



# Intel® Easy Steps

**Create a Basic Skype\* Account**

# Using Skype\* to Communicate: Create and use a Basic Skype Account

There are different ways of communicating and sharing through the internet. Other than email, the Internet has many applications which allow instant communication with friends, family, business associates and co-workers. One such method is the use of Chat Messenger applications.

You may also want to share your documents and discuss your plans, publicity material, sales trends and details of stock in hand with your colleagues at different locations. This will help you take quick decisions based on ground information.

You can do it by using Skype for voice or video calling on internet. You can send your files to your colleagues or share your screen so that they can see the files and participate in discussions.

Skype is freely downloadable software. It is used for chatting, sharing information etc. on the internet. While many services in Skype are free, subscriptions need to be paid for a few.

## Using Skype for Voice or Video call and sharing of information

Skype can be used to hold audio conferences and sending documents to each other. The facility can also be used freely for 1 to 1 video calls, where the originator can share his screen with the other party and hold discussions.

### Advantages of using Skype:

- You can call across the world at very economical rates.
- You can work more flexibly with instant messaging and share large files at the click of a button.
- Customers can call your Online Number from anywhere in the world and you answer the call on Skype.
- You can keep your travel and communication costs low, allows focusing on growing business.

### What you will require for these?

- Skype application downloaded and installed on your computer.
- A Skype Id and password.
- Skype Id of the other person with whom you want to communicate.
- Internet connectivity.
- External or inbuilt web cameras for video calls.

Before you begin using the computer to create Skype account take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

## Steps on how to create and use Skype

### A. Download and install Skype.

You must download and install Skype if it is not already installed on your computer.


1. Start the web browser. (See, Help Guide, Web Technologies Skill 1.1 or 3.1)

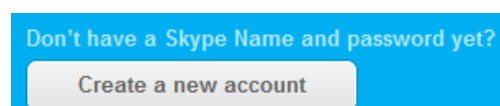
- Click to place your cursor in the Address or Location bar. Type <http://www.skype.com> (See Help Guide, Web Technologies Skill 1.4 or 3.4)

Note: Make sure that you type the Web site address correctly since a typing error may take you to a different Web site that does not work.

- Press the Enter key on your keyboard or click the Go button. Then, wait as the Web page loads on your computer.
- Search for the link 'Download Now' on the page that appears.
- Download the Skype Free application (SkypeSetup.exe) and save it at an appropriate location on your computer. (See Help Guide, Web Technologies Skill Group 4: Finding and Saving Web Resources with Internet Explorer).
- Double click on the SkypeSetup.exe file and install Skype. (See Help Guide, Operating Environment Skill Group 1: Installing Related software and Updates).

## B. To create a Skype account

- Double click on the Skype icon  on your desktop to start Skype.
- Click on 'Create a new Account' which will take you to the registration page of Skype's website.



- Enter the details required in the Registration form. First you should enter your name and email address.


<b>First name*</b>	<b>Last name*</b>
<input type="text"/>	<input type="text"/>
<b>Your email address*</b>	<b>Repeat email*</b>
<input type="text"/>	<input type="text"/>

Note: no-one can see your email address.

- Then enter your profile information e.g. Birth Date, Gender, Country, City, Language and Mobile Phone Number. These details would be helpful for your friends to locate you on Skype.

**Profile information**

Note: anyone on Skype can see your profile information.

<b>Birth date</b>	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>
<b>Gender</b>	<input type="text" value="Select"/>		
<b>Country*</b>	<input type="text" value="India"/>		
<b>City</b>	<input type="text"/>		
<b>Language*</b>	<input type="text" value="English"/>		
<b>Mobile phone number</b>			
	<input type="text" value="India"/>	+91	<input type="text"/>

Mobile phone number must be at least 9 digits long.

Note: only your contacts can see your mobile number.

- Next enter the purpose of using Skype. If you select 'Mostly business conversations', you should provide company details.

