



SKYPE 101 for Seniors



SKYPE FOR SENIORS

Skype video calls makes it easy for up to 50 people to meet and collaborate at once. It is free for local and international Skype-to-Skype calls and video conferencing.

Here is a step-by-step guide on how to download, use and navigate Skype.

STEP 1

Download Skype

Depending on the device you plan to use, you will need to download a specific version of Skype. For seniors, it is recommended that Skype is set up on an iPad, Android tablet or computer, as mobile phones are small and may not be as loud as other devices.

Note: When choosing your device, make sure it has video and microphone capabilities.

To download for your:



Laptop/Desktop Computer

Click on one of the links:

- [Skype for Windows](#)
- [Skype for Mac](#)

Select the computer system you are using from the drop down list.

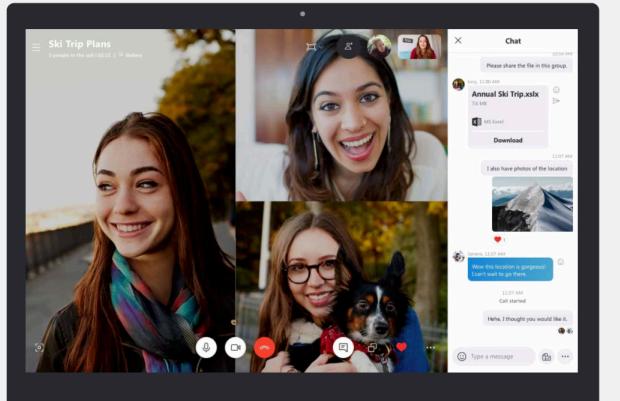
Skype for Desktop

Available for Windows, Mac OS X and Linux.

By downloading Skype, you accept [Terms Of Use](#) and [Privacy & Cookies](#).

[Get Skype for Mac](#)

See [system requirements](#).



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SKYPE FOR SENIORS

To download for your:



Mobile Phone
(Android and iPhone)
Click on this link:
[Skype for Mobile](#)

Select the app store according to the type of mobile system you have:
Android uses Google Play, iPhone uses App Store.

Skype for Mobile

Available for Android and iPhone.



Tablet
(iPad and Android)
Click on this link:
[Skype for Tablet](#)

Select the type of tablet system you have from the drop down list.

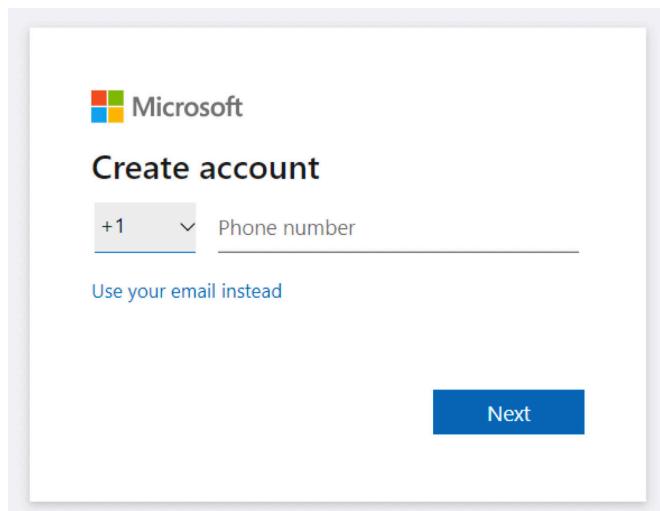
Skype for Tablet

Available for iPad, Android tablets, Windows and Kindle Fire HD.

