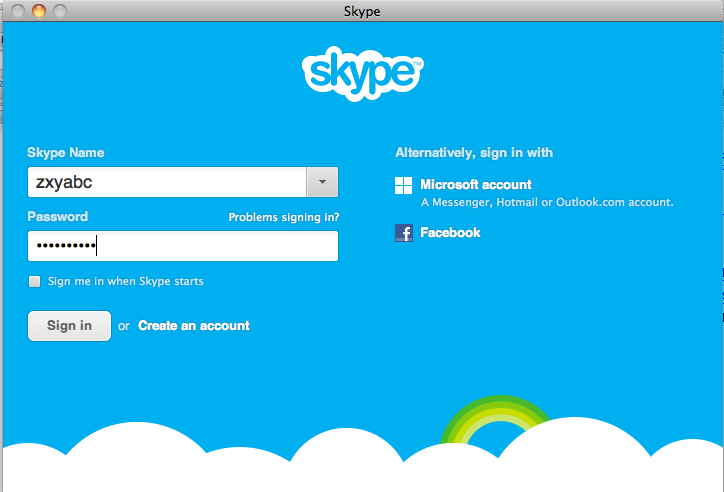
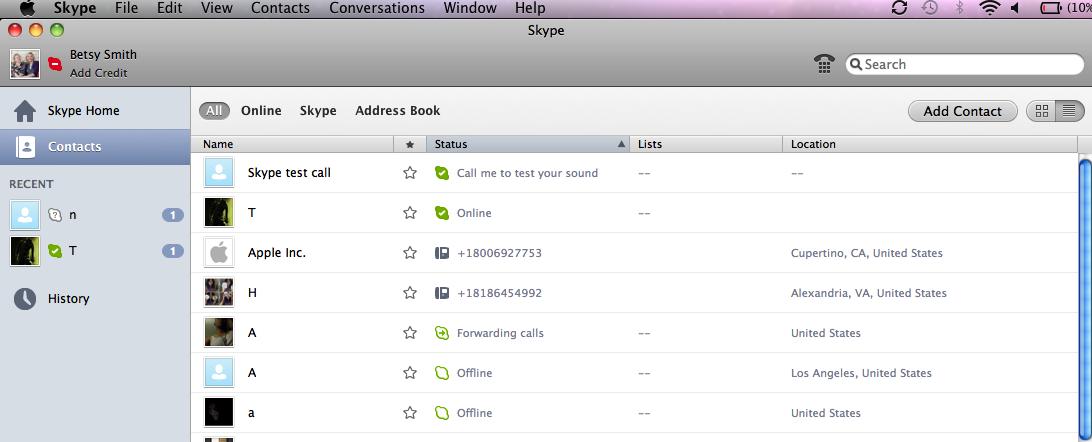
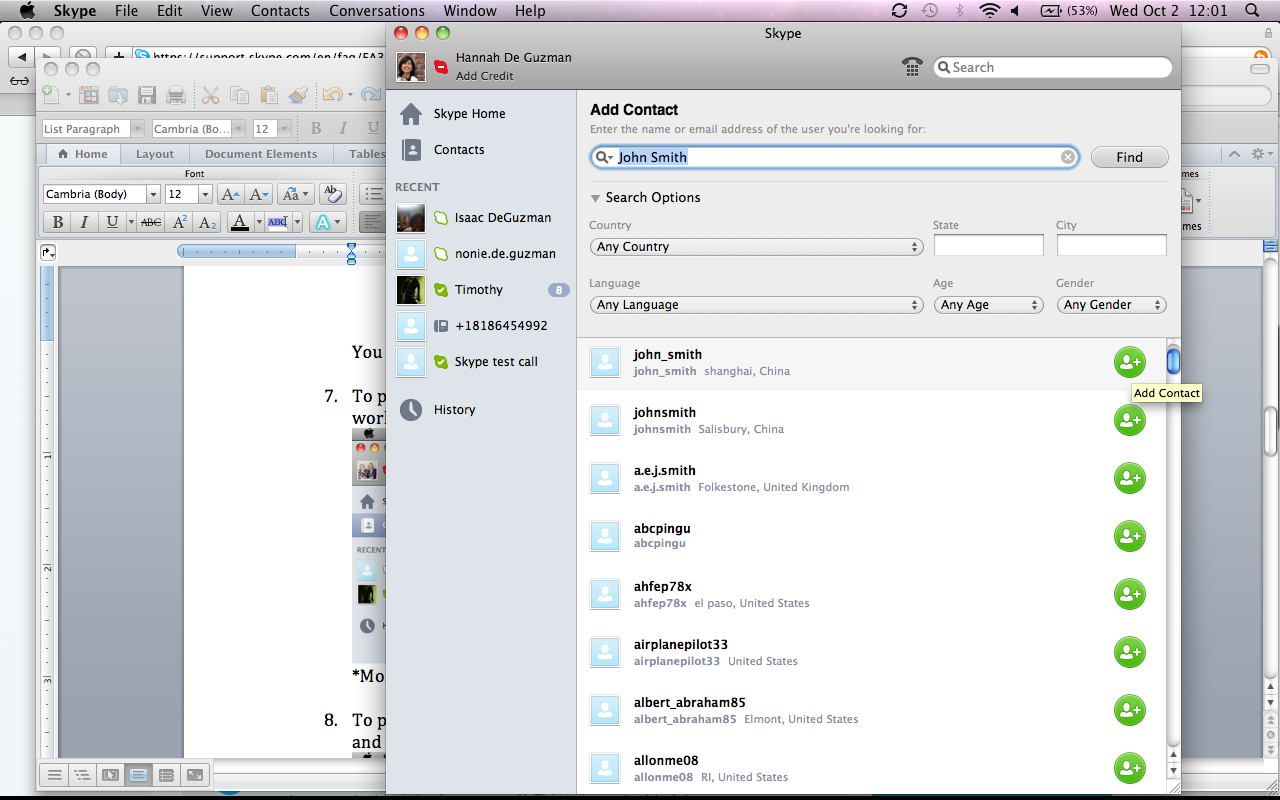
How To Install & Use Skype

