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PC Internet

Silver Level

Free Phone and Video Calls (Skype)



Learning Guide

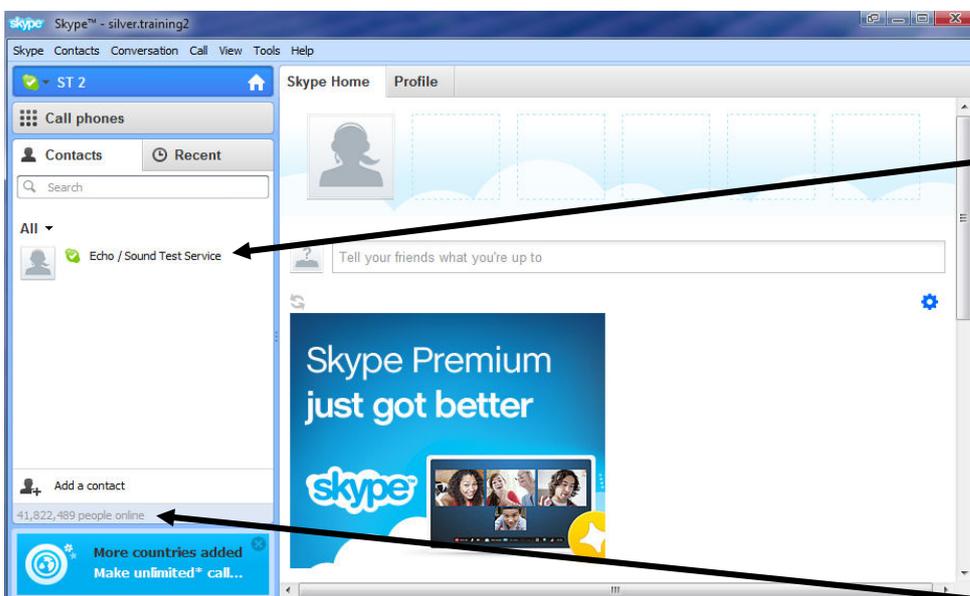
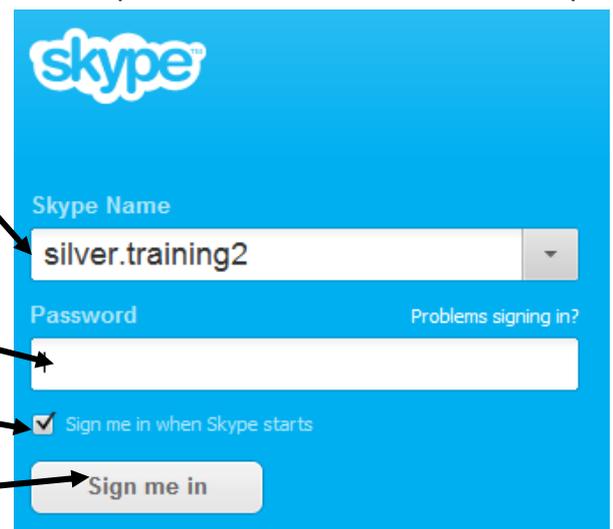


Making free phone and video calls

You can use the Internet to make a free phone call or even a video call (you will need a webcam for this) to someone anywhere in the world. Providing of course that the person also has a computer, broadband connection and webcam like you! The most popular program to allow you to do this is called SKYPE.



1. Firstly you will need to **DOWNLOAD** the Skype program and set up an account. Your tutor will help you do this.
2. When this is done you will need to sign into your account. **CLICK** in the SKYPE NAME box and type your **USER NAME** (which will always have a dot in it).
3. Then **CLICK** in the **PASSWORD** box and type your **PASSWORD**.
4. If you leave this box ticked you will automatically be signed into Skype when you turn on your computer.
5. Next **CLICK** on **SIGN ME IN**.
6. You will then see a **WINDOW** appear like that shown below:



7. Your tutor will show you how to use the **ECHO/SOUND TEST SERVICE** to ensure your microphone and speakers are working fine.
8. Before you can make any calls you have to add your relatives and friends to your **CONTACTS** list (this ensures that you can only be called or call people who you know). To start **CLICK ADD A CONTACT**.

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9. You can search for contacts in a number of ways- by SKYPE NAME, PHONE NUMBER, FULL NAME (though difficult with a common name!) or EMAIL ADDRESS.

