

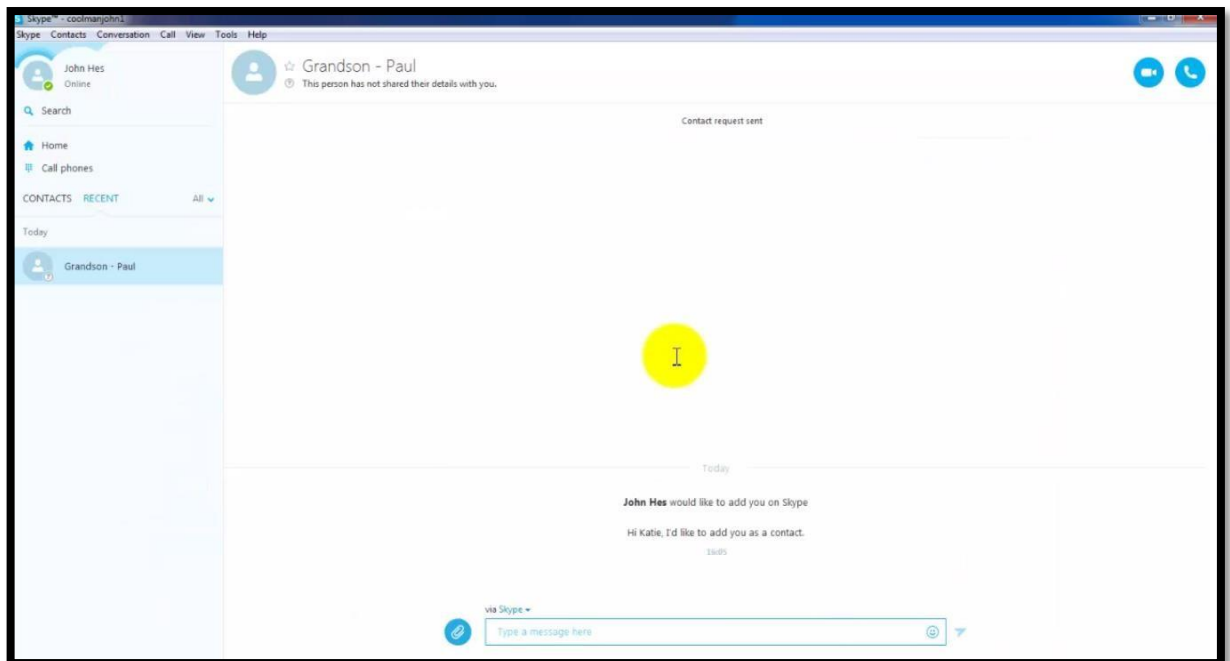
Using Skype

(Please note that there are different versions of Skype, therefore some functionalities might differ)

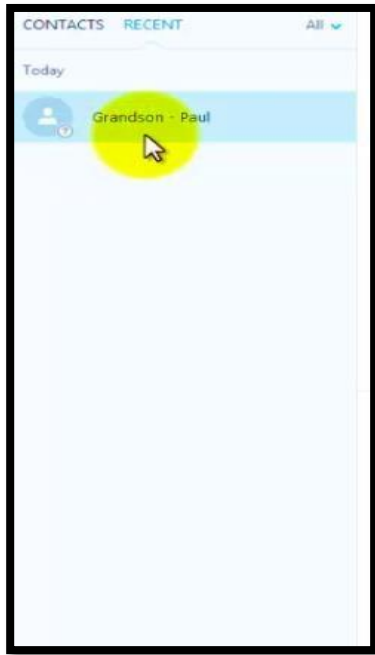
- 1) Open up Skype



- 2) When you open your application and you are signed in, you should see the following window



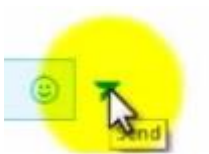
3) Below is the example of your contacts location.



4) This window illustrates, where you type your text.



5) Use below arrow or press enter to send your message.



6) Use smile icon to insert emotions.



