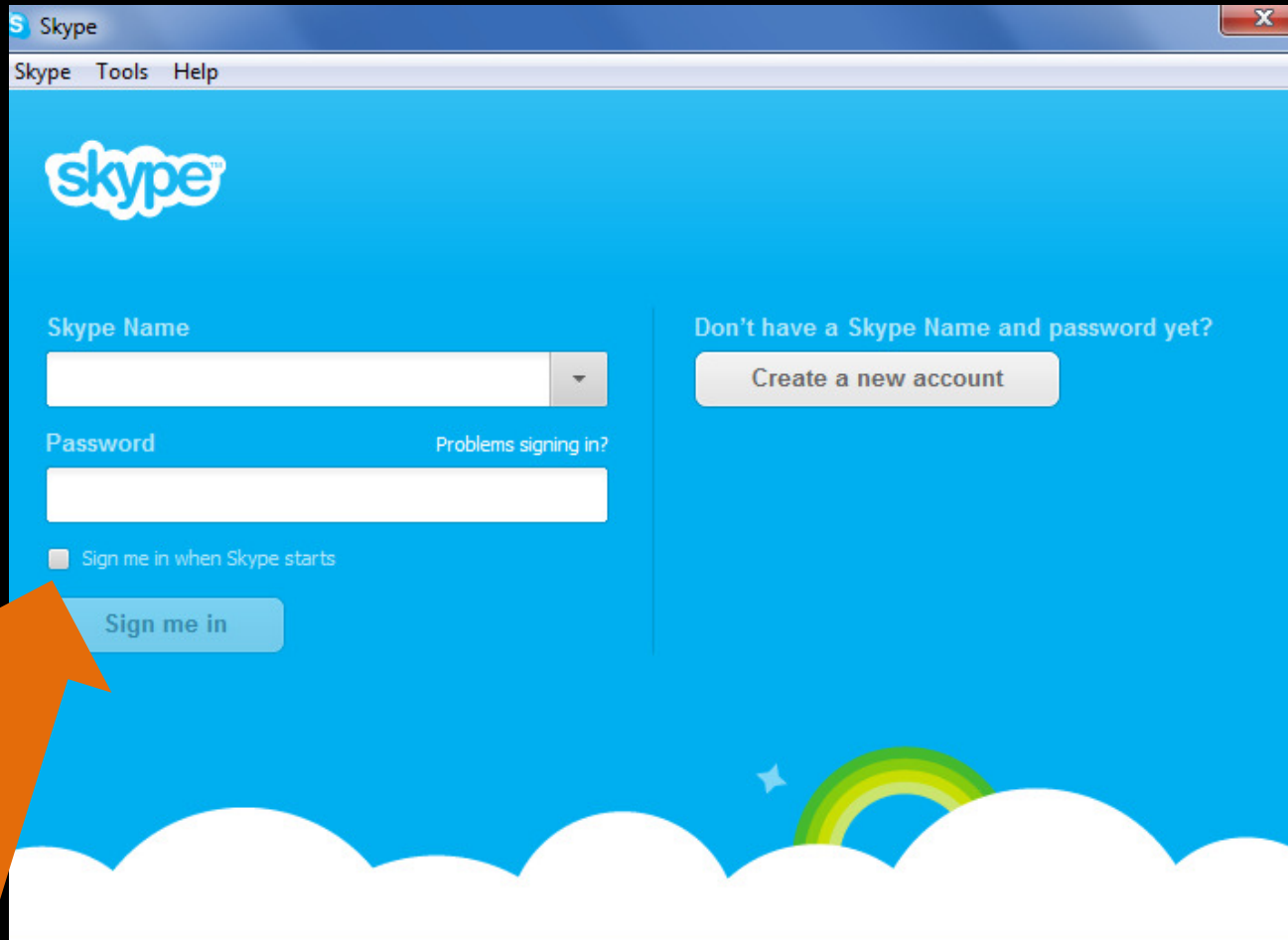


Skype

Tech Symposium 2012

SIGN IN SCREEN



The image shows the Skype sign-in window. At the top is the Skype logo. Below it are two input fields: 'Skype Name' and 'Password'. To the right of the password field is a link that says 'Problems signing in?'. Below the password field is a checkbox labeled 'Sign me in when Skype starts'. An orange arrow points to this checkbox. To the right of the input fields is a section titled 'Don't have a Skype Name and password yet?' with a button that says 'Create a new account'. At the bottom of the sign-in area is a button that says 'Sign me in'. The background of the window is blue with a white cloud border at the bottom and a small rainbow and star.

