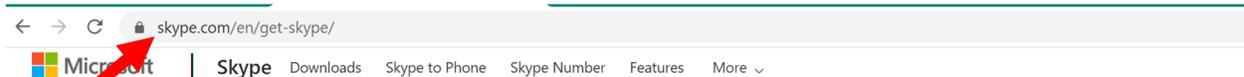


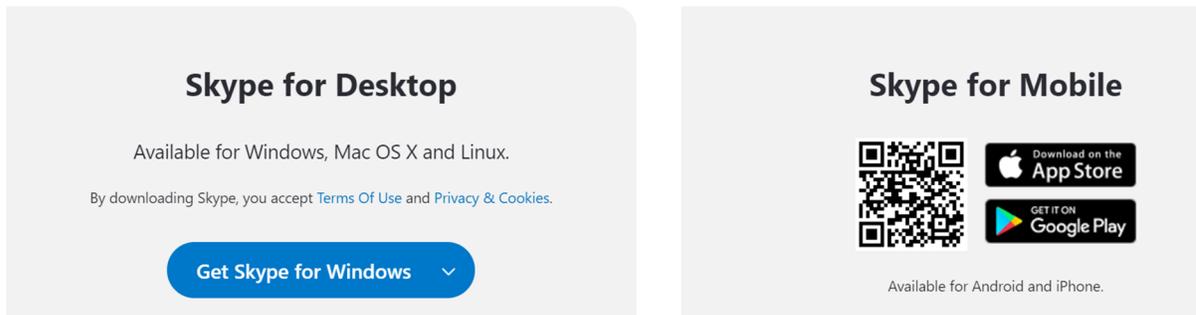
How to install and use Skype for Desktop

If you have questions or want to give us feedback on this guide, please contact us at info@encorepreneurcafe.com or 503-954-2837.

1. Go to this page in your web browser: <https://www.skype.com/en/get-skype/>

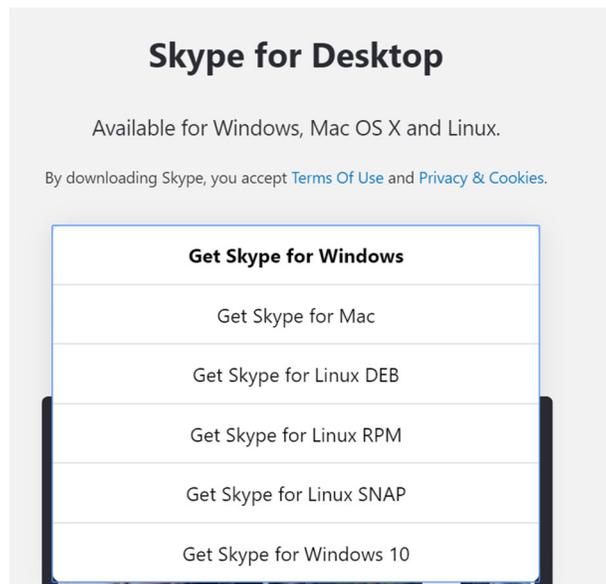


Download Skype



The screenshot shows the 'Download Skype' page. On the left, under 'Skype for Desktop', it says 'Available for Windows, Mac OS X and Linux.' Below that, it says 'By downloading Skype, you accept [Terms Of Use](#) and [Privacy & Cookies](#).' At the bottom is a blue button that says 'Get Skype for Windows' with a dropdown arrow. On the right, under 'Skype for Mobile', there is a QR code, a 'Download on the App Store' button, and a 'GET IT ON Google Play' button. Below these is the text 'Available for Android and iPhone.'

