

# Skype Directions

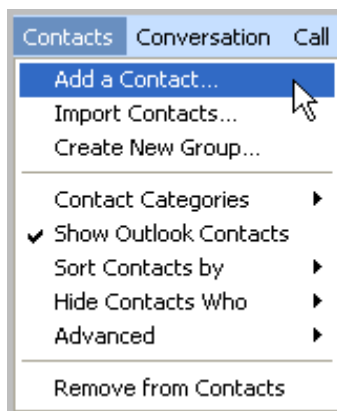
1. If you never used Skype before, start by downloading/installing it at the following page:  
<http://www.skype.com/intl/en/get-skype/>



2. Open Skype on your computer (double-click the desktop icon).
3. Click “Don't Have a Skype Name?” This opens a “Create Account” window.
4. Type in your name, and then create a Skype username and a password.
5. Follow directions from there and click “Sign In.”

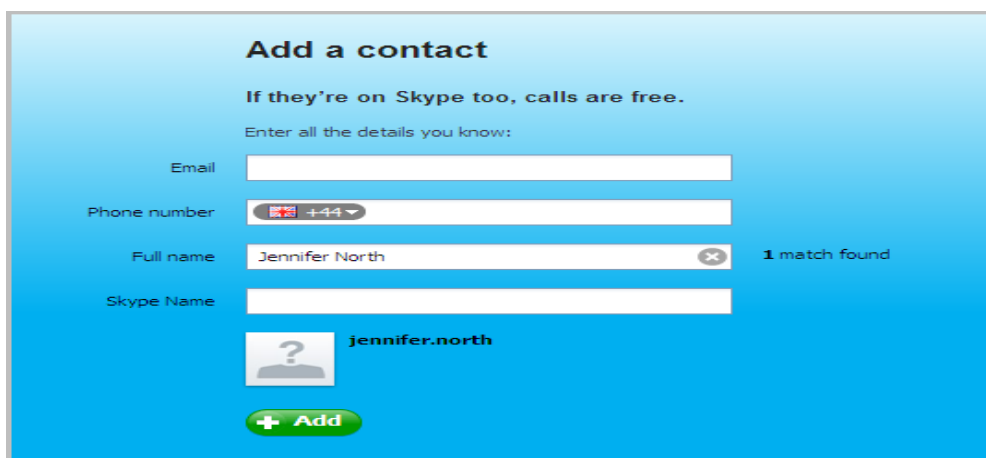
## Adding Contacts

1. In Skype, from the menu bar, click **Contacts > Add a Contact**.

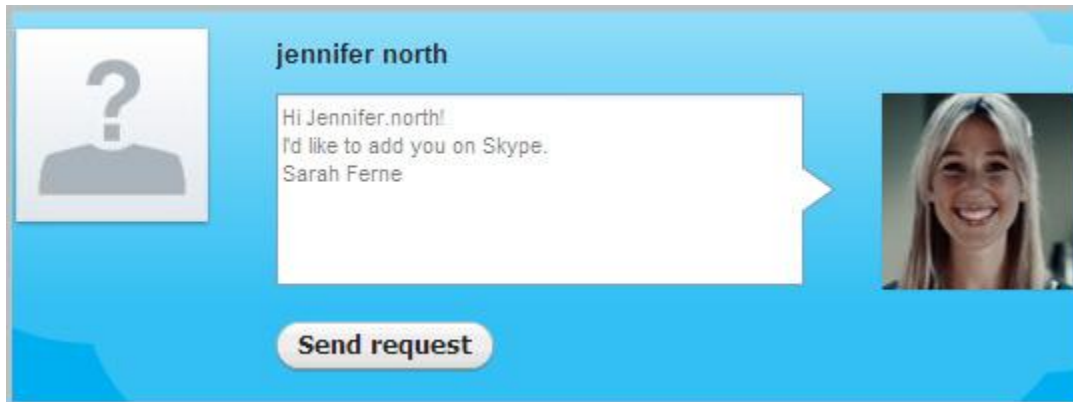


2. Enter the email, phone number, full name or [Skype Name](#) of the person you want to add.  
**NOTE: Your appointment will be with Jason Gibson. Search by using his Skype name, LCAdvisor, or email address, [jgibson@lorainccc.edu](mailto:jgibson@lorainccc.edu).**

3. Once you find the correct person, click “Add.”

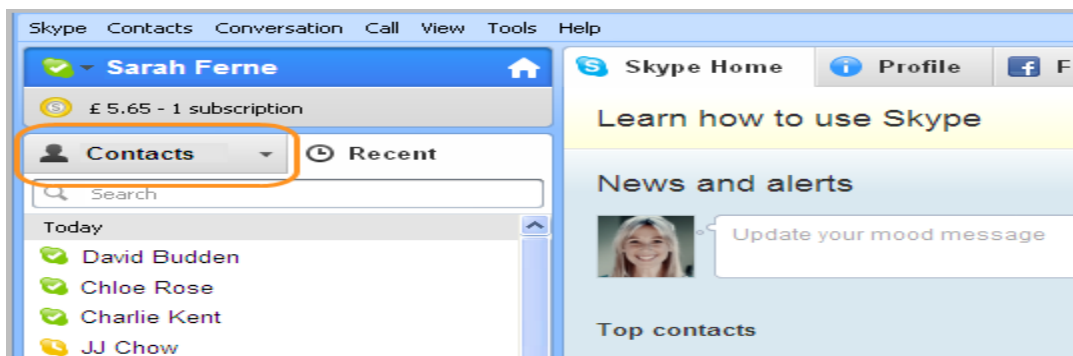
A screenshot of the 'Add a contact' dialog box in Skype. The title is 'Add a contact' and it says 'If they're on Skype too, calls are free.' Below this, it says 'Enter all the details you know:'. There are four input fields: 'Email', 'Phone number' (with a dropdown for country code showing '+44'), 'Full name' (with 'Jennifer North' entered and a search icon), and 'Skype Name'. To the right of the 'Full name' field, it says '1 match found'. Below the input fields, there is a search result for 'jennifer.north' with a question mark icon and a profile picture placeholder. At the bottom, there is a green '+ Add' button.

4. Send a contact request (the contact is added to your contacts list, but will appear offline until your request is accepted).



## Making Video Calls

1. Make sure your system meets [these requirements](#).
2. Check that your [webcam is working properly](#). If it is not working, [these tips](#) can help.
3. In Skype, click the “**Contacts**” tab.



4. Select the advisor’s name/email address and click the “**Video Call**” button.



5. Wait for contact to answer.
6. If you can't see or hear, click the call quality tab in the call bar and [check your call quality settings](#) (you may have to move your mouse to make the call bar appear).

