and instantly to another person or to a group. You can also transfer files to any of your contacts or groups. Skype is great for personal and business chat. These are you call command icons.

Click the plus sign for more features.
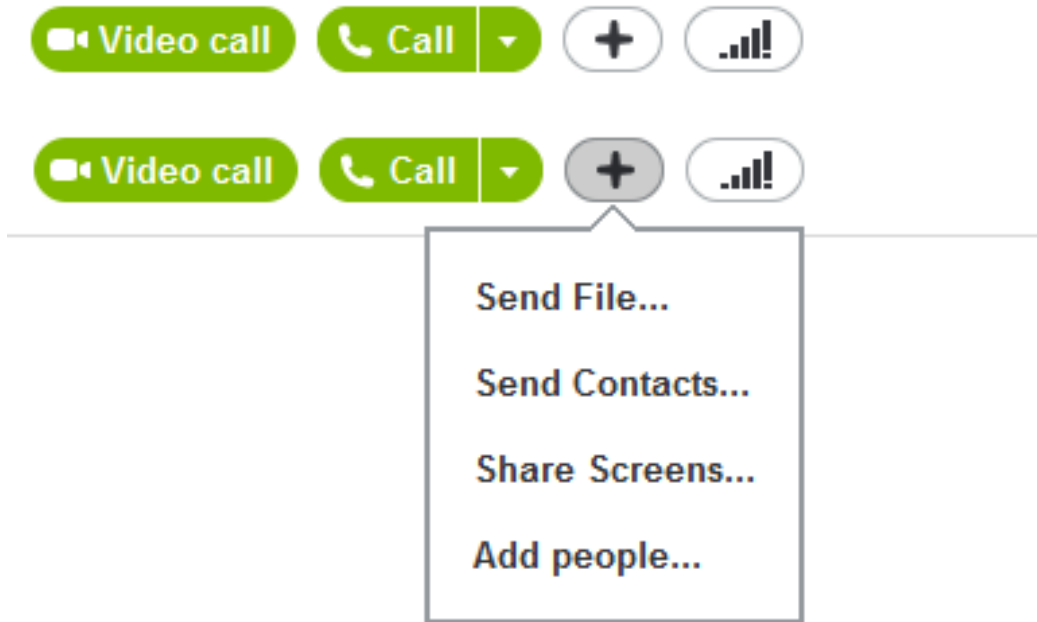
Four cool things you can do on Skype. Highlight the one you want.

Send Files-Transfer files
Send Contacts
Share Screens-You can share your screen with others and visa versa.
Add People-For adding people to groups.

Calling Other Skype Users – Audio and Video
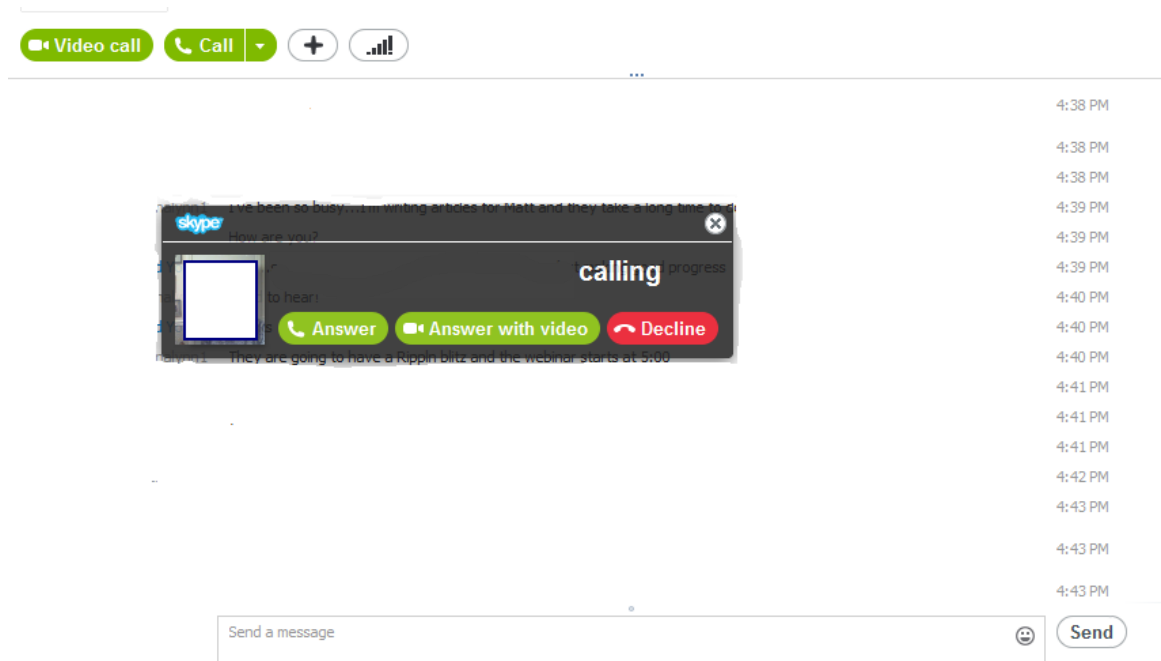
1.Open Skype and see if the person you wish to talk to is currently online.