1. Go to <http://www.skype.com/en/download-skype/skype-for-computer/> and download the appropriate software:
   * Mac - <http://www.skype.com/en/download-skype/skype-for-mac/downloading/>
   * Windows 8 - <http://www.skype.com/en/download-skype/skype-for-windows8/>
   * Windows Desktop (XP, Vista or 7) - <http://www.skype.com/en/download-skype/skype-for-windows/>
   * Linux - <http://www.skype.com/en/download-skype/skype-for-linux/>
2. You will be asked to create a Skype Account and Log-in information (Skype Name and Password) once software is installed on your computer.
3. You may need to restart your computer to complete installation.
4. Enter Log-in information:

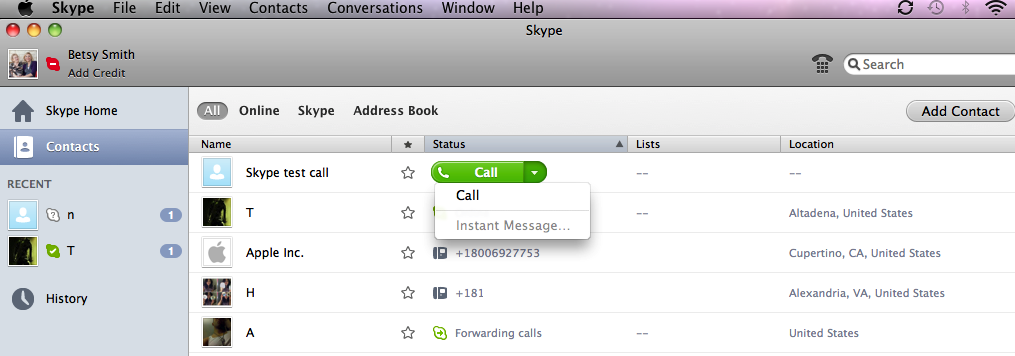


1. Under the “home” page tab, you can view recent status updates by contacts and provide a status update to your contacts.
2. Under the “contacts” tab, you can view a complete list of contacts including their statuses - online, offline, away, do not disturb. Click on “Add Contact” to add new contacts:



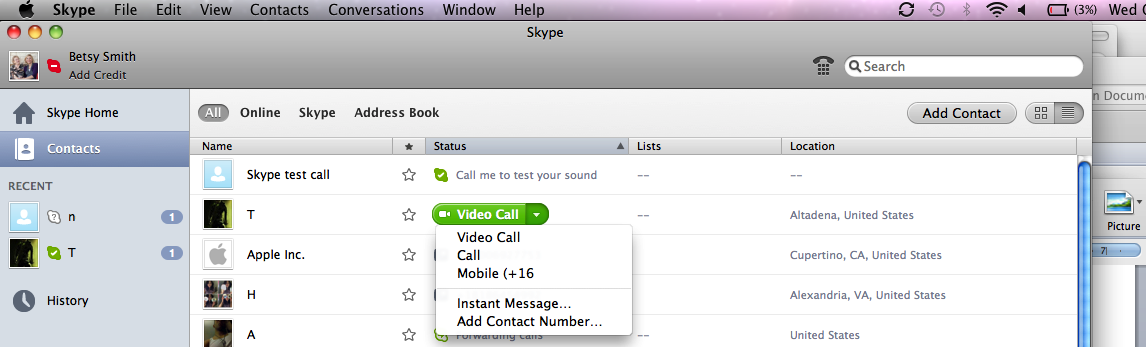
You can search for contacts by full name, email address, and Skype name. Click on the green Add Contact button to add the contact to your list:  


1. To perform a test call and make sure your webcam (video) and mic\* (audio) are working properly, call “Skype test call”:



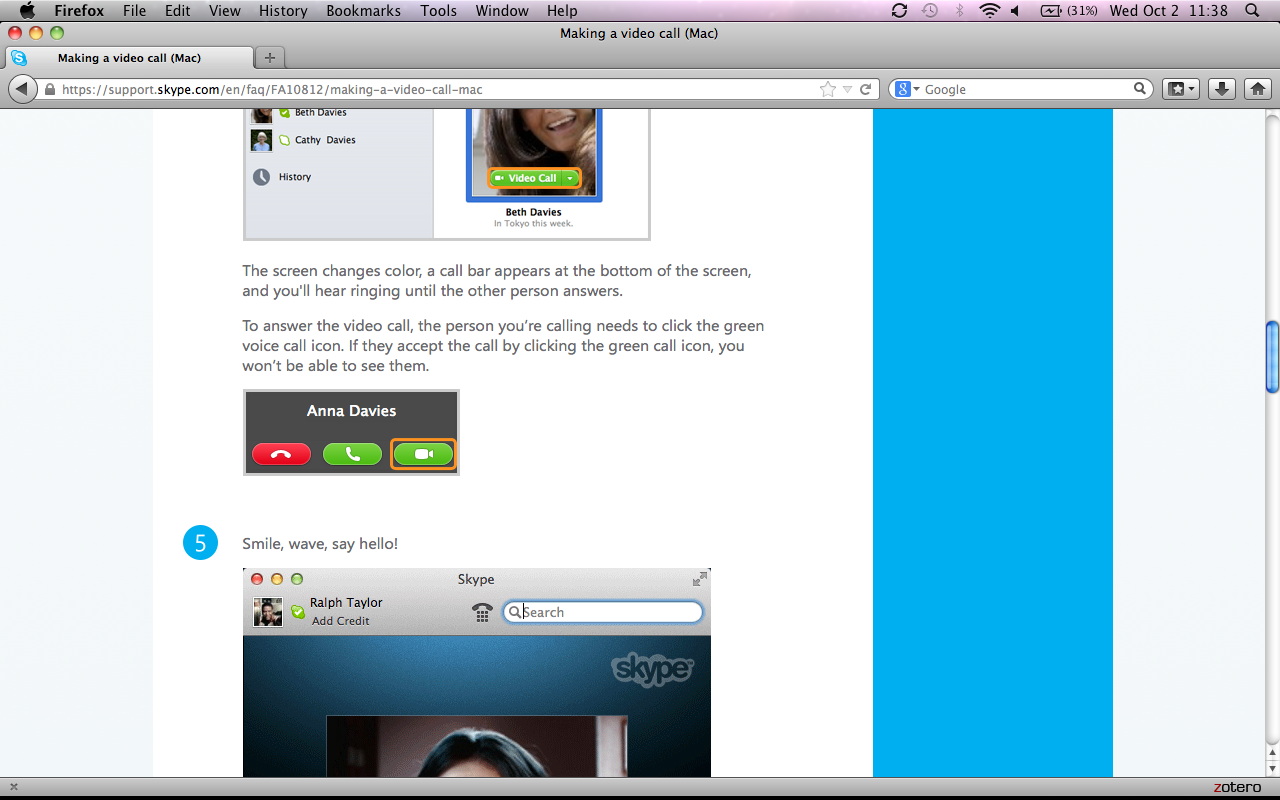
\*A computer must have a webcam and mic to use video/audio features.