Skype

Skype Tools Help

skype™

Skype Name

Password

Problems signing in?

☐ Sign me in when Skype starts

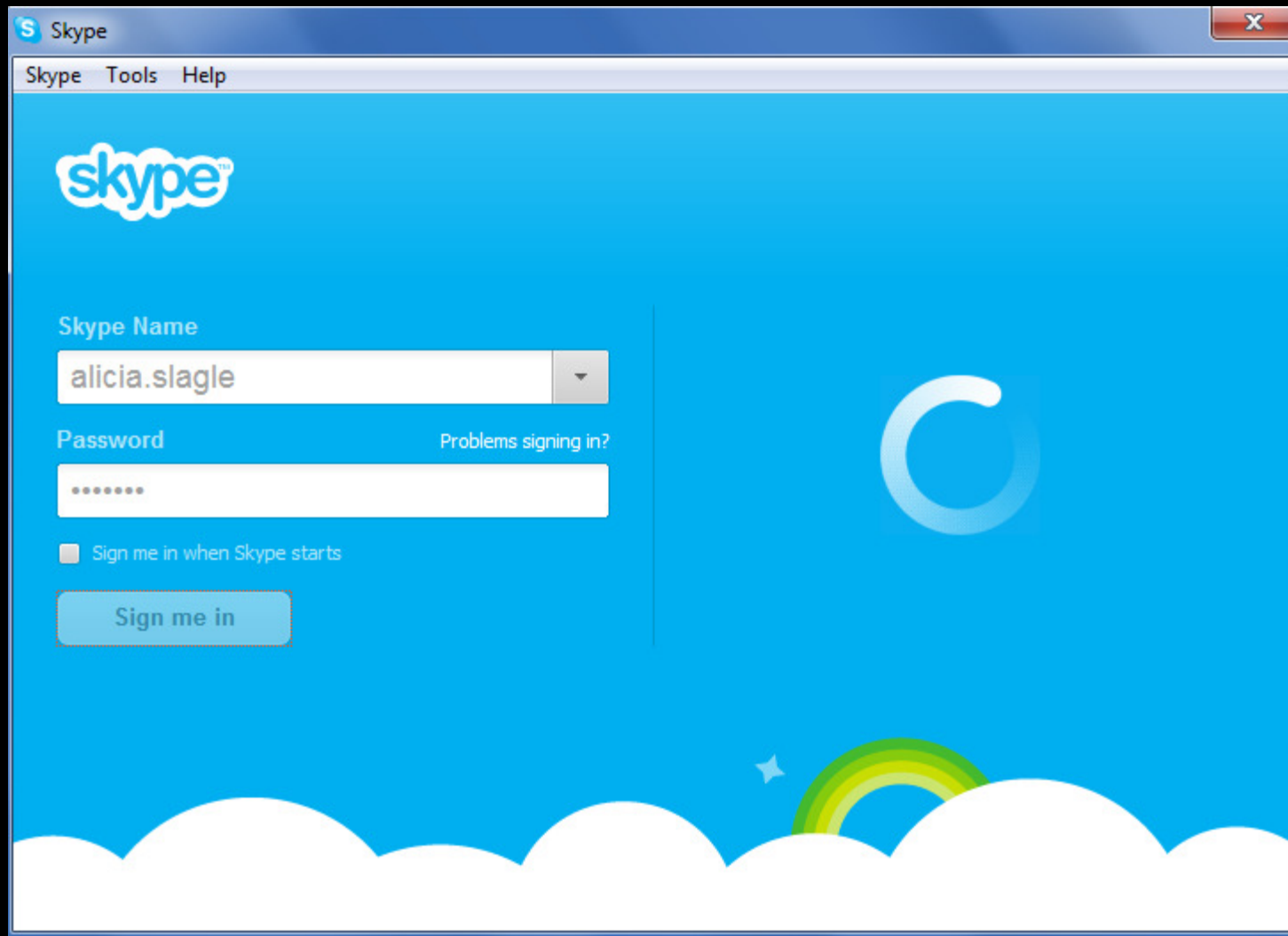
Sign me in

Don't have a Skype Name and password yet?