2.Double-click the users' name to initiate a voice chat. Once the recipient accepts your request, a window will appear indicating that your chat is in progress.

Skype

Skype Contacts Conversation Call View Tools Help

Contact requests 3

Search

Contacts   Recent 32

Today

Get 60, 120 or 400 low-cost minutes of calls to the country...

Hide Contacts

Chat Bubble. Click on it to open chat box below. You can text and chat at the same time.

Toggle Video Camera on and off

Microphone

Share Screen

End the call.

Call Quality Information

Click chat button opens upt chat box.

8:20 PM

8:56 PM

Send

via Skype

3.To add video to your conversation, simply click on the video camera icon on the lower left corner of the window.

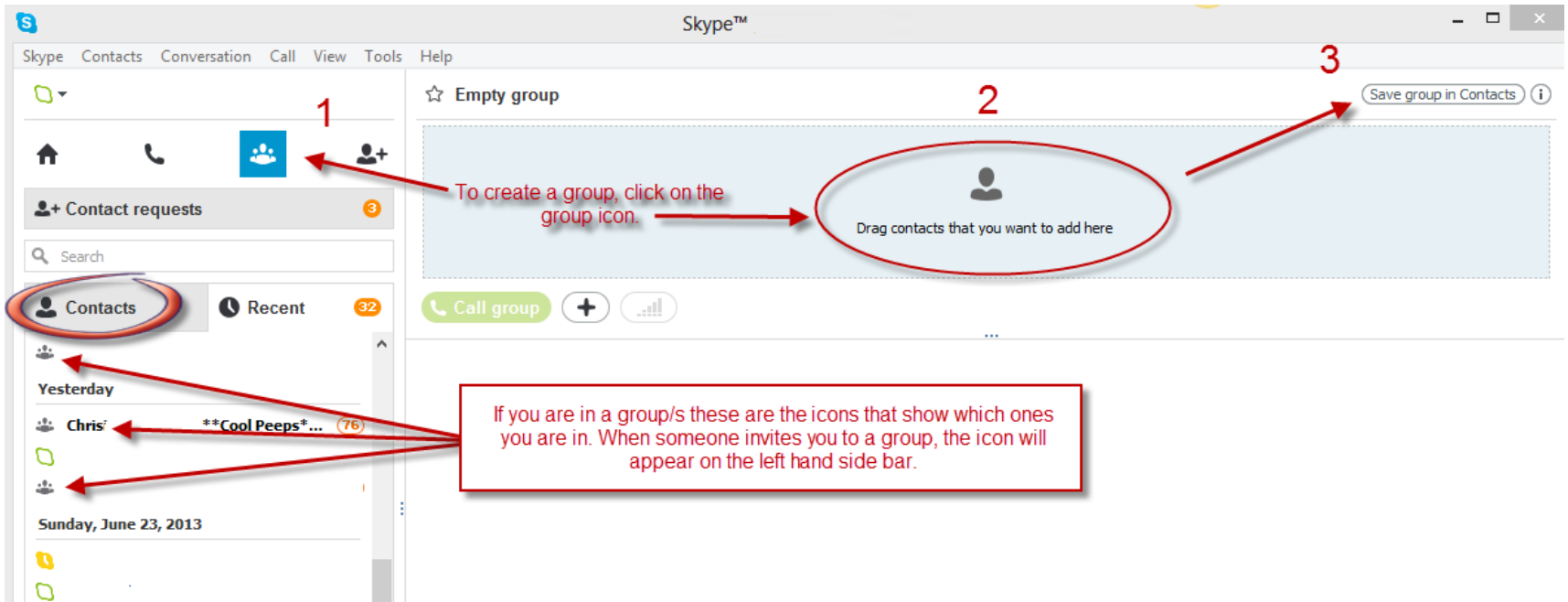4.Now the other user can see you. They will have to click the same icon on their computer to allow you to see them.
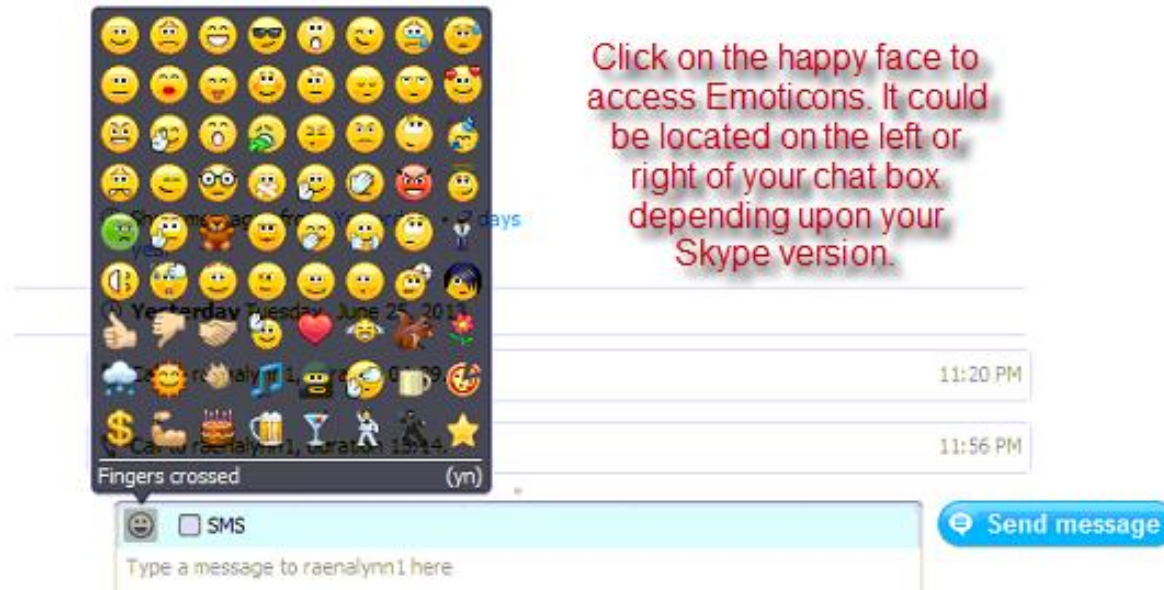
5.To end the call, click the red icon of a phone.