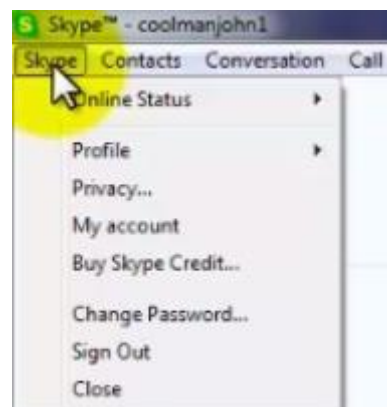
- 7) Use below example, to add attachments to your messages e.g. photos



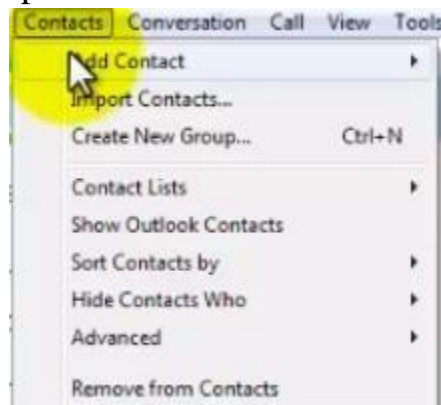
- 8) Camera button illustrates, video call while telephone illustrates only voice call. Use them to call using Skype.



- 9) This is usually located in above right hand corner. Use this window to change you online status, privacy or sign out etc.



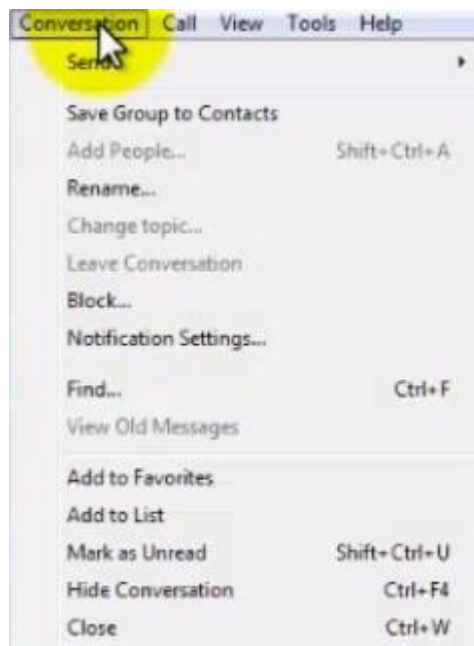
- 10) This is also is usually located top left hand corner. Use this functionality to add contacts, import contacts etc.



11) Use this window to call, share screens etc.



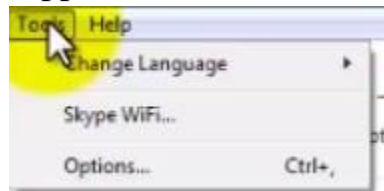
12) Use this window to block users, add to favourites etc.



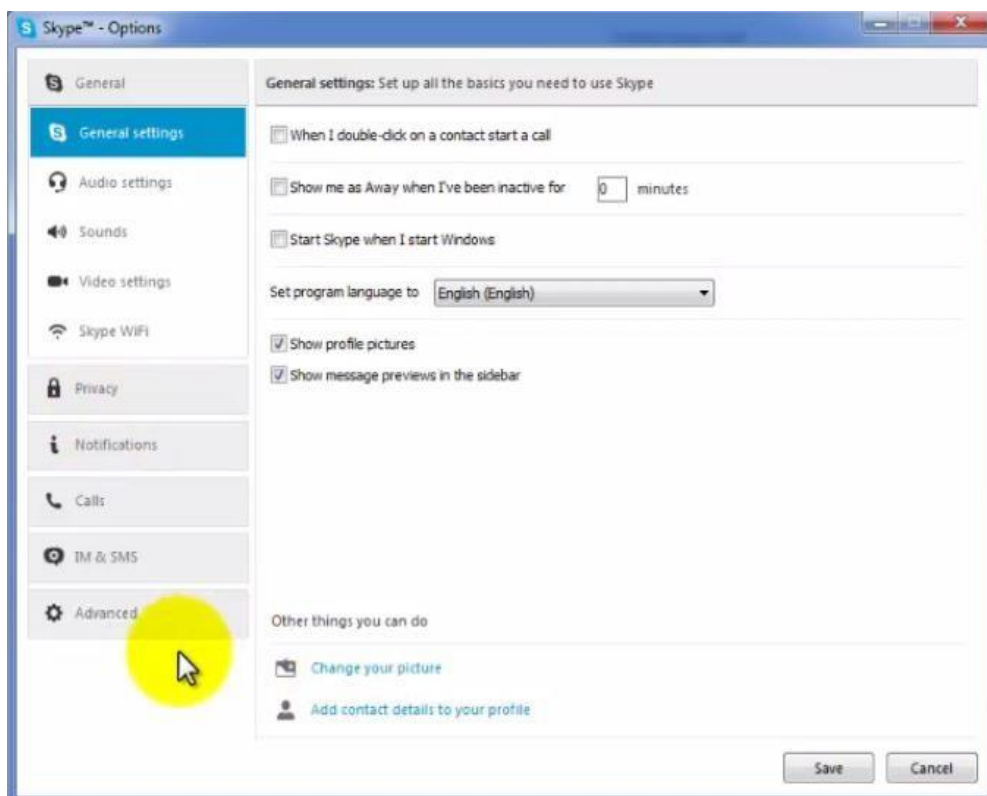
13) Use this window to view contacts, split window view etc.