Create a new account

If you place a checkmark in this box: Skype will automatically sign in without putting in a password when you open the program to use it.

SIGNING IN...

A screenshot of the Skype login window. The window has a blue title bar with the Skype logo and the text "Skype". Below the title bar is a menu bar with "Skype", "Tools", and "Help". The main area has a blue background with the Skype logo in the top left. In the center, there is a large, faint, circular loading icon. At the bottom, there is a decorative border with white clouds, a green and yellow rainbow, and a small blue star. The login form is on the left side of the window.

Skype

Tools Help

skype™

Skype Name

alicia.slagle

Password

Problems signing in?

.....

☐ Sign me in when Skype starts

Sign me in

MAIN SKYPE WINDOW

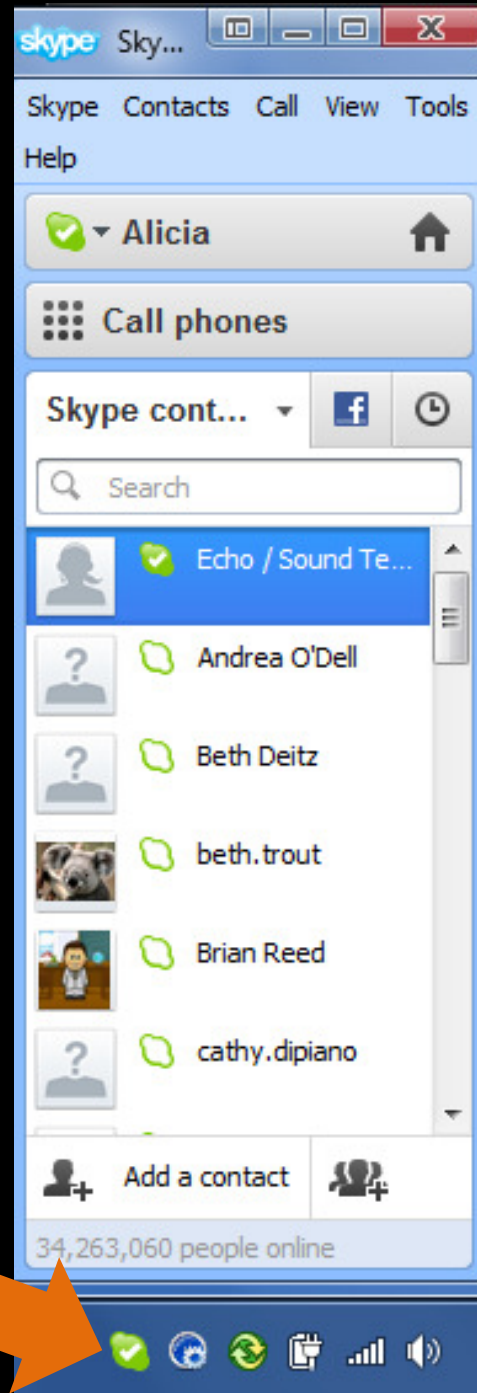
Status bar notifications while using Skype:

Green: Connected

Yellow: Idle (Away)