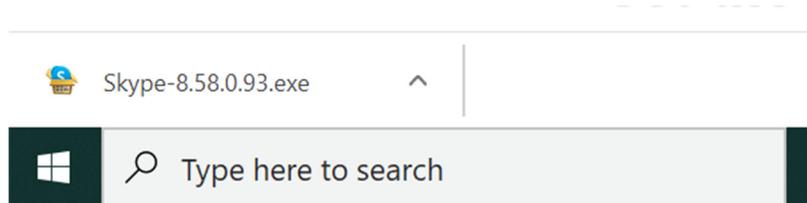
2. Click on the blue button that says Get Skype for Windows to see the drop-down menu. Choose which version of Skype you need:



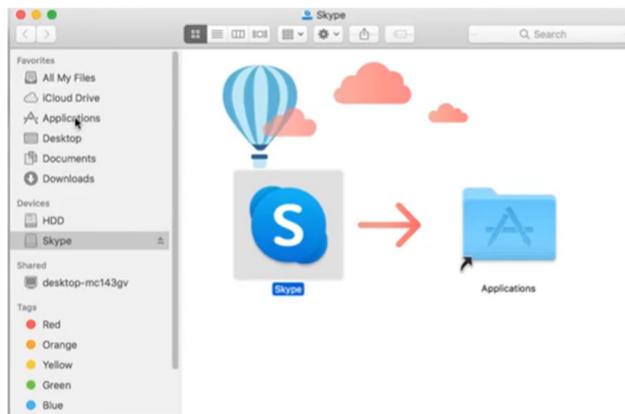
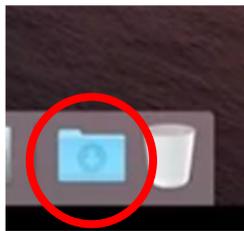
The screenshot shows the 'Skype for Desktop' section with the dropdown menu open. The menu items are: 'Get Skype for Windows', 'Get Skype for Mac', 'Get Skype for Linux DEB', 'Get Skype for Linux RPM', 'Get Skype for Linux SNAP', and 'Get Skype for Windows 10'.

3. Skype will start downloading. You may need to wait a few minutes. Then open the downloaded file:

On Windows, you should see it in the bottom of your internet browser window. Or search for Skype in your Windows search bar at the bottom left of your screen. Double click on the .exe file to install. You will be asked if you want Skype to be allowed to make changes to your device. Choose “yes”. Then choose “install”.



On Mac, you should be able to click in your downloads folder and open it, then slide the Skype icon image into the folder to install:



4. Follow any additional prompts to download Skype. Once it is downloaded, Skype should be open. If it isn't open, look for the skype icon on your desktop. Or, search your computer for Skype, either using the **Windows Search Bar** on a Windows computer, or by opening Launchpad on your Mac and then searching using the search bar at the top of your screen (the Launchpad icon looks like this:



5. Once you have Skype open for the first time, you should see this on your screen:



Let's get started

Sign in or create

Use your Skype or Microsoft account. [Need help?](#)

Click "Sign in or create"

6. Sign in here if you have an account, or click "Create one!" to start a new account.



Sign in

to continue to Skype

Skype, phone, or email

No account? **Create one!**

Sign in with a security key ?

Sign-in options

Back

Next

7. Enter your phone number. **This must be a cell phone** because Skype will later send a text verification code to you. **If you don't have a cell phone, use your email address.**

This screenshot shows the 'Create account' screen with a dropdown menu set to '+1' and a text input field for 'Phone number'. A red arrow points to the link 'Use your email instead' below the input field. 'Back' and 'Next' buttons are at the bottom.

OR

This screenshot shows the 'Create account' screen with a text input field containing 'someone@example.com'. Below the field are the links 'Use a phone number instead' and 'Get a new email address'. 'Back' and 'Next' buttons are at the bottom.

8. Create a password you can remember:



Create a password

Enter the password you would like to use with your account.

 Show password

Next

9. Continue to follow the prompts to create your account:



What's your name?

We need a little more info before you can use this app.