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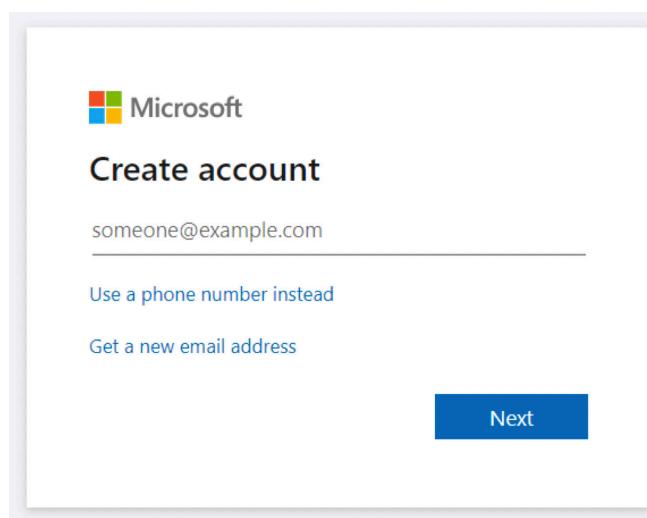
STEP 2

Create a Free Account for Skype



When the app has downloaded on your device it's time to create your account. To make a new account for Skype, click on this link: [Create a free account](#)

You can sign up for a Skype account with an email address or a phone number. If you don't have an email address but would like to get one, click "Get a new email address" and follow the steps. Otherwise, select the phone number option.



The next screens will ask you to input personal information like age, name and location. Input the information and continue clicking through.

Selecting a password that is private and unique is important. Be sure to choose something that is not easy to guess.

Sometimes the Skype software will test the user to ensure a real account is being set up. To do this they may ask you to type in a word that is displayed on the screen

or select a picture. This is called a CAPTCHA and must be completed. If asked for a CAPTCHA code, input that, and click "Create Account".

You now have a functioning Skype account.

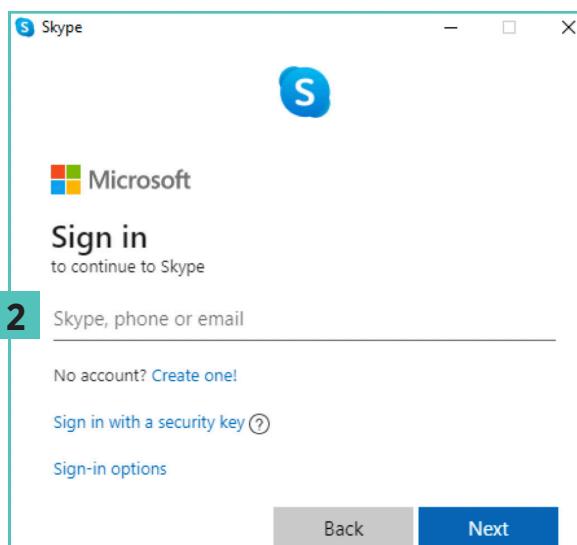
For more information on Skype's privacy and security features please visit [here](#).

<https://support.skype.com/en/skype/all/privacy-security/privacy-settings/>

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STEP 3

Sign in to Skype



You can sign in to Skype with a Skype name that you have chosen for yourself, your email, or your phone number (depending on how you registered for the account), email or phone.

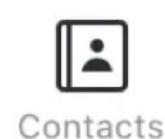
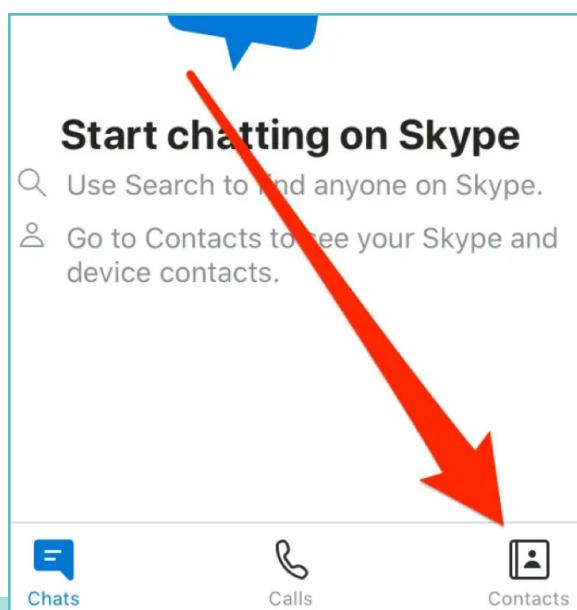
If you already have a Skype or Microsoft account:

- 1 Open Skype and click Skype name, email or phone.
- 2 Enter your Skype name, email or phone and select “Next”.
- 3 Enter your password and select the arrow to continue. You are now signed in to Skype.