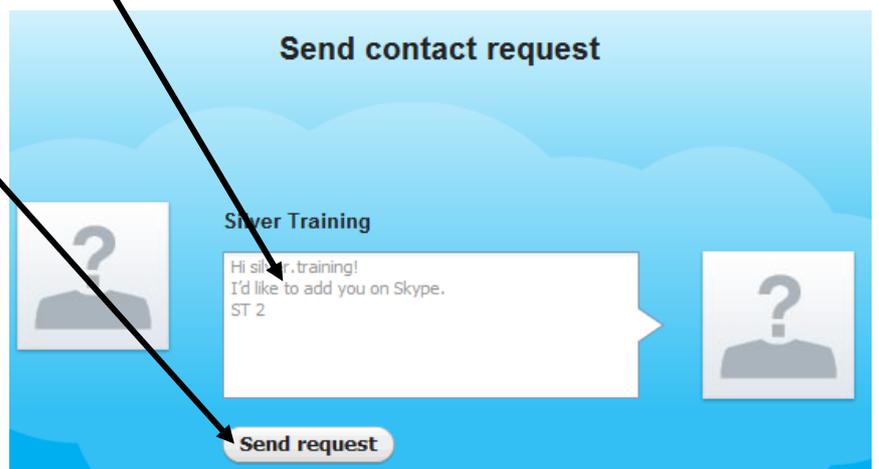
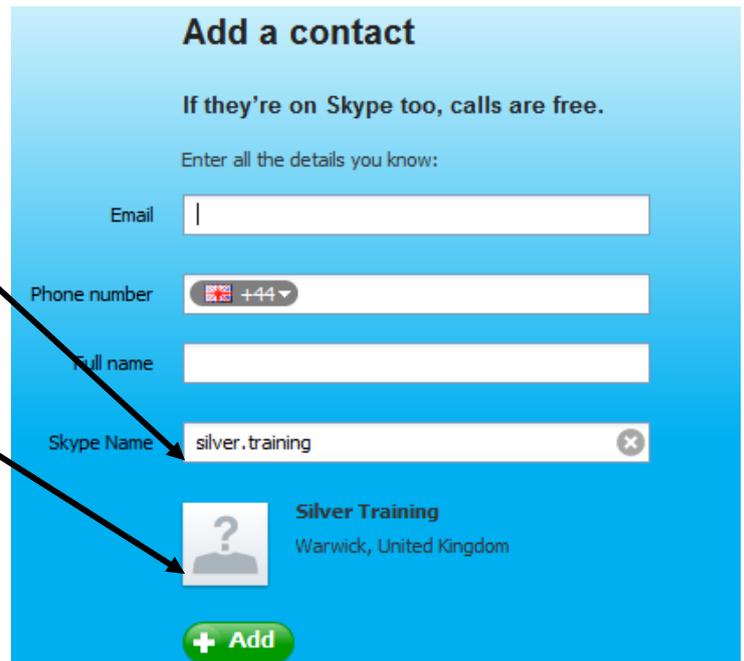
10. Choose how you wish to search for a contact, then **CLICK** in the relevant text box then type in the details. If the person has a SKYPE account their details will appear here:

11. If these details are correct (there may be a photo!) then **CLICK** on + ADD.

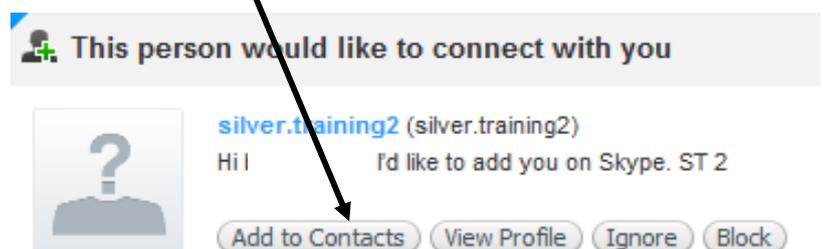
12. You will then see a new window like that below. Skype will send a standard message, however if you'd like to personalise it, **CLICK** in the text box, delete the standard message and type your own.

13. Then **CLICK** on SEND REQUEST.

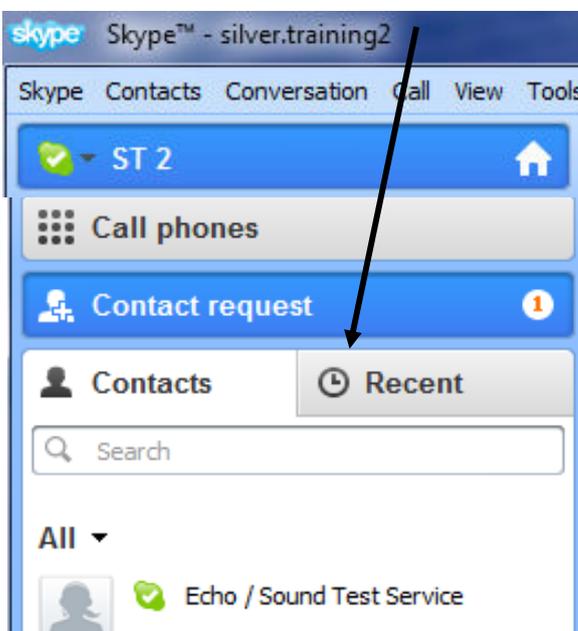
14. Your contact will then be sent an invitation asking if they know you. They will be given the option to ADD TO CONTACTS, IGNORE or BLOCK your request. Likewise if someone adds you as a contact you will receive the same invitation. To access an invitation simply **CLICK** on CONTACT REQUEST.



9. You will then be offered the choices already mentioned. If you are happy to add the person trying to connect to you, simply **CLICK** on ADD TO CONTACTS.