Next

10. Check your email or your cell phone text messages for a verification code from Skype. Enter that code here:



Verify email

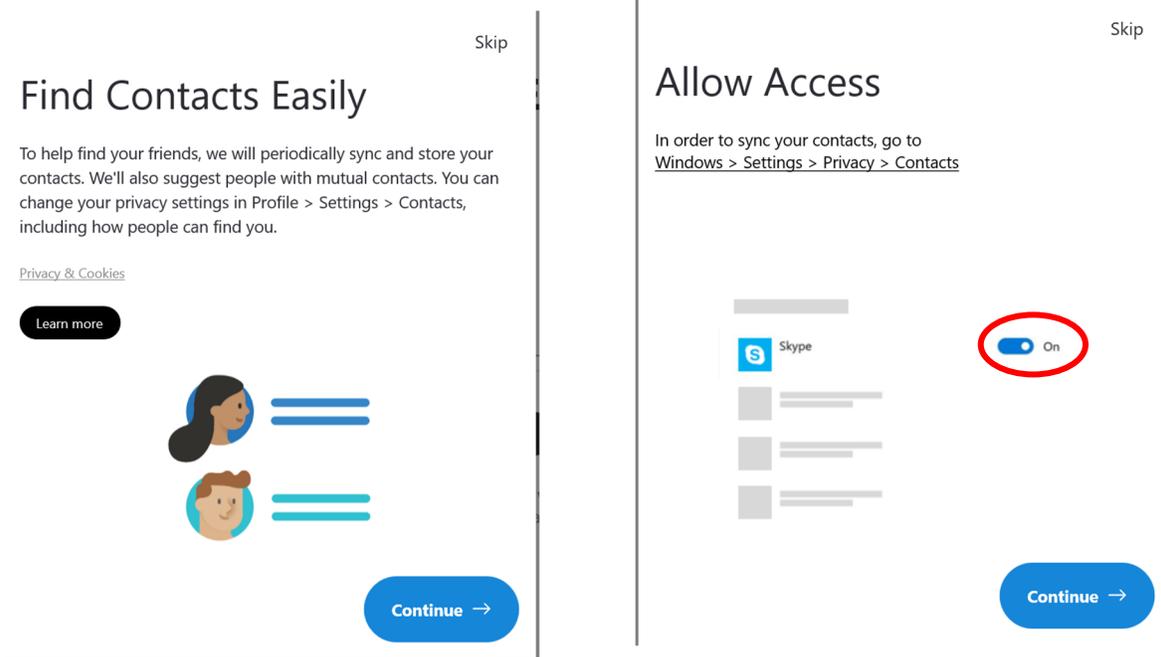
Enter the code we sent to **[redacted]**. If you didn't get the email, check your junk folder or [try again](#).

 I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Privacy Statement](#) and [Microsoft Services Agreement](#).

Next

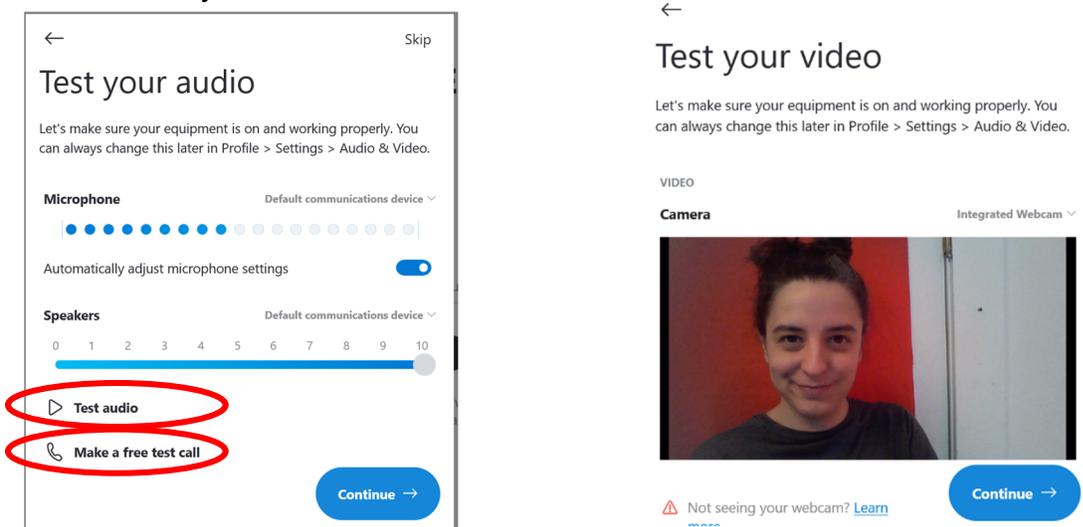
11. **You will now be directed through a series of prompts to finish setting up your account.** The first one asks about adding contacts. It is helpful to allow Skype to sync your contacts because it makes it easier for you to find people.