1. To place a call with a contact who is online, place your cursor on the contact status, and choose one of the call options (Video Call, Call, Mobile\*):



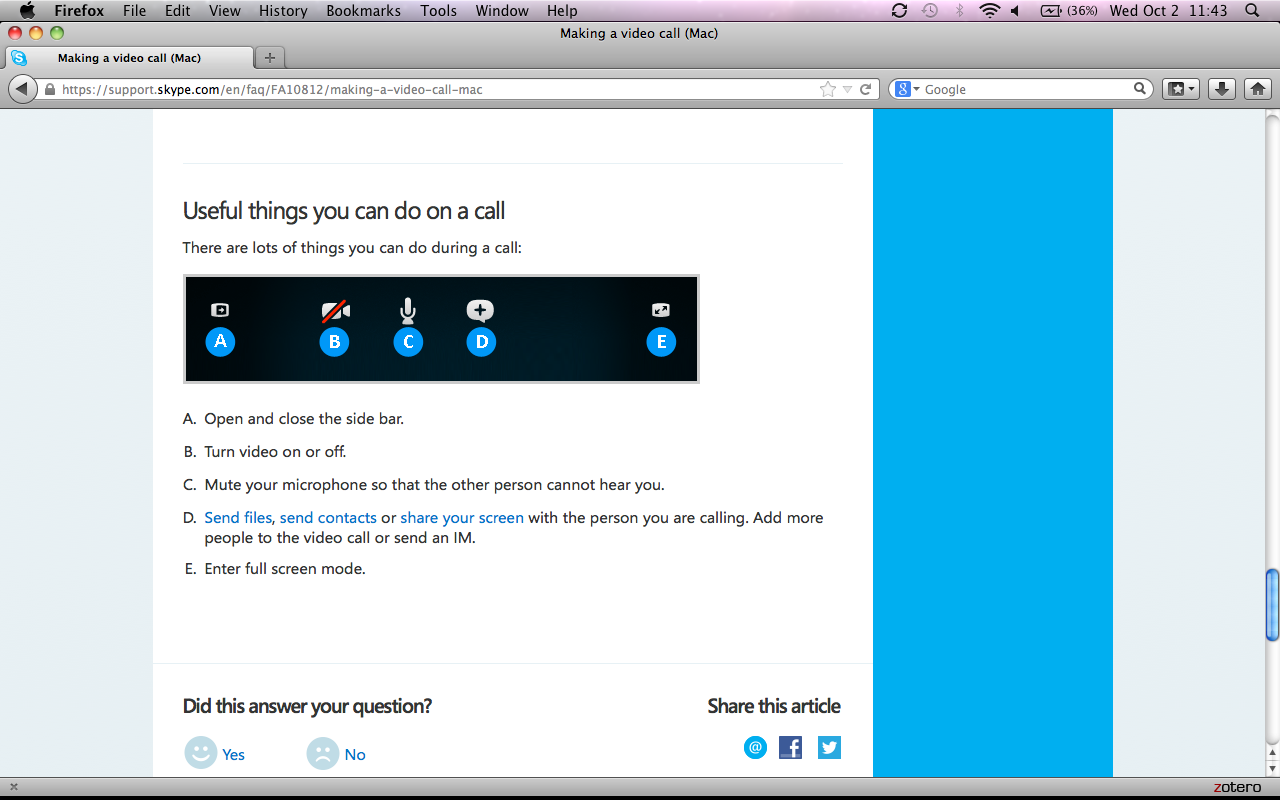
\*Not all contacts have a Mobile option, which calls a cellphone that is connected to Skype.

1. To answer an incoming call, click on the Green Video (if you have a webcam) button or the Green Phone button (for audio only call). To reject an incoming call and redirect caller to a voicemail box, click on the Red Phone button:

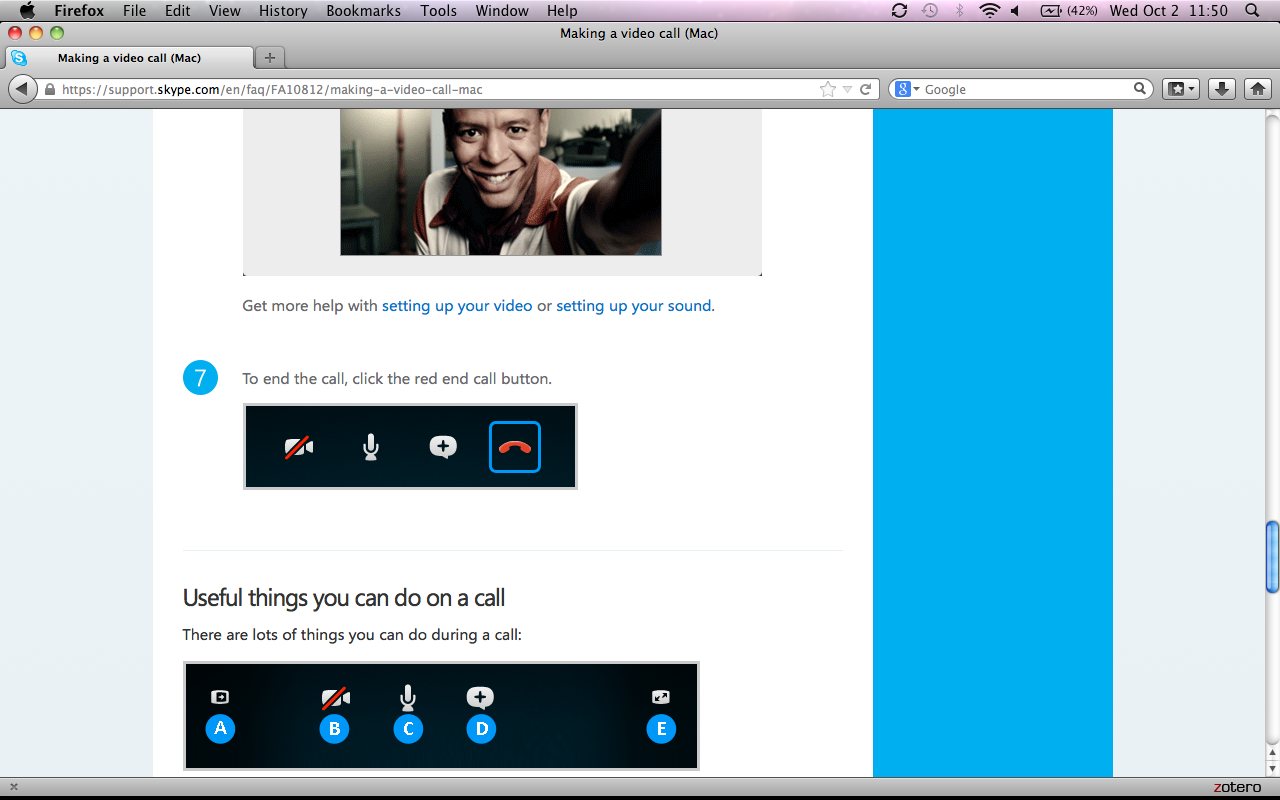


1. Options during the call:

* You may rearrange video windows by clicking on the screens dragging the boxes to a desired location on the screen. You may also adjust the sizes of the windows by clicking on the corners of the windows.
* Menu Options:



1. Open and close the side bar to view contacts or recent history.
2. Turn video on or off.
3. Mute your microphone.
4. Send files, send contacts or share your screen with the person you are calling. Add more people to the video call (requires additional subscription) or send an Instant Message.
5. Enter full screen mode.
6. Click on the Red Phone button to End the call:



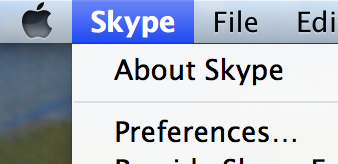
1. To instant message, see the following website for instructions for various devices:

<https://support.skype.com/en/faq/FA10808/sending-instant-messages-mac>

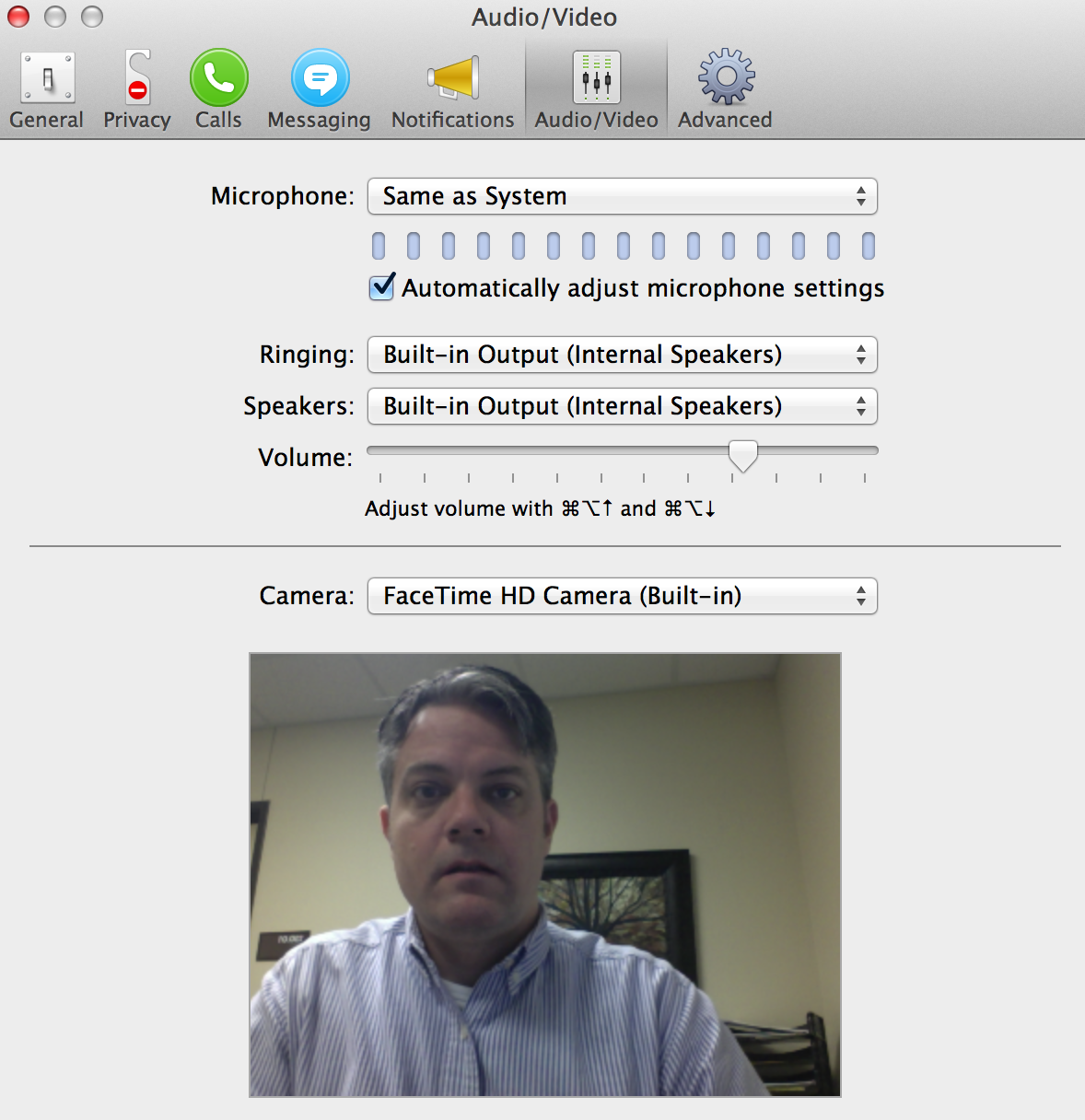
1. To trouble-shoot audio/video:

On a Mac:

Click on Skype tab next to the Apple icon and then on Preferences in the dropdown menu

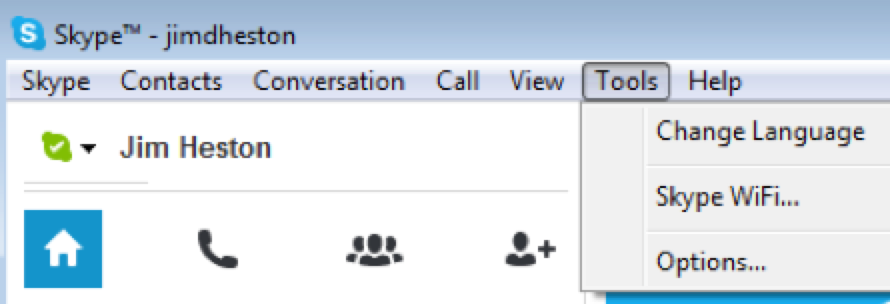
.

Click on the Audio/Video tab on the pop-up window to test or select.



On a PC:

At the top of the Skype pop-up window, click on Tools and then on Options in the drop-down window.



Then select Audio, sound, or Video settings on the left menu to test or select.

