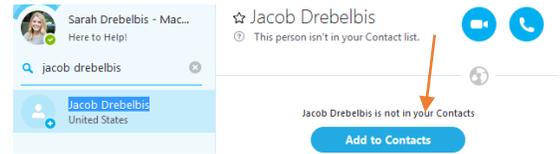


Log in-to Skype: Double-click the application on the desktop, enter your Skype log-in name and password (different than the name and password to log-on to the computer)

Add a contact: Click the magnifying glass, enter a Skype Name and click *Search Skype*. Click the person's name below and then click *Add to Contacts*. You can send them a personal message inviting them to connect or else send the auto-filled message.

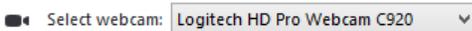


Video-call someone: Select the person you'd like to call from contact list on the left side of your screen and click the video charm button.

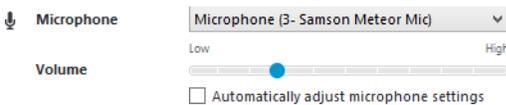


Someone can't see/hear you: In the Skype menu bar, go to **Tools > Options**

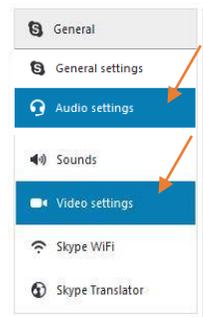
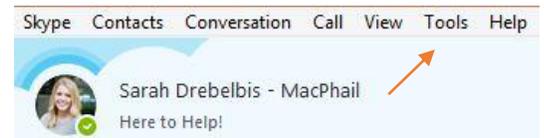
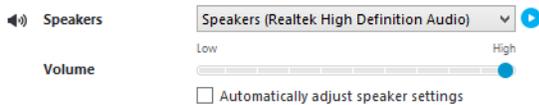
- Go to **Video Settings:** Select HD C920 Logitech Webcam.



- Go to **Audio Settings:** In the dropdown menu beside **Microphone**, choose Samson Meteor Mic.



- Go to **Audio Settings:** In the dropdown menu beside **Speakers**, select Speakers (Realtek High Definition Audio) and make sure the knob on the physical speakers on the cart is turned on



Can't see someone: Ask them if their video charm on the bottom of the screen has a slash through it. If so, ask them to click on the charm to allow their camera to work. Otherwise talk them through the directions above regarding video settings.



Can't hear someone: Type a message to them and ask if their microphone charm on the bottom of the screen has a slash through it. If so, ask them to click on the charm to allow the mic to work. Otherwise talk them through the directions above regarding video settings.



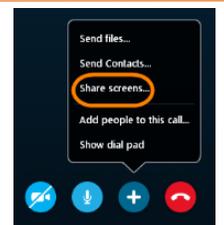
Type a message to someone: Click the thought bubble to open the conversation window and type.



Utilize 'full screen': Click the expanded arrows in the top right corner of your screen to have your contact appear larger and fill up your entire screen. Click the same expanded arrows to leave full screen mode.



Share your screen: To show your contact what is on your computer screen, click the + charm on the bottom of the screen and click *share your screens* and then click *Start*. When you're finished sharing your screen, click the + charm again and click *stop sharing*.



Rename a contact: Right click on a contact in your contact list and click *Rename*. This allows you to add information or change the name of a contact (ex: 'Sarah Drebelbis' could change to 'Sarah Drebelbis- MacPhail Staff').

