

SKYPE

Skype is an application that allows the user to communicate via the internet using either video chat or voice calls.

DISCLAIMER:

Logan City Council Libraries doesn't support or endorse any particular platform. Please familiarise yourself with any potential security risks associated with use of any particular platform.

The basics:

How many people can use Skype at one time?

Up to 50 people can video chat at the same time using Skype.

Cost?

If every person on the call or video chat is using Skype, the call is free with Wi-Fi.

Length?

Unlimited time

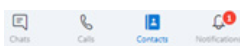
Device capability


- Computers
- Windows
- Tablets
- Mac
- Mobile devices
- iOS
- Smart watches
- Android

Equipment for desktop computer

- Webcam
- Speakers or a headset
- Microphone

Using Skype on a computer or laptop:


1. Access **Skype** from the website <https://www.skype.com>
 - a. *Sign in* if you have an account.
 - b. *No account:* Look at the Skype for desktop image and click on the blue drop down bubble, **Get Skype for Windows**. This will allow you to choose which version of Skype to download.
 - c. Download the application and set it up via the instructions.
2. Add contacts
 - a. Select **Contacts**  and it will come up with a box that says **New Contact**. Select that box and you can either find people by typing in their **Skype** name or add their phone number. Once you find the correct person, click add.
 - b. You can also request a person to join Skype and set up an account if they haven't got one already. To do this, click on **Invite to Skype** and send them a request via email or SMS.

3. Group chat/Video Calls
 - a. Under the **Chats** icon, select the **New Chat** button, and select **New Group Chat** from the list.
 - b. Enter a name for your group, which is essential to continue.
 - c. Select the Camera  icon to upload a photo for your group.
 - d. Select the **right arrow** → to create your group.
 - e. Start adding contacts. Select contacts from your suggested list or select **Search**. Type the name of the contact you want to add. Continue searching for and adding as many contacts as you wish.
 - f. Select **Done** to start chatting.



Smart devices with the mobile app:

1. Download **Skype** from the App store or Google Play
2. Sign in or create an account

Android



1. Tap the **New chat**  button
2. Select **New Group**
3. Set up your group:
 - a. Enter a name for your group, which is essential to continue.
 - b. Tap the **Picture** button to upload, or take a new photo for your group, if you'd like to add one. Once you are happy with the image you've selected, tap the checkmark.
 - c. Tap the right arrow to start adding contacts. Tap **Search**, and then type the name of the contact you want to add. Otherwise, you can select contacts from your recommended list.
 - d. Continue searching for, and adding as many contacts as you wish to your group.
 - e. Tap **Done** to create your group, and start chatting.

iPhone and iPad

1. Tap the **New Chat**  button
2. Select **New Group Chat**
3. Set up your group:
 - a. Enter a name for your group, which you need to continue.
 - b. Tap the **Picture** button to upload, or take a new photo for your group, if you'd like to add one. Once you are happy with the image you've selected, tap the checkmark.
 - c. Tap the right arrow to start adding contacts. Tap **Search**, and then type the name of the contact you want to add. Otherwise, you can select contacts from your recommended list.
 - d. Continue searching for, and adding as many contacts as you wish to your group.
 - e. Tap **Done** to create your group, and start chatting.
 - f. Click the **Video Call** icon  to switch to video call mode.

Privacy settings:

Blur background

1. To start your call with the background blurred, hover over the video  button and select **Blur my background**. To blur your background during a call, hover over the video button or select the **More**  menu and then select **Blur My background**.

Unwanted calls

2. Avoid unwanted calls from people who look up your username by turning on "Only allow Skype calls from contacts to ring on this device". Action this by navigating to **Settings** and selecting **Calling**.