Red: Do Not Disturb

White: Signed Out

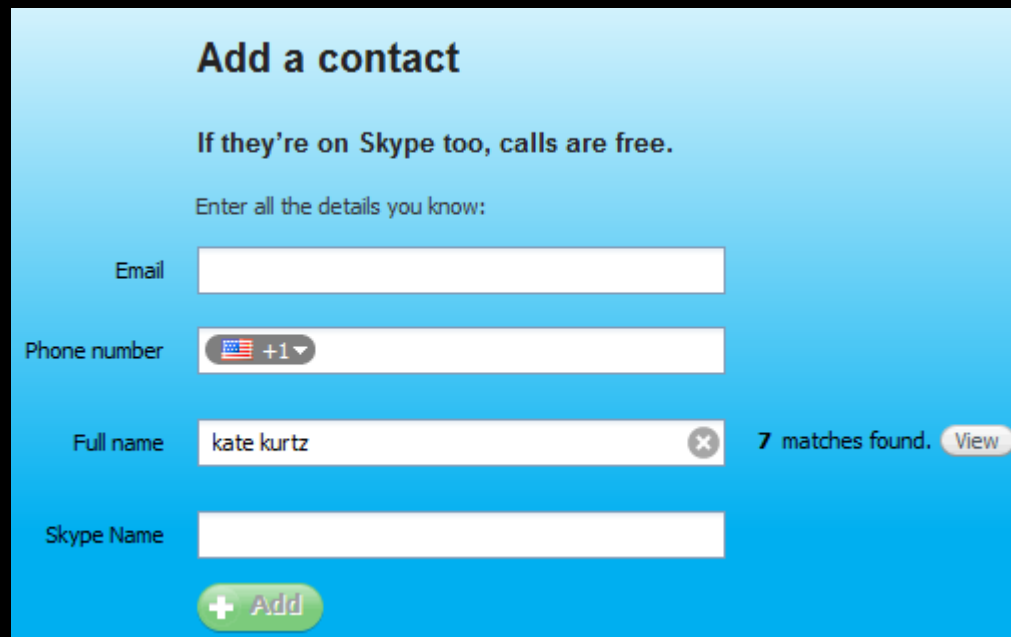


ADDING A CONTACT

1. Click the Add a contact button at the bottom of the Main Skype Window.



2. At the Add a contact window – type the information you know for the contact you'd like to add and then click the View button.

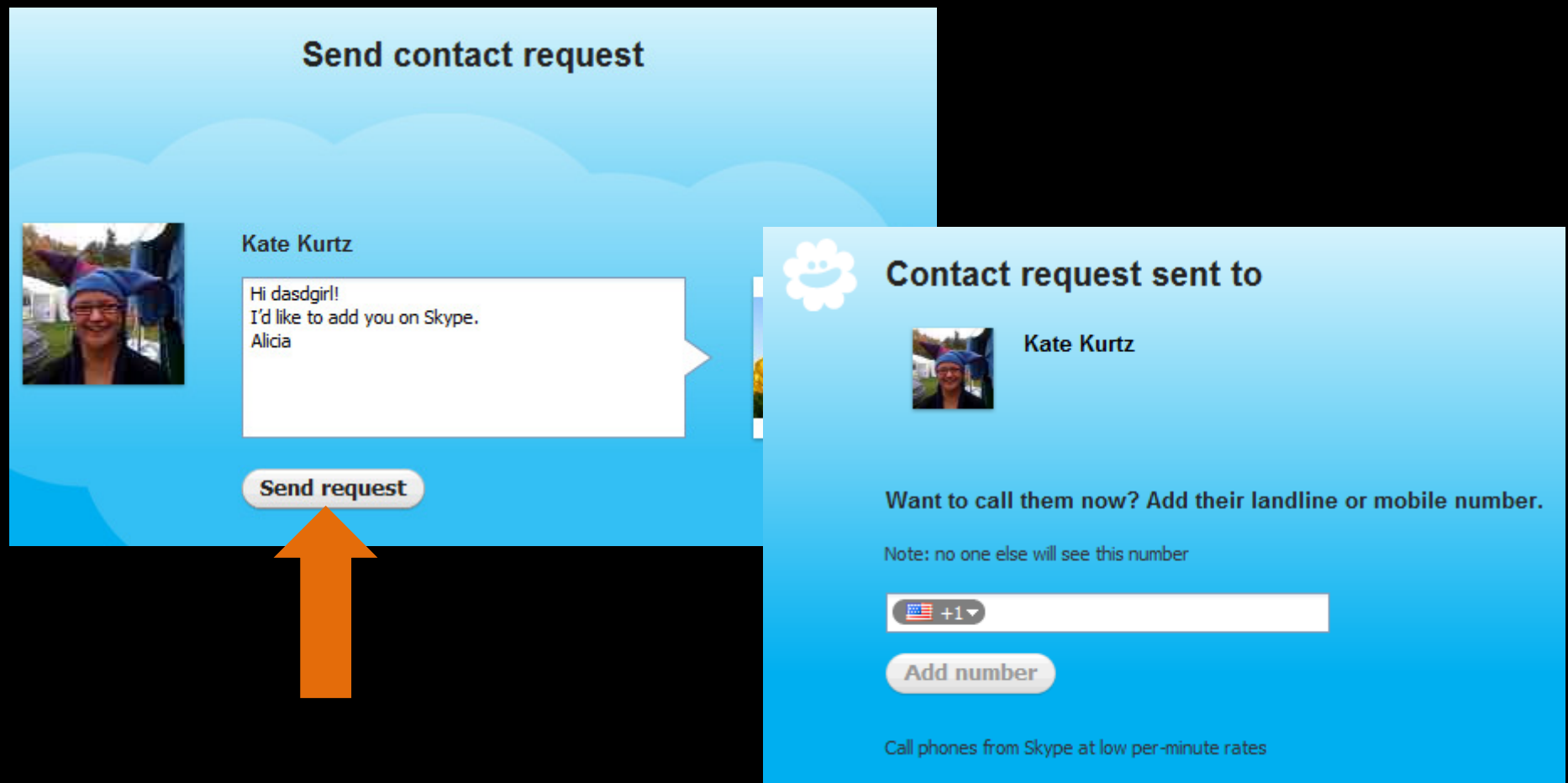
A light blue window titled "Add a contact". Below the title is the text "If they're on Skype too, calls are free." and "Enter all the details you know:". There are four input fields: "Email" (empty), "Phone number" (with a dropdown menu showing a US flag and "+1"), "Full name" (containing "kate kurtz" with a clear button "x"), and "Skype Name" (empty). To the right of the "Full name" field, it says "7 matches found." followed by a "View" button. At the bottom left is a green "+ Add" button. An orange arrow points from the right towards the "View" button.



