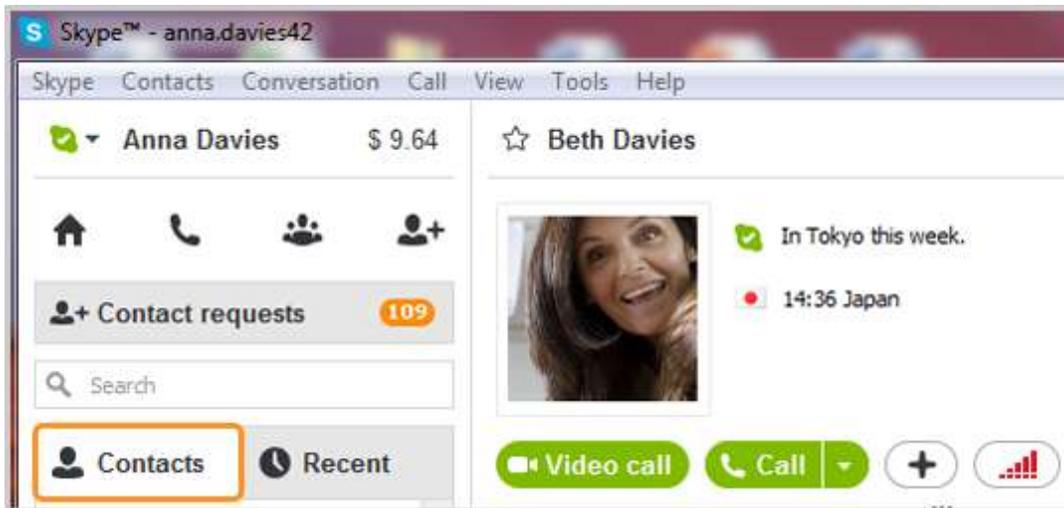


Skype: How to Use

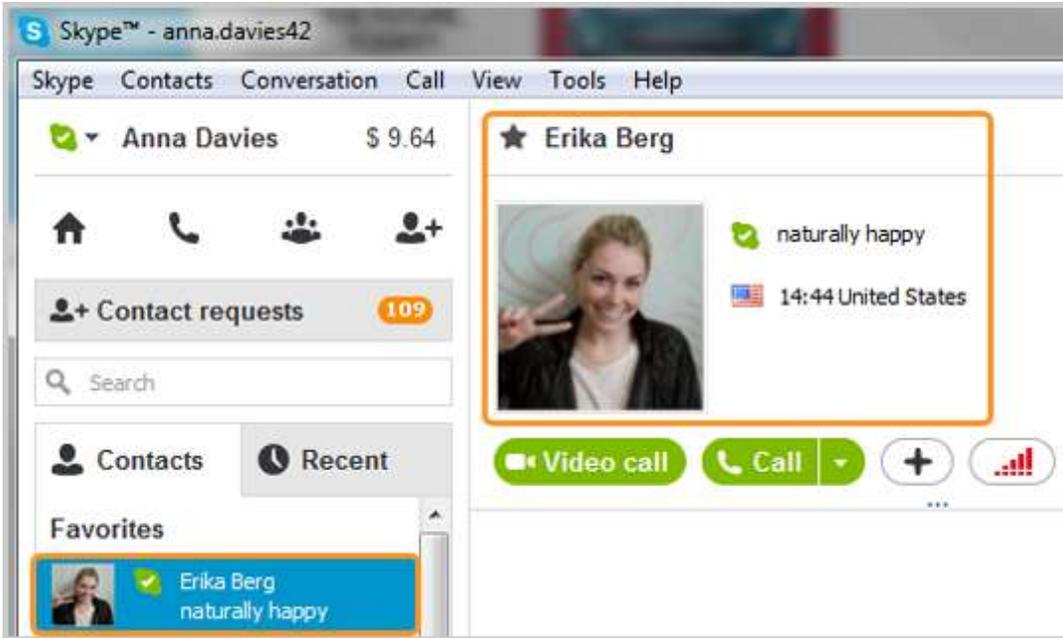
Written by Abbas Ahmadi (October 12, 2013 abahmadi@ucdavis.edu)

To make a Skype video call follows these steps:

1. Click on the Start button at the lower left corner of the podium desktop. Then select “All Programs” | “Skype” | “Skype”. The Skype program appears.
2. Sign in to Skype using your Skype name and password.
3. After you sign in to Skype, click the Contacts tab.



4. Find the person you want to call and make sure that they are online. If they are, you'll see this status icon  next to their name. If you see one of these icons  , it means the person is on a mobile or other device, so you won't be able to video call them, but you can make a voice call with a little Skype Credit or a subscription.
5. Click the contact. You will see their details on the right side of the window.



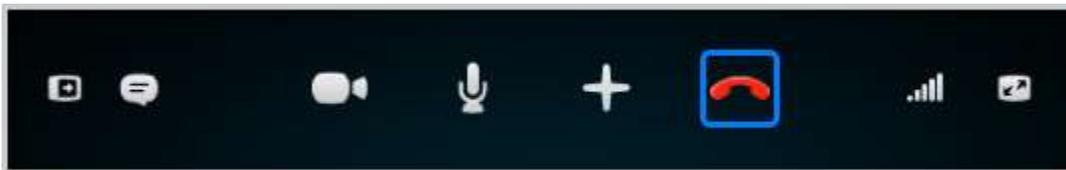
6. Click the Video call button.  The screen changes color, a call bar appears near the bottom of the screen and you'll hear ringing until the other person answers.
7. Smile, wave, say hello!



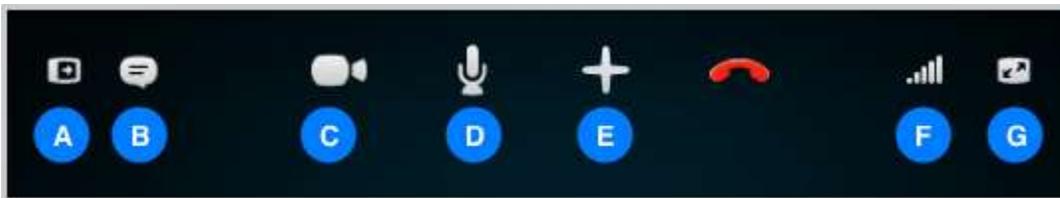
8. If you can't see or hear each other, click the call quality button in the call bar and check your settings (you may have to move your mouse to make the call bar appear).



9. To end the call, click the end call icon.



Useful things you can do on a call



- A. Hide or reveal your Contacts, Facebook or Recent lists.
- B. Show the IM window so you can instant message the person you are talking to.
- C. Turn your webcam off so the other person can't see you.
- D. Mute your microphone so the other person can't hear you.
- E. Send files, send contacts, share your desktop, take a picture or add people to the conversation and make it a group video call with Skype Premium.
- F. Check your call quality information and adjust your volume.
- G. View or exit full screen mode.