# Chalfonts U3A

**Learn, laugh, live**

# Installing Skype Conferencing Software

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## Introduction

Microsoft Skype is an alternative to the popular zoom software.

I have put together this short document with step-by-step instructions on how to create a Skype account and install the software.

Your computer will need to have at least a microphone and speakers to use the software.  A web camera is optional.

I have used Mozilla Firefox for these screenshots so some may not be the same if you are using a different web browser or mobile device.

PLEASE NOTE:  This author and the Chalfont U3A do not endorse or recommend this software.  The document is to assist our members if they choose to use Skype.  Other Conferencing software is available. 😊
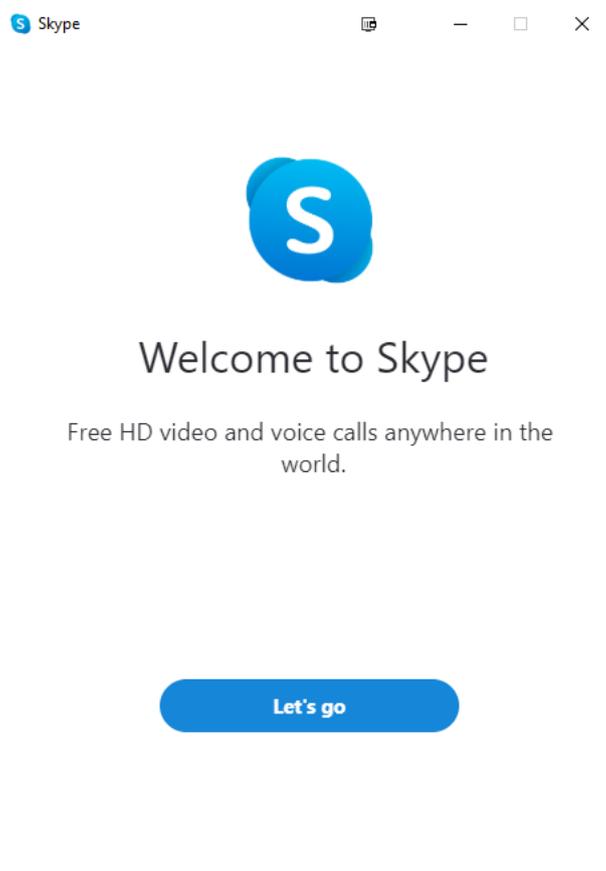
## Installation on Desktop PC

1. You need to open your web browser as you would normally when you want to surf the internet.  If you are using a mobile device you should search the App Store to find the **Microsoft Skype** application and you can jump straight to the creating an account below.

2. If you are using a computer from the web browser you need to navigate to the following site:

   **https://www.skype.com/en/get-skype/**

3. You need to download the Skype application for the device you are using, this can be a either Windows or Mac. For this document, I am using a Windows PC, but the process is broadly the same for the other devices.  If you get stuck then please contact support@chalfontsU3A.org.uk

4. Once you have downloaded and installed Skype you will need to Sign in.  If you already have a Microsoft account you can proceed with the Sign-in process.  Click the Let's go button to continue
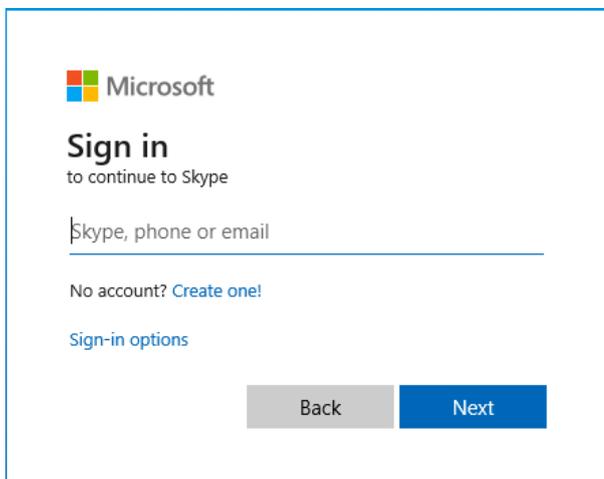


5. If you don't have an account click the Sign in or create button
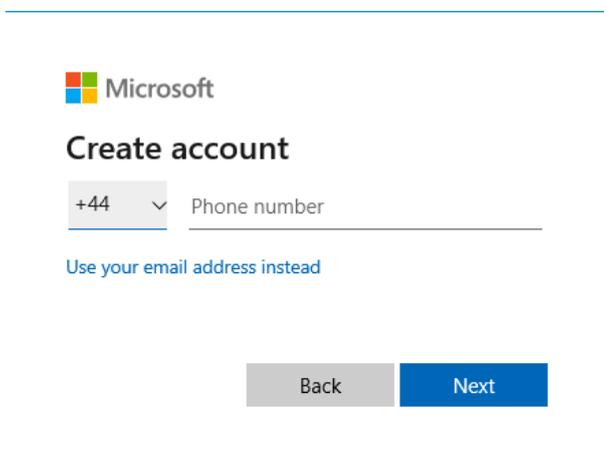
Let's get started

**Sign in or create**

Use your Skype or Microsoft account. Need any help?