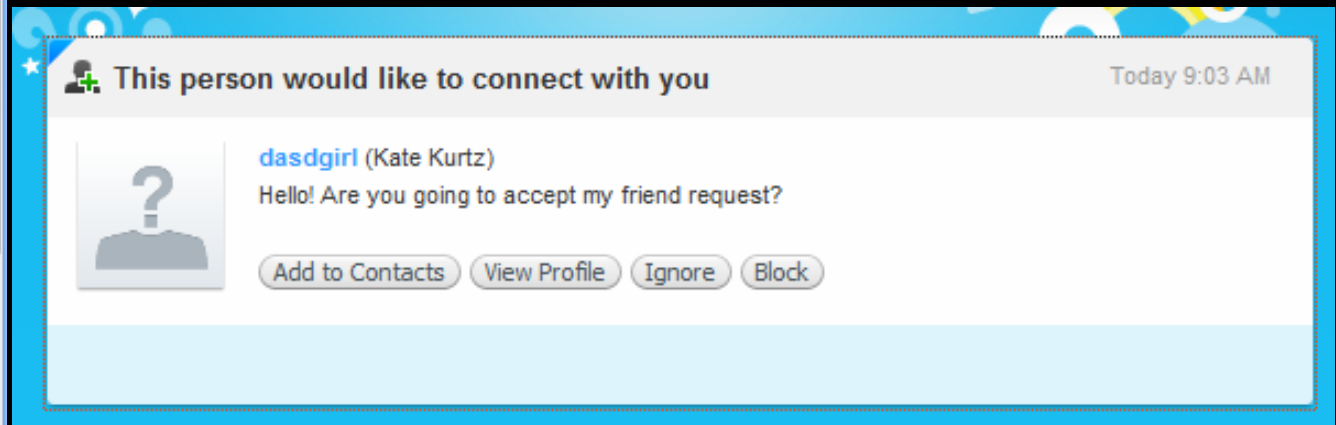
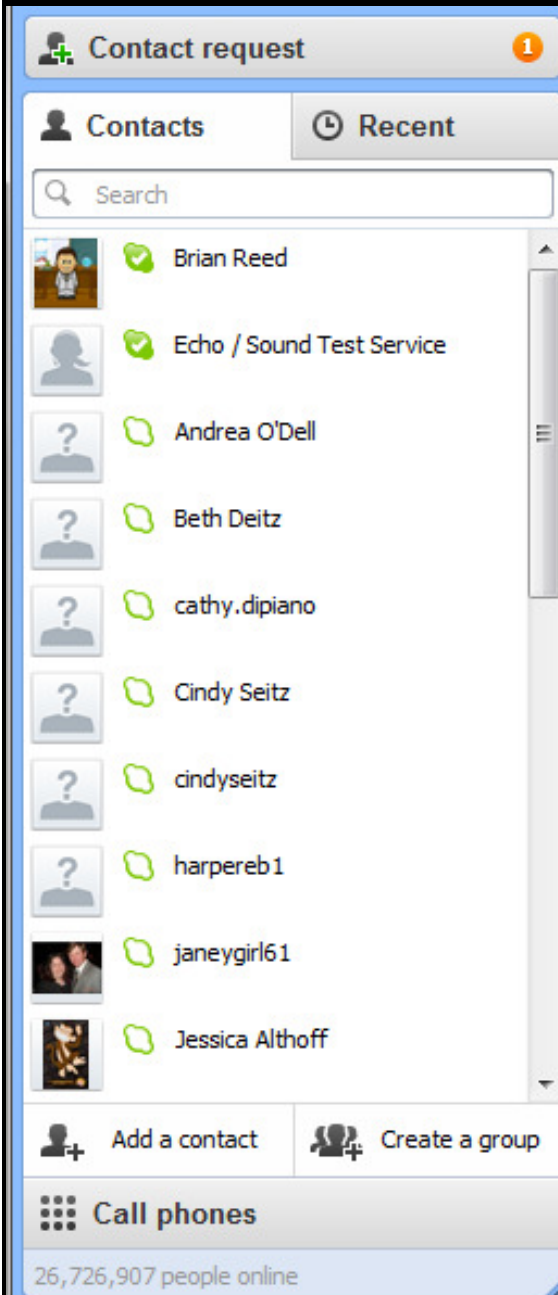
If the person you are trying to add as a contact is not listed, you can click on the New search button to perform a New search.

