

TECHNO

Instruction Page for Skype



Skype is a software that lets you use your computer and internet connection to communicate with anyone, anywhere in the world. There are four simple steps to get you started.

1. Download the Skype software.
 - a. Go to the official website of Skype at www.skype.com to download it:

- b. You need to download Skype for Mac or PC.
 - i. Go to "Get Skype." These are instructions for the Mac. May differ slightly for a PC but will be same basic concept.
 - ii. Under "Computer," click on "Mac."
 - iii. You will see the following screen.

- c. Click on "Download Skype." You will see the following screen.

d. Just click on the downloaded file to install Skype.

e. Then, double-click on the large "S".

a. Click on "Open."

g, You will see a large blue "S" on the application bar on the bottom of your screen.

Click on it to open Skype.

- 1.
2. Choose a Skype name and password.
 - a. Click on "Join Skype."

- a. Click on "Create Account."

- i.
- ii. Fill out account information. Required fields have an asterisk. The password must at least have one number in it. Type in the security code. Then, click on "I agree - Continue."

- i. Click on "Sign In" and enter your username and password. Click "Sign me in."

1. Sound Check.

- a. Check that your microphone and speakers are on by taking the "Skype test call." It will show up as soon as you choose a Skype name.

- 1.

2. Make a call. Add a contact.

- a. On the Tool bar go to "Contacts" and "Add a Contact."
- a. Add the Skype name of the person(s) you want to communicate with.

- i.
- ii. Start a Skype Conference Call.
 - i. Go to the "+" and select "New Conversation." (red arrow below)
 - a. Click on the person icon. Click on the person then "Add." (green arrow below)
 - f. Click on the video camera to make a "Video Call." (blue arrow below)

g. Click on the arrow next to the contact name for your

call, and click on "Call."

h. To gain credit for Skype on your bingo board, you need to include Skype on your lesson plan, Skype with another class at Webb, and provide your lesson plan including Skype to your technology representative for your grade level. You can Skype about a book review, share a story that was written, an experiment, a project that was created, etc. It will be your choice to decide what to Skype about. Enjoy!

Documentation Page

Name_____Date_____

Grade Level_____

Skype



For your documentation, Skype with another class at Webb, or another classroom somewhere else and provide your lesson plan including Skype to your technology representative for your grade level. You can Skype about a book review, share a story that was written, an experiment, a project that was created, etc. It will be your choice to decide what to Skype about. Also provide a brief statement detailing the experience and the impact it had on your students.

Signature_____