Talk to anybody in the world free including all business contacts

Groups

Groups in Skype are great places to do business and network. To create a group:

Emoticons

Click on the happy face to access Emoticons. It could be located on the left or right of your chat box depending upon your Skype version.

Emoticons are as the name implies, icons with emotion. They are a great feature of Skype. You can use Skype regular or hidden emoticons during text messaging, and they make a difference in the. Each emoticon is coded. For example, (tone of the messagessun) a sun. In Skype chat, click on the smiley face to open the available icons. If you are using just the codes, don't use spaces or capitals. (sun) is not (sun).

If you are posting, and want to include emoticons, be sure to put a space before and after the code. For example (sun) How is your business going today (sun) ? If you want to see the code for a specific emoticon, right click and copy into notepad, it will show in text code.

Here is the most recent complete list of emoticons and their codes for reference. This list includes regular and hidden.

http://en.chat4o.com/skype-emoticons/

Advanced Features

Skype has many advanced features such as video conferencing. This tutorial should get you started. Once you familiarize yourself with Skype, it can be a valuable tool you can use to communicate with your friends, family, and colleagues. Feel free to explore on your own by using the menu bar located at the top of your dashboard. Each item opens up to advanced features.
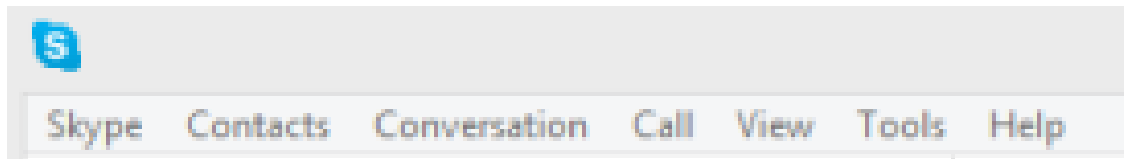
Happy Skyping!

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