3. This will show you the Skype accounts that are related to the information you typed in. Click the Add contact button beside the person you'd like to add as a contact.

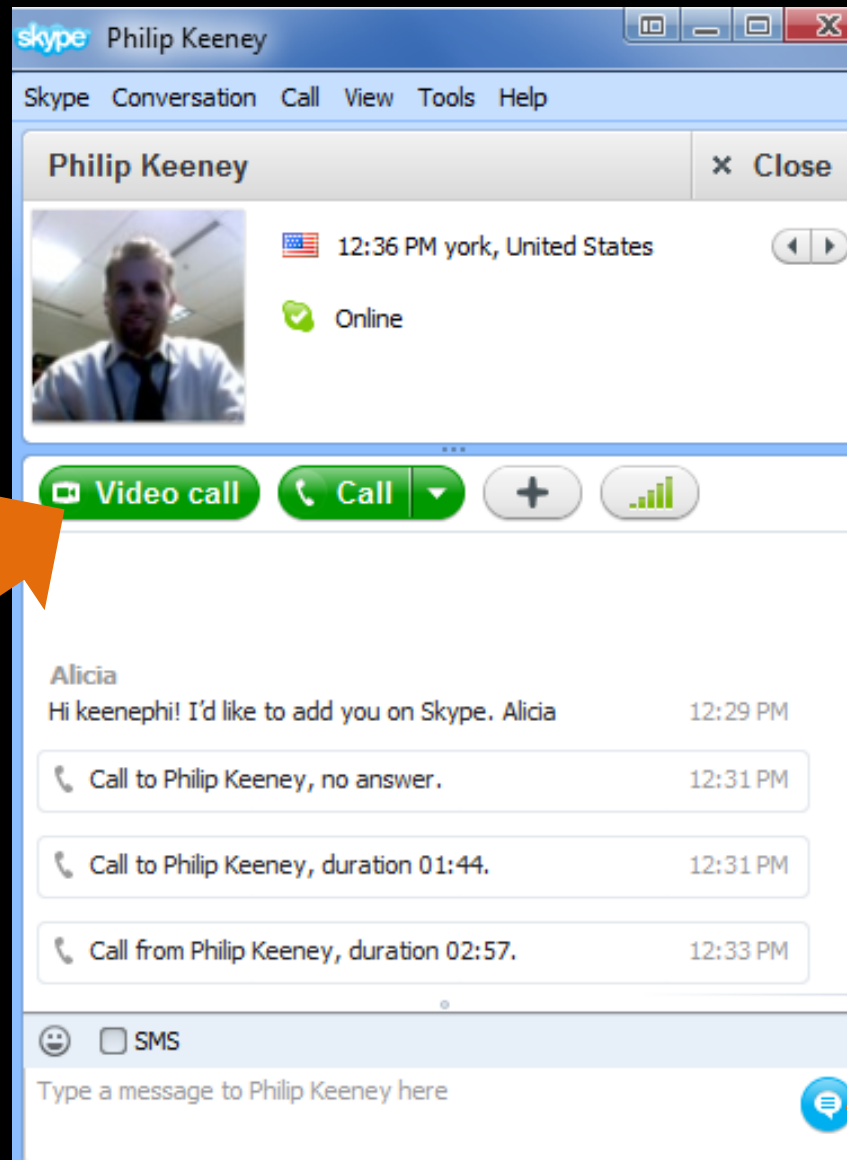
4. A Send contact request window will appear. Once you click the Send request button, a request will be sent to that person in order for them to accept your request. They will be added to your contact list but you can't call them until they accept you.