Then click the No account Create one! link

▦ Microsoft

### Sign in
to continue to Skype

Skype, phone or email

No account? Create one!
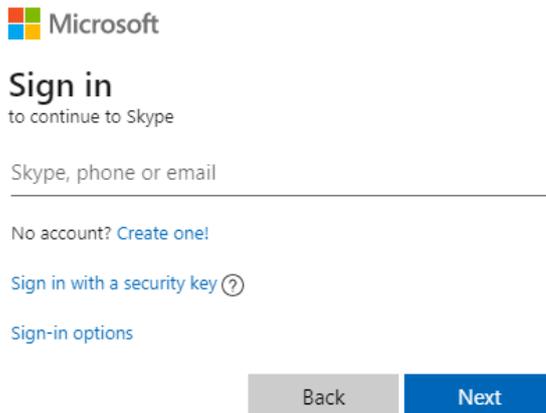
Sign-in options

Back    Next

You have two options now, you can either login using your email address or mobile phone number. If you are using a mobile device enter your phone number, if you are using a computer click Use your email address instead

▦ Microsoft

### Create account

+44 ⌄    Phone number

Use your email address instead

Back    Next

Which either option you decide to use you will be asked to enter a new password for the account.  Skype will then send you either an email or SMS message to verify your account.   Respond to the message and your account is created.

6. You should now be able to login to skype using your Microsoft account.  Enter either your mobile number or email address you used to register with Skype, then enter your password.



7. You will now be prompted to update your profile picture, if you select upload photo you can select a photo from your device.  This is useful so other people can easily identify you.  Then click continue →

## Update Your Profile Picture

Add a picture that represents you to customise how others see you. You can always change this later in Settings > Account & Profile.
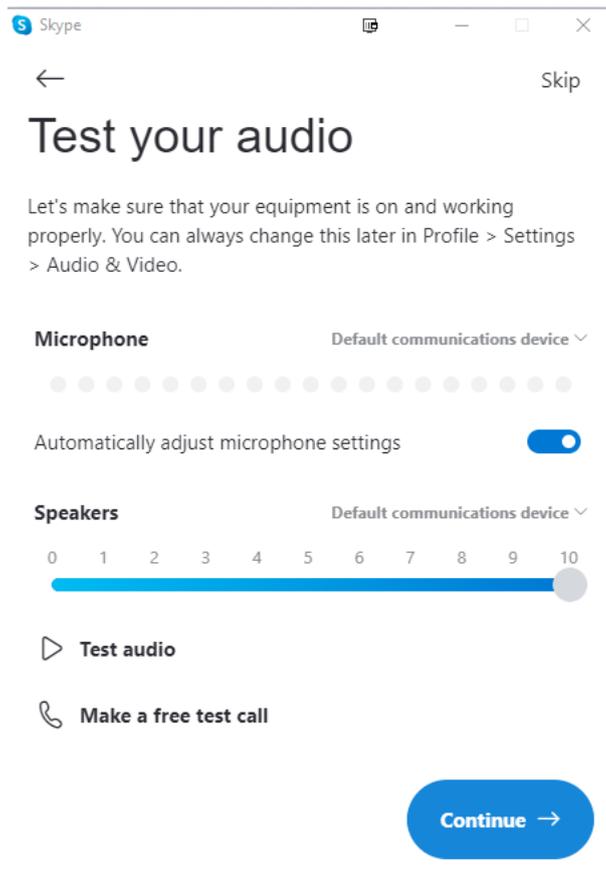