Note: Once you have signed in, Skype will remember your sign-in information when you close Skype or sign out and choose to remember your account settings.

For Skype username and password, come up with a username and password you can easily remember. Share your username with your club members so they are ready to receive your calls and connect with you.



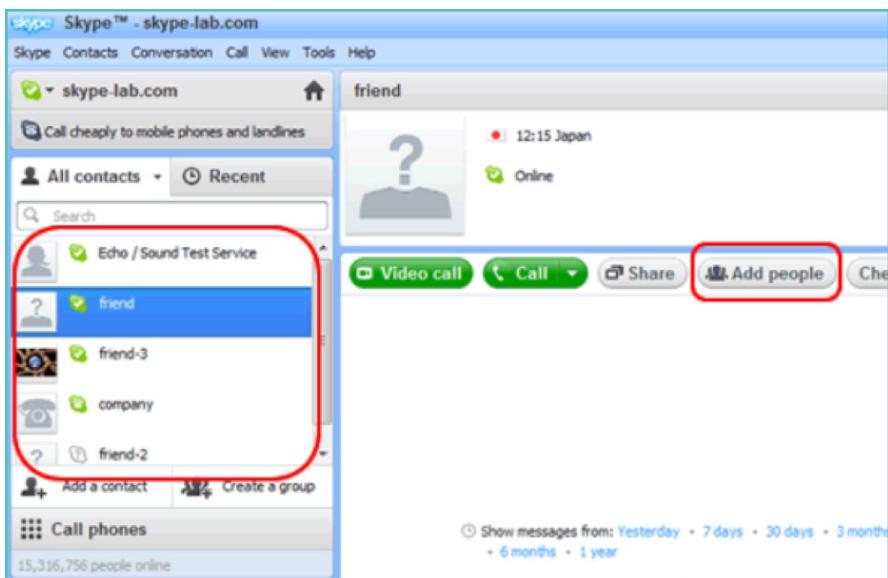
Contacts

Once you have given out your Skype username, ask your club members for their usernames. You can easily add them after logging on by clicking the “Contacts” icon in the bottom right corner, then the “Add Contact” button in the top right corner.

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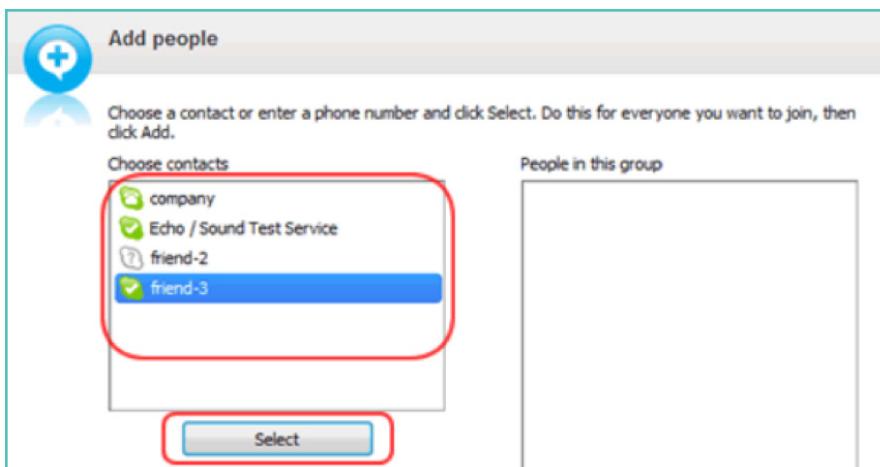
STEP 4