14) Use this tool window to change language, for options etc. Also you can use Help function for support.



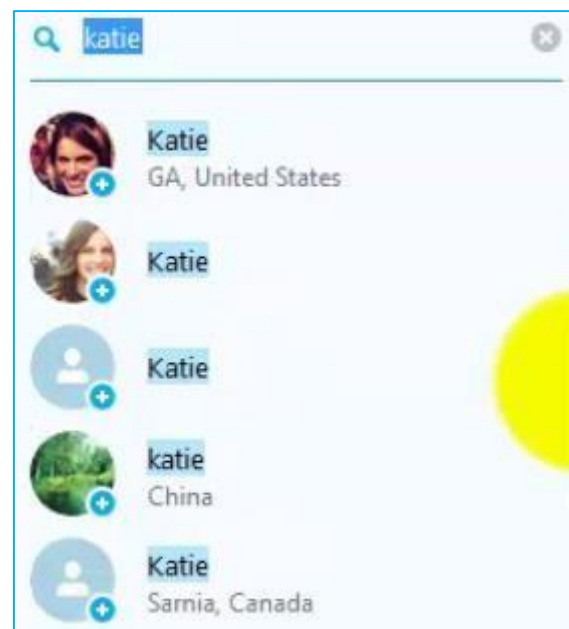
15) As you can see in in above example number 14, there is an option button. When you click on the option button you will see the below window, where you can change all settings such as privacy, general settings and many more.



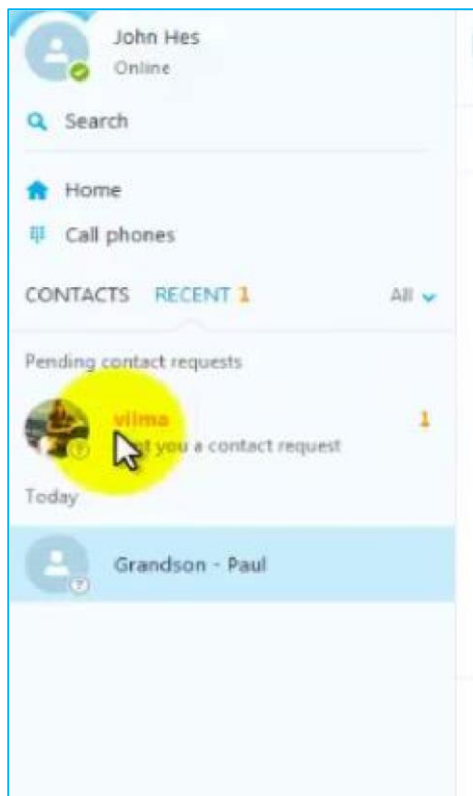
- 16) This is a part contains 3 examples. Use this feature to search for Skype users.



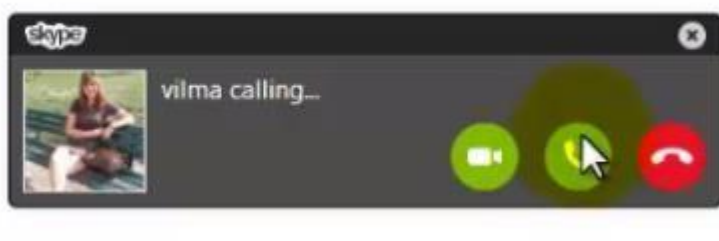
- 17) In regards to below example, when you type contact name, all available users with similar names will appear. However only if you type the username correctly. Once the username is entered your wanted contact should appear. In order to add your contact to your list you just click on the photo or small + icon as it is shown in below example.



- 18) Below are examples of contact request. As illustrated on the left, you can see the pending request, when you click on it, the window on the right should appear. When this happens you just **Accept or Decline**.



- 19) Below illustration, shows how incoming call will look on your screen. To answer your incoming call use green functions, to decline you use red function.



Green camera function – Person calling you will be able to see on their screens if you have web camera.

Green telephone function – Person will only hear your voice, they will not be able to see you on their screen.

20) Below is the example of how your answered call will look.