Click “continue” to be taken to the contact settings. If you do not want Skype to connect you automatically with your contacts, switch the blue “On” toggle.

You can also choose “skip” in the TOP RIGHT CORNER of any screen to skip the options for now.

12. **Test your audio and video to make sure that your microphone, speakers, and camera are working properly.** Use the “test audio” button and “make a free test call” to see if your mic and speakers are working. On the next screen, you should be able to see yourself on the screen.



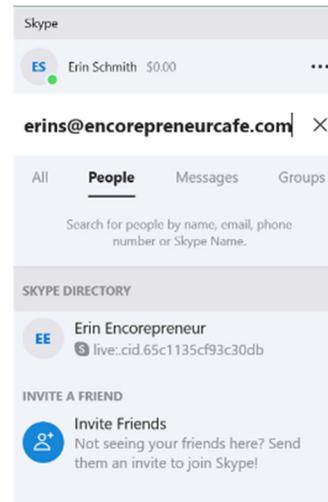
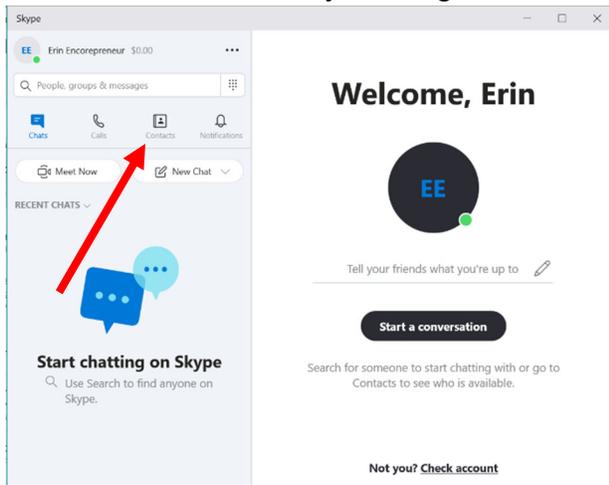
If your audio isn't working or you don't see your image, first try restarting your computer and re-opening the Skype app. If you are still having trouble, you may need to adjust the audio/camera settings on your computer:

For Windows, Go to **Start**, then select **Settings** > **Privacy** > then select either **Camera** or **Microphone**. Under both, make sure that Skype is toggled On. Restart Skype

For Mac, Go to **Mac System Preferences** > **Security & Privacy** > **Privacy Tab** > **Microphone/Camera** and grant access to Skype.

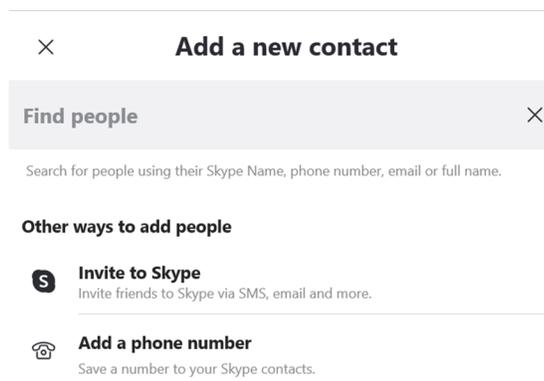
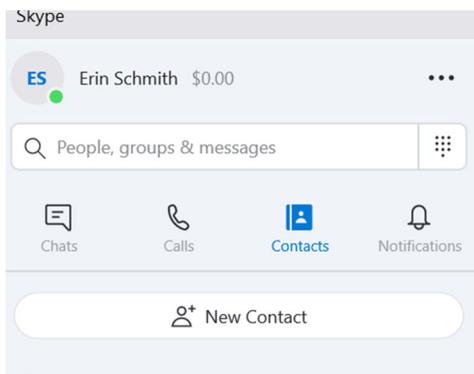
Close and re-open the Skype app and re-test the audio and video.

13. Now you can use Skype. First, you're going to want to search for the friend you want to talk to by clicking "Contacts".

