

**Skype: Computer Based Communication Tool**

Learning Advantages

• Communicate between computers and telephones at low to no cost

• Accessible wherever user has a reliable internet connection

• In addition to computer to computer and computer to phone communication, allows for video • conferencing, file transfer and instant messaging

Technology summary

Skype is a free to download communication tool that allows users to connect over the internet. Communication between internet-connected computers, instant messaging, video conferencing, and file transfer between computers are all free and only require one software download. Skype subscriptions, available to purchase at [www.skype.com](http://www.skype.com), allow users to call cell phones and landlines from their computer for a low fee. Users can also receive a local number to receive calls directly to their account from any phone for a fee.

Communication is not dedicated to a specific computer. Wherever in the world you are, if you can download Skype onto a computer connected to the internet, you can log in to your account and communicate as you would from your home PC or Mac. Additionally, for Windows users, Skype can be run from a USB memory stick, eliminating the need to download the software onto the host computer.

System requirements vary from operating system to operating system. Skype is

currently supported on Windows, Mac OS X, Linux, and most smartphones. Most recent computers and devices will meet the requirements for running Skype. To check the requirements for a particular operating system, go to http://www.skype.com/download/skype/

Where to get help

Skype support is available online at <http://www.skype.com/help/>

Web page for technology

Skype downloads are available at <http://www.skype.com/download/skype/windows/>

Technical needs

• Free software application must be installed on your computer (or memory stick for Windows)

• Need a microphone for phone calls and audio chatting, a camera for video chatting

• Connection to the internet –a broadband connection is required for best results

**Skype: Step-by-Step Instructions**

1. Installing Skype
* Open your internet browser (i.e. Google Chrome, Mozilla Firefox, Safari, Internet Explorer, etc.)
* Type: <https://www.skype.com/en/download-skype/skype-for-computer/> in the URL bar at the top
* Select the operating system you would like to download Skype to
* This page will open with a pop-up



* Select the ‘Save File’ button on the pop-up
* Find and double click the Skype Setup file then follow the simple steps to complete the installation
* Launch Skype and sign in with your username and password, or create an account
1. Running Skype from a USB flash drive
* You will have to create an account on Skype before you can use it.
* Download Skype and install it on your computer. (or, if you have already installed Skype on your computer, continue to step 2)
* Find skype.exe file where it was installed. (Normally found at C:\Program Files\Skype\Phone\skype.exe)
* On your USB drive create a folder and name it *Skype* and copy skype.exe into this folder
* Create another folder **in** this Skype folder on the USB drive and name it *Data*
* Create a new file in Notepad and name it *skype.bat*
* Open the ‘skype.bat’ file and add the following text (verbatim): skype.exe /datapath:"Data" /removable
* When you finish, your *Skype* folder will contain:
1. *skype.exe*
2. An empty folder called *Data*
3. A command file called *skype.bat*
* Just double click *skype.bat* to run Skype (The first time you run it from this drive, it will ask you to sign in)
* When you execute it in the future, it will sign you in automatically and you will be ready to go.
1. Skype Options
* Features of Skype
	+ *Calling*
		- Skype-to-Skype calls (call anyone else on Skype for free, anywhere in the world)
		- Calls to mobiles and landlines (call mobiles and landlines worldwide at low rates)
		- Group calls (get a group of people together on one call – you can add up to 25 people)
		- Skype Number (your friends call a number and you pick up on Skype wherever you are in the world)
		- Forward calls (not on Skype or can’t pick up? Simply get your Skype calls forwarded to any phone)
		- Caller ID (don’t be an unknown number… Let people know it’s you calling them)
		- Skype-To-Go (call international numbers from any phone at low calling rates)
	+ *Video*
		- One-to-one video calls (get closer with a face to face catch up)
		- Group video calls (get a group of friends together at the same time on a video call)
	+ *Messaging*
		- Mojis and (discover fun new ways to express yourself in a Skype chat)
		- Video messaging (send a message you can see, hear and feel)
		- Instant messaging (talk with your fingers - gossip away, plan a trip, work on a project – all in an instant)
		- Send texts (SMS) (text message friends from the comfort of your keyboard)
		- Voice messages (too busy to talk? Allow Skype to take a message for you)
		- GroupMe (share messages, photos and your location on your mobile)
	+ *Sharing*
		- Send files (send files, photos and videos of any size over Skype. Simply drop or add the file into your Skype chat)
		- Screen sharing (share your computer screen with the person you’re talking to)
		- Group screen sharing (get everyone on the same page on a group video call)
		- Send contacts (share a contact, number and Skype Name easily)
	+ *Other Skype features*
		- Ambient devices (Skype on artificial intelligence devices. Voice-activated Skype calls and free mobile/landline calling for selected territories.
		- Skype Manager (one tool to create accounts, allocate credit and assign features)
		- Skype Connect (make Skype calls through your existing SIP-enabled PBX)
		- Skype for Outlook.com (go from chat to video in just one click, right from your inbox)
		- Contact me button (add a button to your website or blog and with one click anyone can call or IM you)
		- Share button (get people sharing and talking about the content on your website)
		- Skype Translator (want to chat with someone who speaks another language? Translate voice calls, video calls and instant messages)
		- Skype extension (get fast access to Skype features like sharing from your browser)
* Subscription Rates (available at [www.skype.com](http://www.skype.com))
	+ *Subscriptions*- monthly calling plans that let you make unlimited, or fixed-minute calls to landlines (and mobiles where applicable).
	+ *Skype Credit*- a pay-as-you-go option. Purchase some Skype Credit, and then call whoever you want at very low rates
	+ *Skype Number*- a phone number that you pay monthly for. People can call you from their mobile or landline and you pick the call up in Skype
	+ *Skype to Go*- a pay-as-you-go option that allows you to call people all over the world for the price of a local call by giving you a local number to call them on