Setting Up a Group

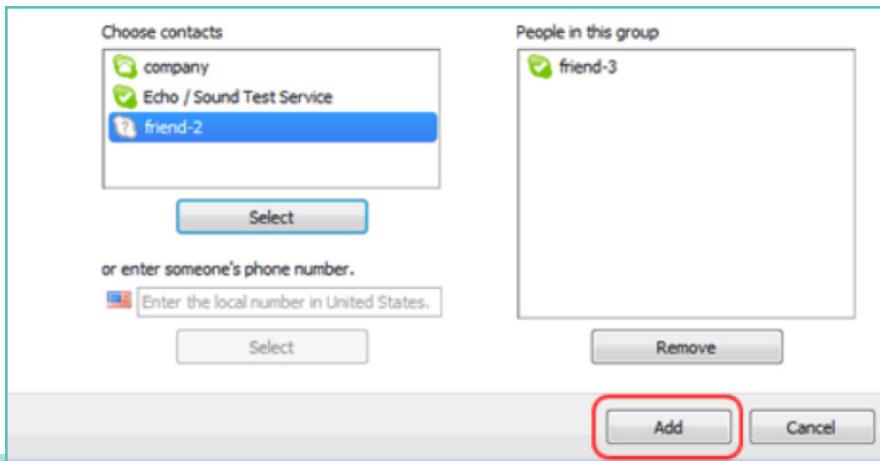


To start a group chat, you have to create a group. This group can also be used to make ‘conference calls’ between multiple users (example: your club members).

Click on one of the users that you want to add to your group from the contact list to the left of the Skype window. Then select “Add people”, located in the top right corner.

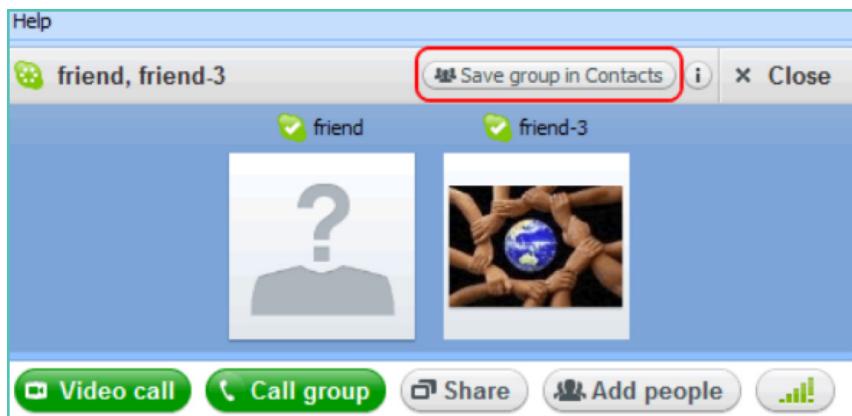


Select the contacts you want to add from the contact list to the left, and click ‘Select’.

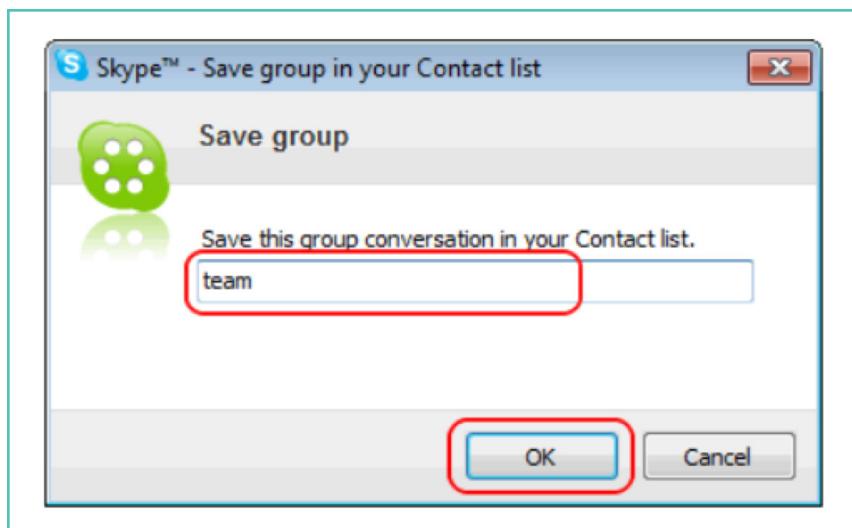


The users selected will appear on the “People in this group” box at the right of the screen. When you have added all the members, click ‘Add’ to finish.