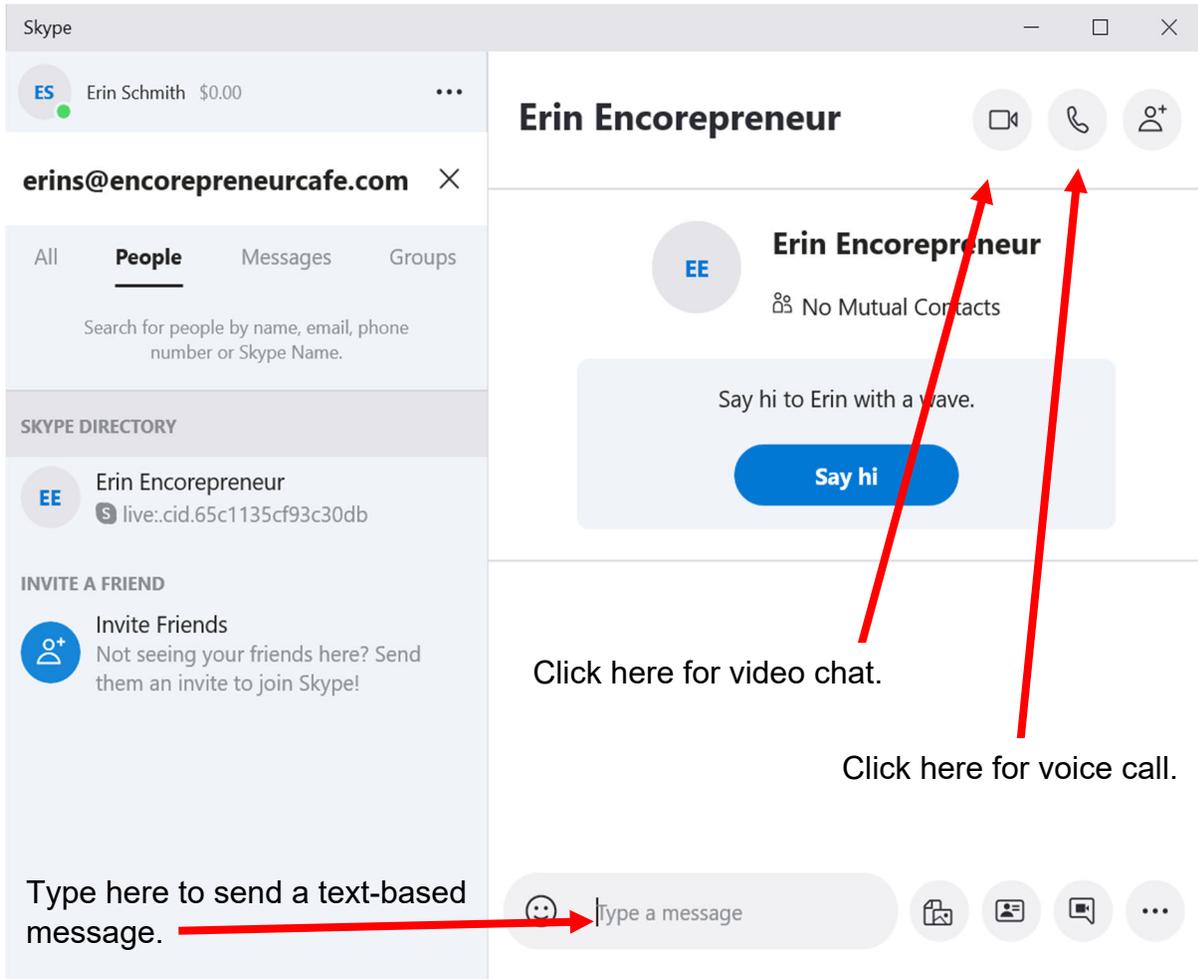


Then click "people" and type in the name, phone number, or email of your friend.

14. If you can't find your friend, try clicking "New Contact". Type in their info in the "Find people" box and Add them to your contacts.



15. Once you've found your friend, double click on their name in order to chat with them or call them.



That's it—now you're ready to use Skype!