

Skype Basics

What is Skype?

- Skype is a downloadable program that allows you to use a webcam and your computer to talk to friends and family around the world. Skype allows video conferencing, voice calls, and instant messaging.

How do I use Skype?

- Open a browser window and go to www.skype.com.
- Click the bright green button that says **Download Now**. This will download Skype 4.1 to your computer. A download box will appear. Click **Run**. A new box will appear asking you to verify that you would like to install Skype. Click **Run**. Now a Skype box will appear on your screen. Click **I Agree-Install**. Then click **Continue Installing Skype**. This process will take several minutes.
- After the download completes, a box will appear thanking you for downloading Skype. Click **Start Skype**.
- Now take a moment to set up your account. Fill out the registration form as completely as possible. Click **Next**. Add in your email address and click to create your account. Now click **Close This Welcome Screen and Start Using Skype**.
- To call someone, you must first add them as a contact. To do this, look for the **New** button in the upper left hand corner of the screen. Then click the **New Contact** option. Once you add the contact, they'll be listed in the white box on the left side of the screen.
- To call, double click the name of your friend. On the right side of the page, there will appear a white box with two green options. **Call** will start a voice call. **Video call** will launch a video call.

Other helpful things to know

- If you're having trouble with your video, try clicking the video on/off button located to the right of the audio bar. This trick also sometimes works with the microphone (for sound issues) located to the left of the audio bar.
- When you are ready to complete your call, be sure to click the red telephone on the bottom left of the window. Otherwise, your voice will continue transmitting until you sign off.
- If you have other questions about Skype or Meebo, please feel free to contact the library at (847) 382-1300 or by email at adultref@barringtonarealibrary.org.