Saving the Group in the Contact List



Click on the “Save group in Contacts” icon on the group chat window.



Enter a name for the group and click ‘OK’.

The new group will be added in the contact list and the group name to the left of the screen will also be updated.

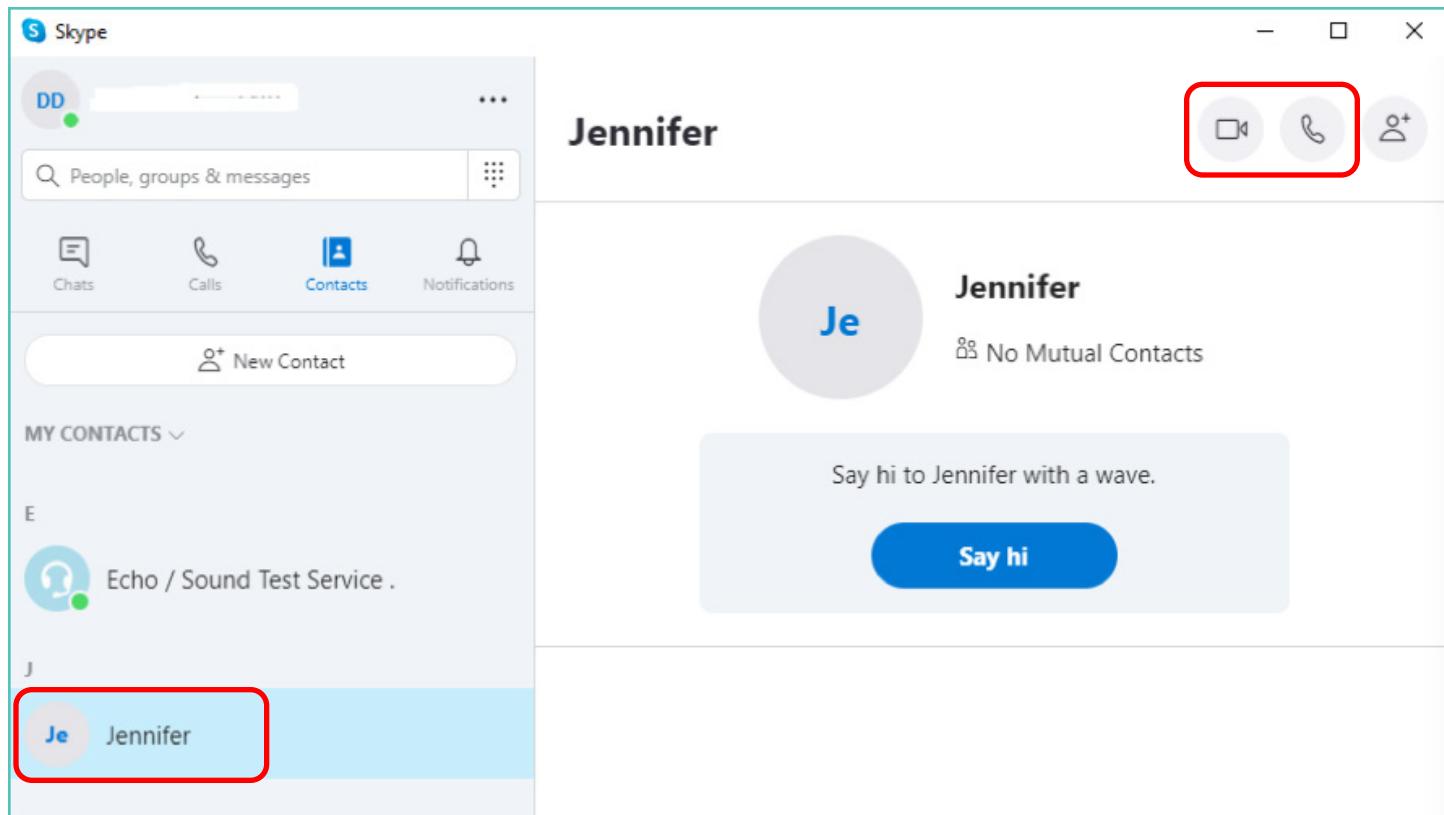
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STEP 5

Select Your Call Type

After creating your contact list, you will be ready to make your first Skype call.