10. You should now be ready to make and receive calls!



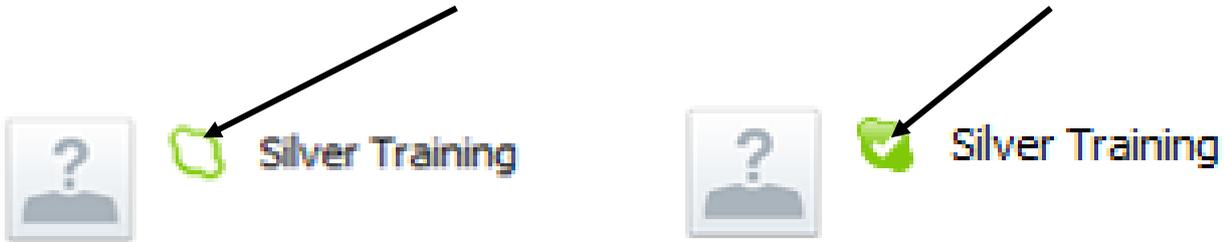
Tip : It's important to remember that you – or anyone else on Skype- can only make or receive calls if your computer is on, connected to the Internet and you're signed into Skype!

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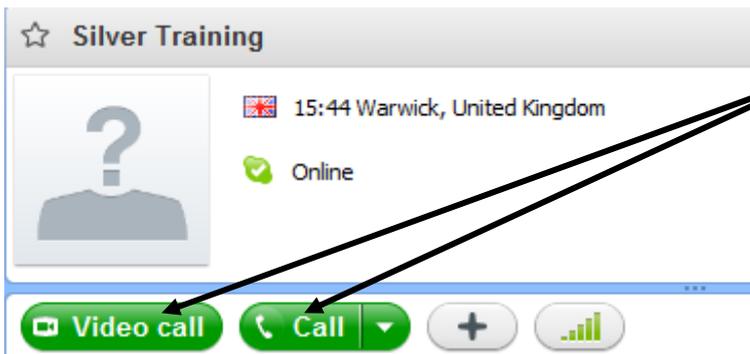
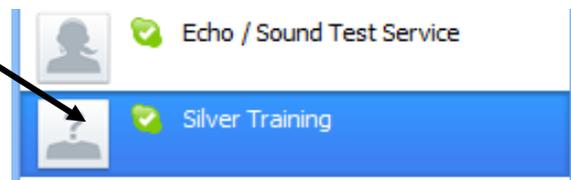


Now you are ready for the most exciting bit- making and receiving calls.

The first thing to learn is to recognise whether a contact is online or not. Skype uses a simple coloured 'lozenge'. EMPTY means 'OFFLINE' and GREEN with a TICK means 'ONLINE'.

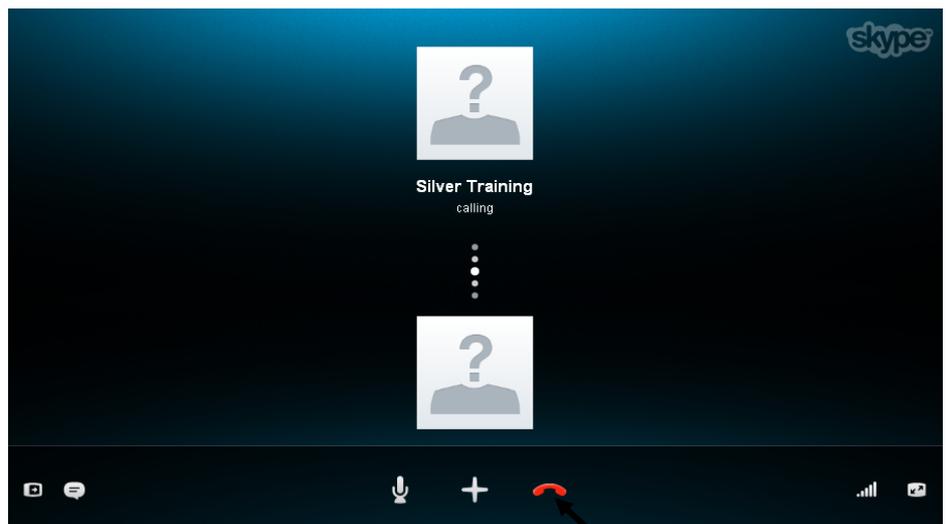


1. To make a call **CLICK** on your chosen contact.
2. You will then see the screen below on the right of the Skype window:



3. Choose a VIDEO CALL or normal voice CALL and **CLICK** your choice.
4. The screen below will the appear and you will hear a dial tone. You are now waiting for the person you are calling to answer!

5. If the person accepts the call you will hear their voice at the other end. Just like an ordinary telephone call, you will almost certainly hear them say 'hello'. On a video call you will see both yourself (in a small window) and the person you are calling (in a larger window) on screen.
6. If someone calls you, you will see the screen below. To answer the call **CLICK** either ANSWER green button.



7. Finally when you have finished your call, you can 'hang up' by **CLICKING** on the RED TELEPHONE button.
8. Do not worry about signing out of Skype, as it's best to stay online whilst your computer is on so that people can see that, and call you if they wish

