

1. Skype - Setting Up Skype

What do you need to set up Skype?

You may already have everything you need to use Skype. Having a few extra items, like a comfortable headset, can make things easier. Before you start using Skype, it's a good idea to learn about the different equipment options and ensure your device is set up correctly.

Equipment checklist

Review the checklist to make sure you have everything you need to use Skype. You'll need:

- A compatible device: Skype is available for various devices, including desktops, laptops, and mobile devices like smartphones and tablets.
- A high-speed Internet connection (DSL, cable, or 3G/4G)
- Speakers and a microphone (built-in to your device or separate): Some people like to use headphones or even a full headset so they can hear and talk to others more clearly.
- A webcam if you want to make video calls

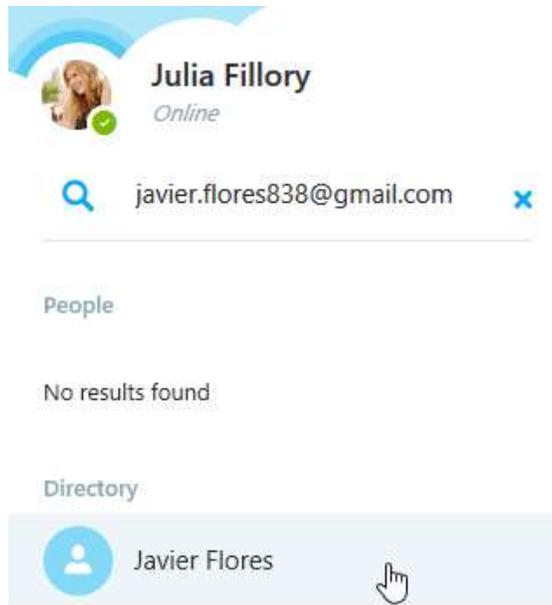
2. Skype - Adding Contacts

Adding contacts

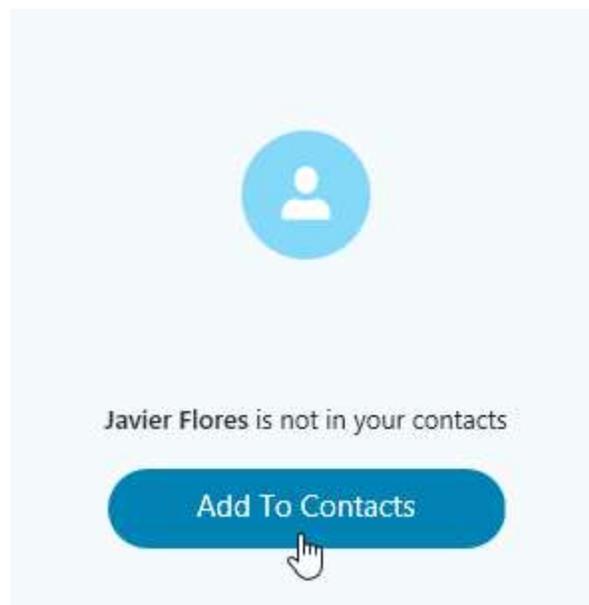
Who do you know on Skype? Maybe friends or family members? It's time to add them to your **contacts**. Adding contacts manually, or importing them from services like **Facebook** or **Outlook**, is the first step toward actually using Skype to call, chat, and video conference with the people you care about.

To add a contact:

1. Search for someone you know using a **name**, **Skype name**, or **email address** with the search bar, then click any name to see more information.



2. When you find the person you're looking for, click **Add to Contacts** to send a **contact request**.



Accepting contact requests

On Skype, you add contacts to your account—and they add you to theirs—via **contact requests**. When you receive a request, you can **accept**, **decline**, or **block** the person.

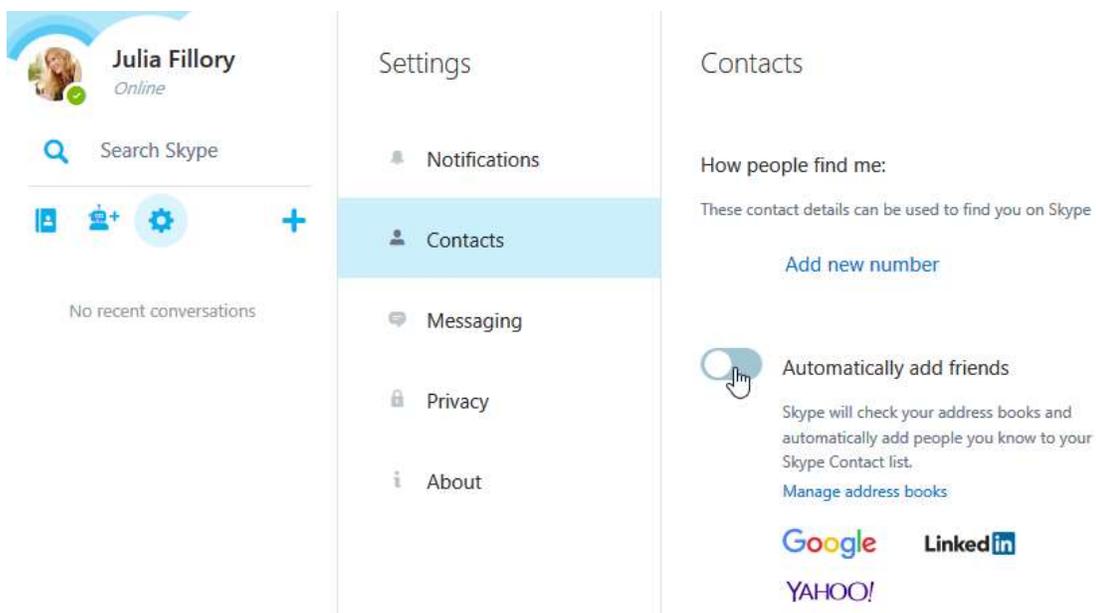


Importing contacts

Skype can help you find more people you know by **importing** your contacts from other accounts like **Google** and **Yahoo!**. Although Skype's ability to import all of your contacts is somewhat limited, it's a great way to add more than one person at a time if you have several friends who use Skype.