ACCEPTING A CONTACT



CONTACT WINDOW



Video Call –
will appear
grayed out
when contact
is Offline

**Instant
Message**

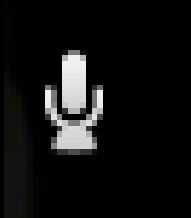
CALL MENU



End Call



Turn off Your Video



Mute Your
Microphone



Full screen

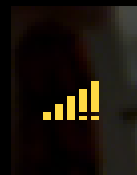


Add, Send and Share

- Take a picture (of other caller)
- Send File
- Send Contacts
- Share screens (Skype Premium)
- Add People to This Call (Skype Premium)



Hide IM



Call Quality
Information

MAKING A VIDEO CALL

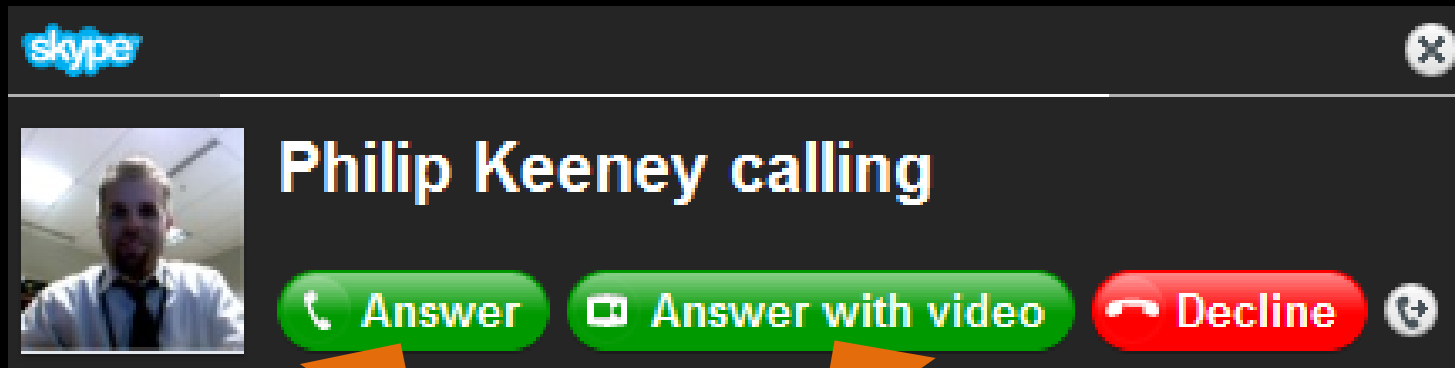
Double click the contact and then click the green Video Call button.



WHEN A CALL IS CONNECTED



RECEIVING A CALL



Your video will not
appear to the caller

Your video will appear to
the caller and you can see
theirs as well

RECEIVING A CALL – option Answer was selected



Your video is not being displayed to the person you received the call from until you start your video by clicking on the video camera icon.

SIGNING OUT OF SKYPE

Skype will stay open
and connected until
you Sign Out of
Skype.