**How do you intend to use Skype?**  
Mostly business conversations ▾

**Company name**  
Sona Handicrafts

**Company size**  
2-5 employees ▾

- Next Enter your Skype Name and Password. The Skype Name should be unique as you will be recognized on Skype by this name. The website suggests few unique names for you. You may select one of them or choose to type one for yourself.

shouryapandey

**Suggestions**

- ☐ shourya.pandey1
- ☐ shourya.pandey2
- ☐ shourya.pandey20

Note: only choose a name you have a right to use.

**Password\***

**Repeat password\***


Between 6-20 characters, include Latin letters and numbers. Note: no-one else can see your password.

Note: The Skype Name must be between 6-32 characters, start with a letter and contain only letters and numbers (no spaces or special characters). This name cannot be changed later. Your password is case sensitive, must be between 6 and 20 characters, and must contain at least one letter and one number.

- Next enter the security words displayed in the box. This is just to verify that you're a real person. Then, click on 'I agree - Continue'.

☐ By SMS

☒ By email



Can't read the text in the box?

[Refresh](#) [Listen](#) [Help](#)

**Type the text above here\***

Masten's ngl'ses

Yes, I have read and I accept the [Skype Terms of Use](#) and the [Skype Privacy Statement](#)

**I agree - Continue**

- Your Skype account is created and it opens a page to introduce you to Skype credits which you need to purchase if you wish to use the paid services only e.g. Video conferencing. Click on 'No Thanks' and then 'Continue'.


By adding a little credit, you can start doing even more with Skype, like calling phones around the world for less and sending text messages (SMS).

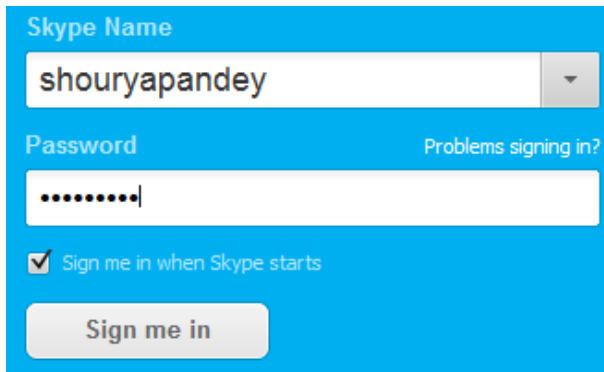
☐ Add €10 Skype credit to your account

☒ No thanks, I'd like to start using Skype

**Continue**

## C. Sign in to Skype

1. Double click on the Skype icon  on your desktop to start Skype.
2. Enter your Skype name and password and click on 'Sign me in'.

The image shows the Skype sign-in window. It has a blue header with the text 'Skype Name'. Below it is a text input field containing 'shouryapandey'. Underneath is a 'Password' section with a masked input field (dots) and a link 'Problems signing in?'. At the bottom, there is a checkbox labeled 'Sign me in when Skype starts' which is checked, and a 'Sign me in' button.

Note: If you want Skype to sign you in automatically when you start Skype next time, tick 'Sign me in when Skype starts'.

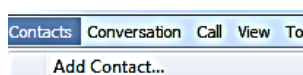
3. When you sign in for the first time, it takes you through a 2 step process of testing your microphone and webcam and selecting a profile picture. The profile picture can be uploaded from an existing photo on your computer or you can capture your image using the webcam. You may also skip these steps and do later.
4. You are signed in and ready to use Skype. The screen looks as below.



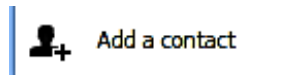
## D. Adding Contacts

You will need to add contacts before you can actually start communicating with Skype.

1. You may click on the 'Add Contact' option in the 'Contact' Menu or click on the 'Add a contact' link on the lower left corner of the window.



Through Menu



Lower left corner of window

2. You will get the screen below to add contacts. The more details you will provide in the add contacts windows, the easier it becomes to locate your friend. Once you have located your friend by providing details, click on 'Add' to continue.

### Add a contact

If they're on Skype too, calls are free.


