



What is Skype?

Skype is a computer program that allows you to make **free video and voice calls** to anyone in the world using the Skype network. Some features of Skype include free Skype-to-Skype calls, free video calls, conference calls, instant messaging, SMS messaging and the ability to forward all calls to your mobile phone when you're offline.

How does it work?

Skype uses VOIP - **voice over internet protocol** - to convert voice signals into data streams. VOIP also allows for video conferencing.

How do I use it?

Using Skype is easy - all you have to do is **download the software, create an account and screen name, and start Skyping other users**. You can use either the audio portion of Skype, or you can use the video feature with an installed web cam. Please note that the video communication feature operates better with a cable modem than with a dial-up or wireless connection.

If you use Outlook, Skype can integrate your Outlook contacts and be integrated within your browser. It has an IM client and you can even use third party software like "**Call Recorder**" or "**Pamela**," to record your conversation in mp3 format. Skype also allows you to send files.

Classroom Uses For Skype

Through videoconferencing, students participate more in their own learning, hence they are more invested. You can use Skype in your classroom to conduct interviews or tutoring, to connect with students in different countries or peer faculty, to collaborate on group projects, and to attend remote lectures.

Find more creative ways to integrate Skype in the classroom visit:

<http://www.teachingdegree.org/2009/06/30/50-awesome-ways-to-use-skype-in-the-classroom/>

Installing Skype On A PC

1. Go to the Skype website <http://www.skype.com> and **download the Skype application**.
Note: You will have to download the software onto your computer and will only be able to use a computer with Skype installed.
2. Once you have downloaded Skype, **double-click on the executable file** to install Skype onto your PC.
3. You'll be asked whether you want to save or **run the file**. Choose to run it.
4. Create a **username and password**. This will allow you to login to the Skype network.
5. Search for your friends and family on Skype by clicking on the "**Add**" button. Note: You can search via their Skype name, full name, email address or by MySpace/IM name. Friends that are online appear at the top of the list with a green icon.

How To Call Someone On Video

1. Make sure you've got a **webcam** and **check**:
 - a. it's plugged into your computer
 - b. you've installed the software that came with it
 - c. it's switched on
2. In your Contact list, find the person you want to talk to. **Click on them**.
3. In the main window, click the **green Video call button**.



Hints When Using Skype

- Allow enough set-up time.
- Ensure that Skype is using the correct microphone / webcam - be it internal or external.
- Test the connection ahead of time.
- Be aware of potential distractions: cell phones, walk-bys, picture-in-picture display.