Select a club member or the newly created group to call by clicking on the member/group name.



You will then see a series of buttons to decide which kind of call you would like to make. You can choose between:



Video calls: Click the video button if you want to communicate face-to-face.



Phone calls: Click the phone button if you want to make a call without using the webcam.

Once the connection is strong, you will have a full screen of other members' picture and a small square of your own in the bottom right corner.

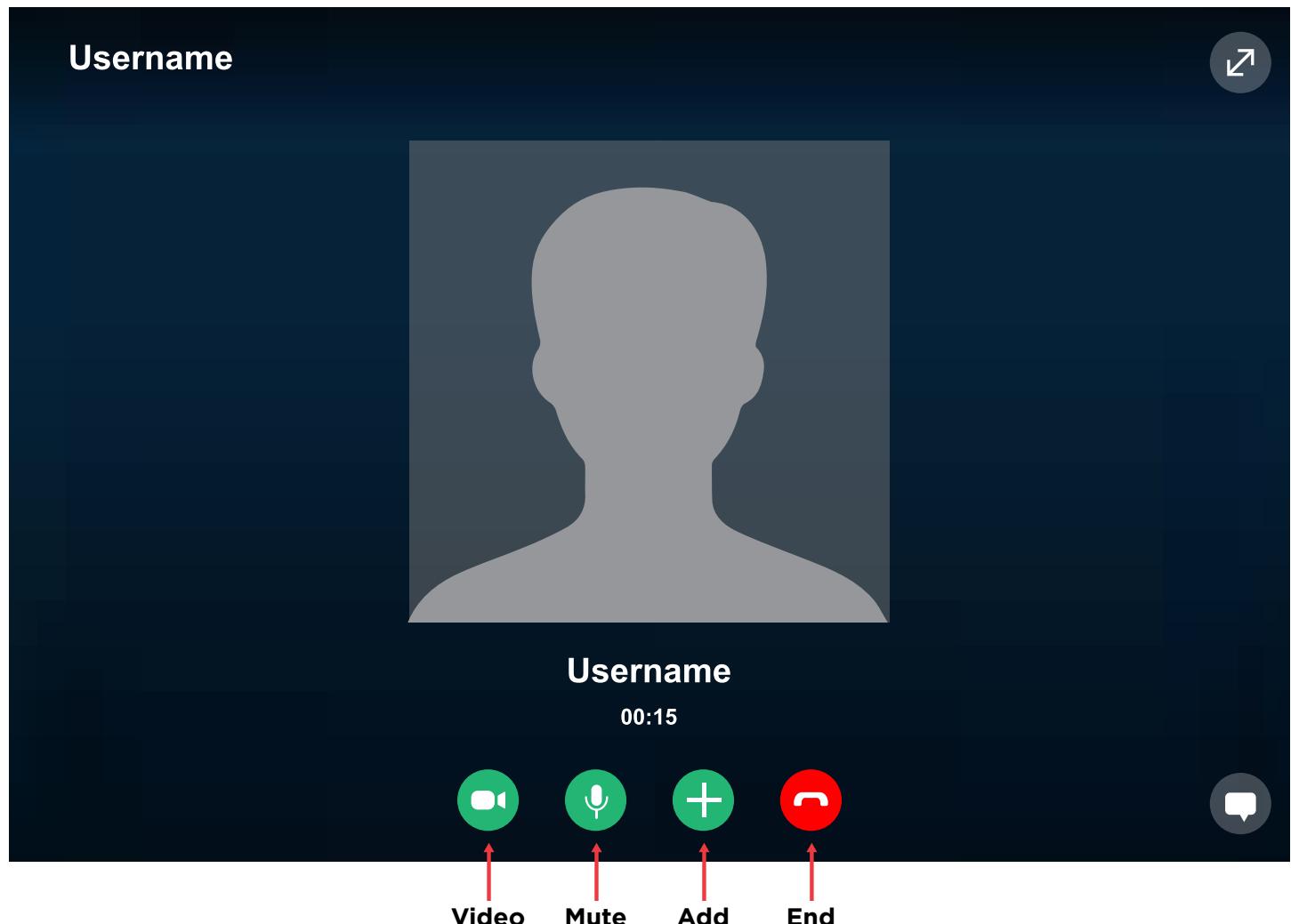
You're connected. Now you can talk as long as you both want!