Enter all the details you know:

Email

Phone number

Full name


Skype Name



**Amrendra Pandey**  
kolkata, India


[+ Add](#)

- You will get the screen below. If you want to a personal message, type in the message box and click on 'Send request'.



**Amrendra Pandey**

Hi amrendrapandey!  
I'd like to add you on Skype.  
Shourya Pandey



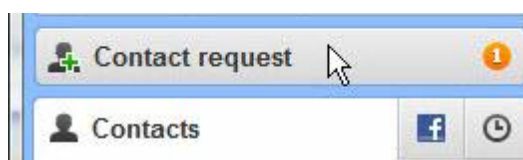
[Send request](#)

- A request will be sent to your friend and when he/she accepts the request, he/she will get added to your contact list.
- You may click on the 'Add another contact' in the request sent confirmation screen to keep adding contacts.

[+ Add another contact](#)

## E. Accept Contact requests

- You may also receive contact requests from others. You have to accept contact requests sent by others to add them to your contact list. Ask a few participants to send you a contact request and accept those contacts.
- When someone adds you to his/her contact list you will get a message on top of your contact list as given below. Click on the contact request.



- You will get the following buttons which can be used for various purposes.



- To add a contact, click the Add to Contacts button. Note: Do not accept contacts of people whom you do not know. Add only contacts of those people who you know personally or professionally.
- To view the profile of the person sending the contact, click View Profile. This will show you the information regarding the person.
- Click Ignore to reject the contact request.
- Click Block if you wish to reject the contact request and block the person. Note: Blocking a person will disable the person from sending you contact requests again.

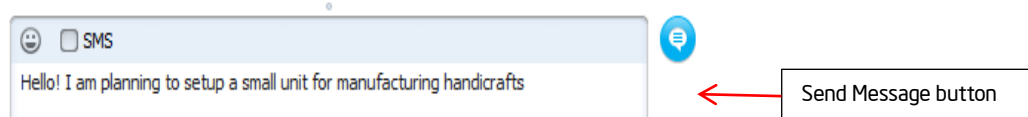
## F. Send instant messages

By sending instant messages or chatting online using Skype you can share your business idea description with friends.

1. In your Skype window, go to the Contacts tab and click the name of the person or the group you wish to start the chat conversation. You will notice a chat window with the person's or group's name will appear.

Note: Before you start a chat conversation, check if the person you wish to chat with is online. Usually, the online status of a contact on your list is indicated by a green check mark next to the contact's name. If you are chatting with a group, you can only chat with those contacts in the group that are online.

2. Click to place your cursor in the chat box and type your message. Then, click Send Message, or press Enter on your keyboard.

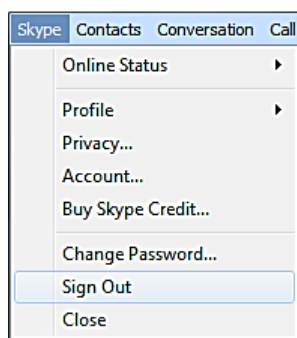


3. Your message along with your contact's reply to the message will be shown in the chat transcript window.
4. To continue chatting, repeat steps 2-3.
5. If you wish to chat with another person, go to the Contacts tab, and choose the other person's name. The chat window for that person will be shown. Repeat steps 2-4 to start a chat.
6. You can have multiple chat conversations at the same time. To navigate between the different chat windows, click on the contact, whose chat window you wish to see. Typically, there will be an orange circle next to the contact that has sent you a message. You may also receive an audio beep.

## G. Sign out of your Skype account

Once you have finished, sharing your business idea with all the group members, sign out of your Skype account.

1. To sign out, in your Skype window, click Skype -> Sign Out in the Menu Bar.



Note: Signing out of Skype will exit you from your account and you will not be able to communicate with your contacts unless you sign in again. It is important to always sign out of your Skype account if you are using a public or a shared computer so that others do not have access to your account. To use your Skype account again, you need to sign in to your account.