

LOG INTO YOUR MACPHAIL COMPUTER

1. Click **Ctrl-Alt-Del**
2. Log on to Windows on your computer with your typical MacPhail user name (first initial, last name) and typical password (this is different from your Skype log-in!)
3. Close (click **X**) any other windows that are open on the desktop.

LOG INTO SKYPE

1. Double click the blue **Skype** icon on your computer screen
2. Sign into Skype, using your new MacPhail Skype name and password
3. Click **Sign in**
4. Click **Continue**

CHECK SKYPE SETTINGS

1. In Skype, go to **Tools**, then **Options**
2. Click **Audio Settings**:
 - a. Microphone:
 - i. You should see your MacPhail mic listed (e.g **Blue Snowball** or **Samson Meteor**)
 - ii. If it's working, you should see the mic indicator move when you speak
 - b. Speakers: Click the green icon triangle one time
 - i. If your speakers are working, you'll hear the Skype ring. If not, be sure that your MacPhail speakers are selected in the dropdown (e.g. **RealTek** speakers or **Altec**)
3. Click **Video Settings**:
 - a. Webcam:
 - i. Do you see your webcam listed in the dropdown? (e.g. **Logitech HD Pro Webcam C920**)
 - ii. Is the camera angled so that the top of your head is touching the top of the frame?
 - iii. Can you see your instrument well?

CALL YOUR STUDENT

1. Look for your name in the top left corner of Skype. You should see a green icon with a checkmark next to your name. If not, click the triangle to change your status to "online"
2. Look for your student's name in the **Contacts** column (left side of screen). If your student is online, you'll see a green icon with a checkmark.
3. Click your student's name one time, and in the main Skype window click **Video Call**.

DONE?

1. At the end of your lesson, sign out of your computer: Click bottom left **Microsoft** icon. Look for **Shut Down** and click the arrow on the right to select **Log Off**.

TROUBLE?

1. Contact IT – weekdays only: 612 767 5300, HelpDesk@macphail.org, or visit 3rd floor office
2. Contact Timothy De Prey: 612.767.5328, deprey.timothy@macphail.org