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STEP 6

End the Call

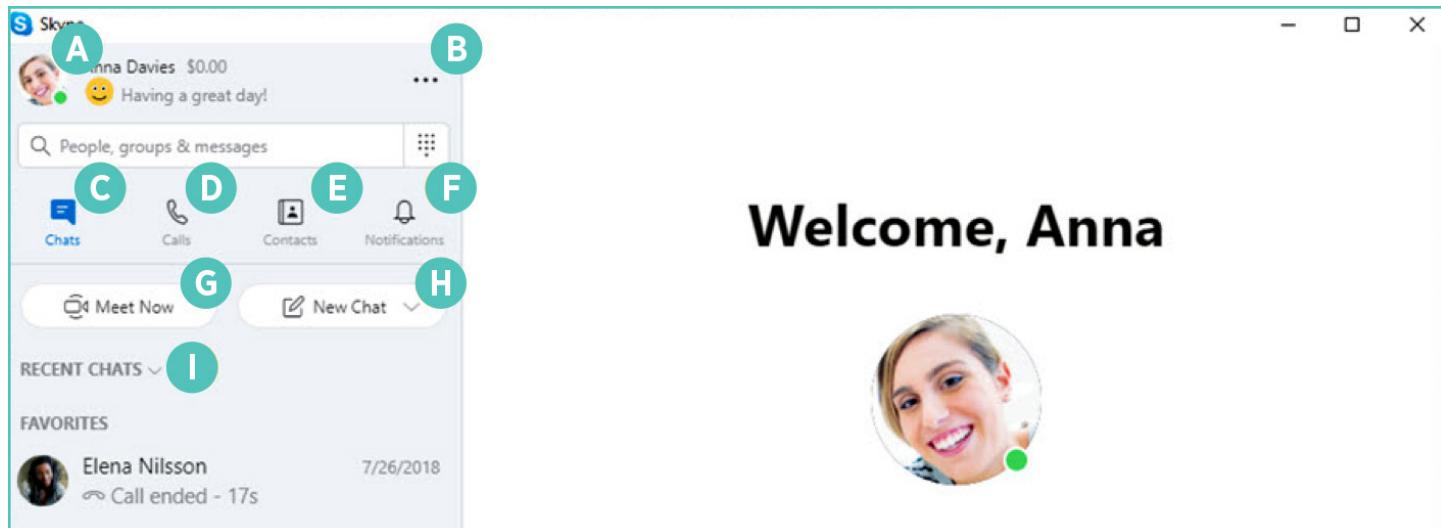
Once you have finished the call, simply press the red handset icon to end the conversation and close the program.





SKYPE TIPS AND TRICKS

Getting to know Skype



- A** **Profile:** access and personalize your settings
- B** **More:** access your settings, help and feedback or sign out of Skype
- C** **Chats:** find your chats and favourites quickly
- D** **Calls:** make one-to-one or group calls
- E** **Contacts:** find your contacts, view who's active or invite people to Skype

- F** **Notifications:** set up so that you are notified of missed chats (click on Profile, Settings, Notifications)
- G** **Meet Now:** instantly set up a collaboration space with friends and family, even if they're not on Skype
- H** **New Chat:** start a new one-to-one, group or private conversation
- I** **Sort Chats:** sort your chats by time sent or unread messages

References

<https://support.Skype.com/en/faq/FA11098/how-do-i-get-started-with-Skype>
<https://www.Skype-lab.com/en/guide/chat/group-im.html>