Upload photo  Remove photo
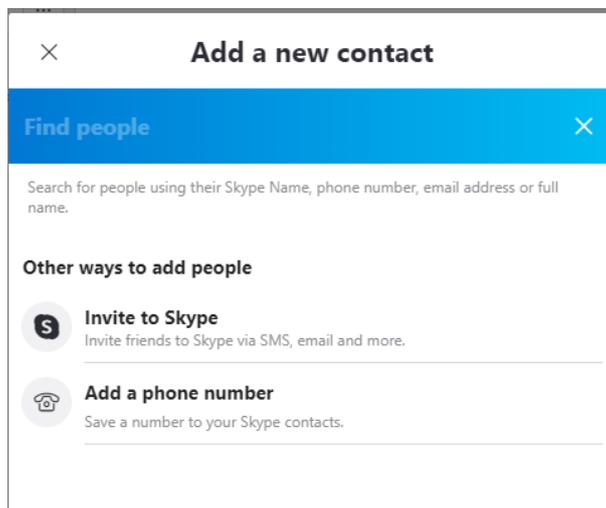
**Add Image**
You can also drag and drop a picture

Continue →

8. The first time you use the application you will need to test your audio and camera (if connected). Click the Test Audio button and you should hear the Skype ringing sound.
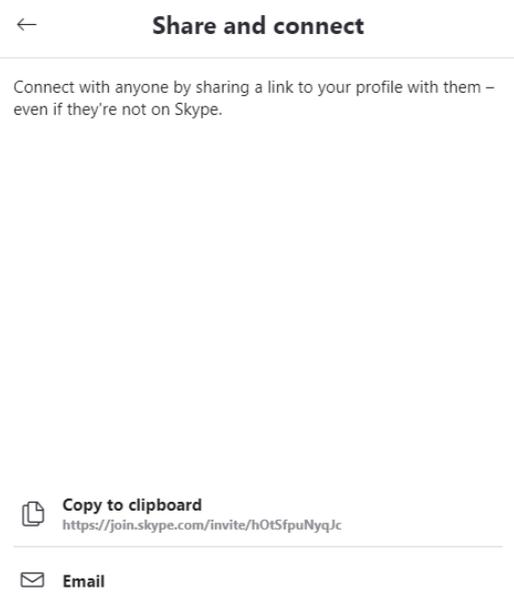
You should then test the audio by clicking the Make a free test call. This is an automated service, just follow the instruction during the call to check your microphone is working. Once you completed the test click the Continue → button

9. You will then be asked to test your video. If you have a camera on your device you will see an image from it on the screen. Click the Continue → button to complete the test.

10. The next step you will see the Find Contacts Easily message, Skype can import all of your contacts from both your Microsoft Account and the phone book on your device. Click OK → to continue.

11. You can add people to Skype by clicking the Contacts button and then click on New Contact. You can then enter their name and search your contacts. If they are in your contacts you can click their name and Skype will send an invite to them. Once they accept the invite they will appear in your contacts.

If they are not in your contacts you can click on the Invite to Skype option on the page.



From the Share and Connect page you can either click the Email button and this should open your email client with a pre-formatted message.



If this does not work then click the Copy to Clipboard option, then open your email and start a new message.  Fill in the persons email address as you would normally when creating a new email message.  In the body of the message paste in the link, you
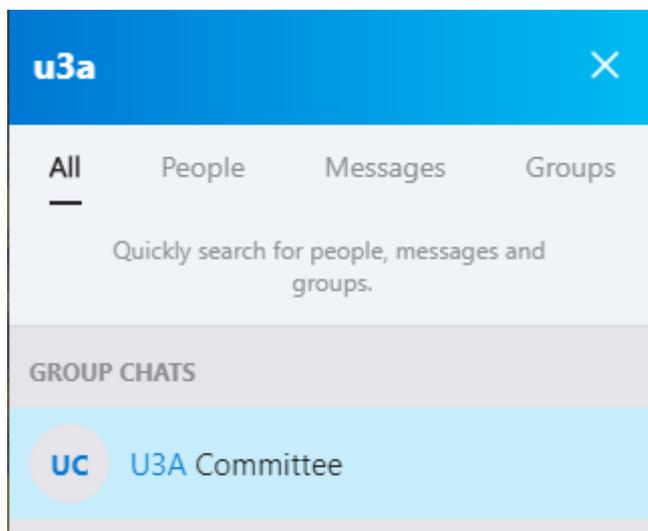
copied from Skype, either by pressing CTRL+v or right-click in the body of the message and click paste.

Once the contact has accepted you invite they will appear in your contacts.

12. To make a skype call select the contact and you can either click on the camera icon to make a video call or the phone handset to make an audio-only call

13. When you receive a Skype call you can either click the camera icon to connect as a video call or the phone handset to connect as an audio-only call.

14. If you have been added to a Skype group you can search for the group by clicking contacts and then in the search box type the name of the group

To call a group select the group by clicking the group's name and then either click the camera or handset icon to initiate the call.

Good Luck and Stay Safe

GT