To import contacts:

1. Select the **Settings** gear, choose **Contacts**, then click the option to **Automatically add friends**.



2. Select **Manage address books**.

How people find me:

These contact details can be used to find you on Skype

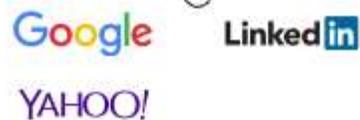
[Add new number](#)



Automatically add friends

Skype will check your address books and automatically add people you know to your Skype Contact list.

[Manage address books](#)



3. A dialog box will appear. From here, you can select a service you use, then enter your **user name and password**.

Skype is better with friends

Add address books to connect with friends on Skype. [Learn more](#)



4. Once you've linked your account, any contacts from that service who also use Skype will be **automatically added** to your contacts list.

3. Skype - Making Video Calls with Skype

Before your first video call

Are you ready to talk face to face? On Skype, video calls are easy, whether you have a built-in webcam or one you've purchased separately.

To start, you need at least one contact. Go back to our lesson Adding Contacts lesson if you need help finding or adding people you know. Next, you'll need to test your webcam to make sure the person on the other end will be able to see you. After that, you'll be ready to make video calls one on one or with an entire group. Before you begin, make sure:

You're connected to the Internet

Your volume is turned up

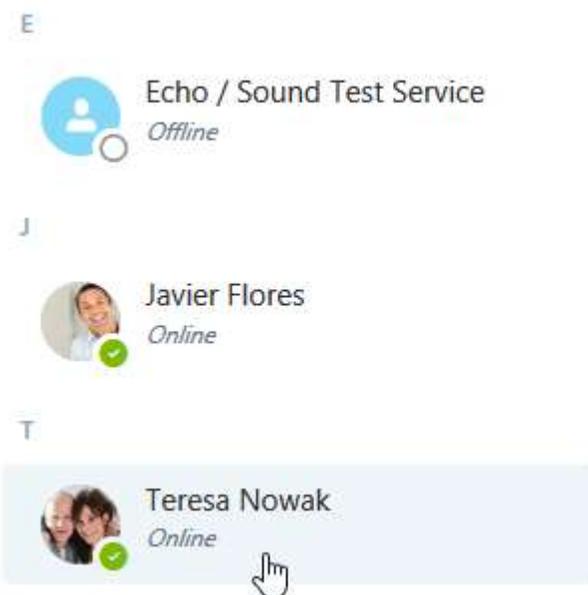
Your speakers and microphone are plugged in (if they're not already built in to your computer)

Your webcam is plugged in (if it's not already built in to your computer)

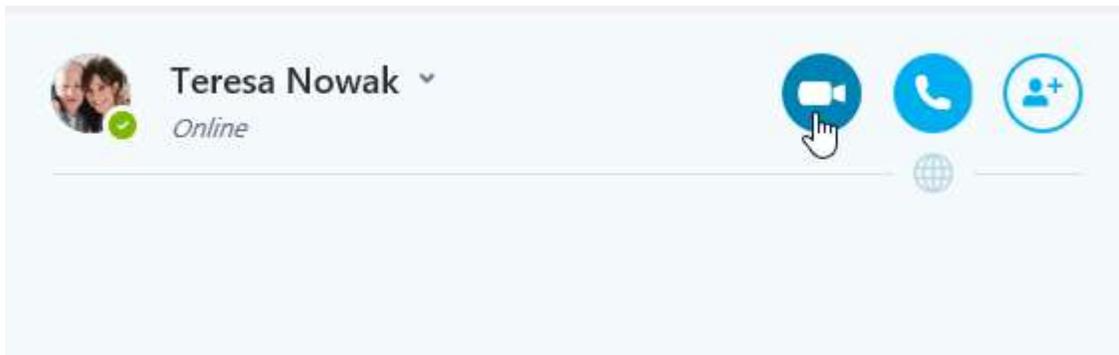
You know your basic voice call settings are working; if you're not sure, you can always make a test call, which is covered in our lesson on Making Voice Calls with Skype

To make a video call:

1. Click the person you want to call on the **Contacts** tab.



2. The contact's **information** will appear. Click the **Video Call** button.



3. The **call window** will appear. You'll hear a ringing sound until the other person answers. The footage from **your webcam** will appear at the bottom, showing what the other person will see.
4. The footage from **that person's webcam** will appear at the top. If the contact doesn't have a webcam, or chooses to answer without it, a profile picture will appear instead.
5. Talk as long as you want, then click the **End Call** button when you're ready to hang up.



Answering incoming video calls

What do you see when someone calls **you** on Skype? A **pop-up window** that looks like this:



To answer with your webcam, just click the **Answer with video** button or **Decline** if you're too busy to talk (or don't know the caller). You can also answer without video by clicking **Answer** so the caller can't see you on your webcam. You can always turn video on or off during the call if you change your mind. If you do nothing, the call will keep ringing until the other person hangs up.

Group video calling

Group video calling is an easy way to talk with several people at the same time. To add more people to a video call, simply click the **plus button (+)**, then choose **Add participants**.

