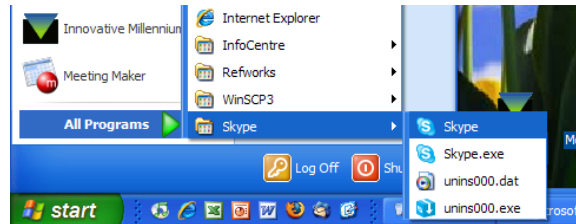


Registering for Skype

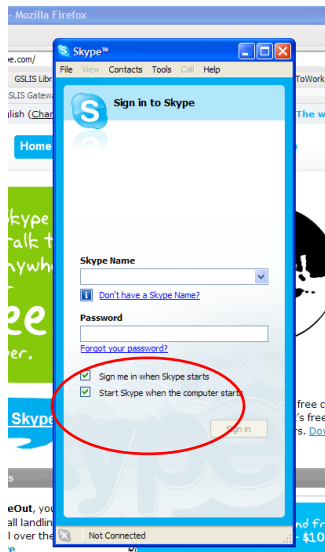
Registering for a Skype account is free, but SkypeOut and SkypeIn are services you must pay for – **you are responsible for these costs**. Visit www.skype.com for more information and rates.

Here's how to register for a Skype account:

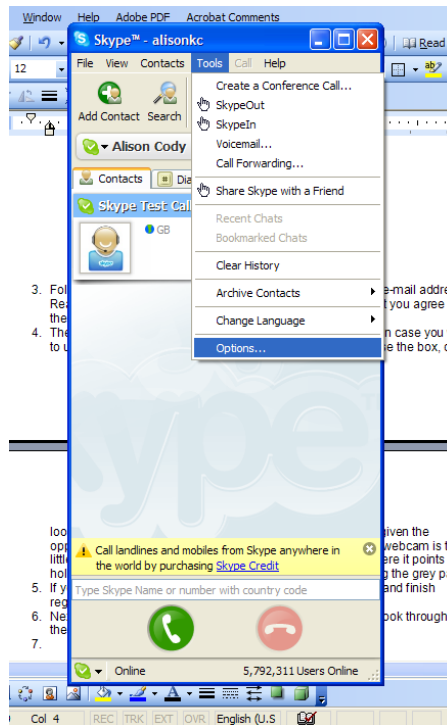
1. First, open Skype: Select Start, then All Programs, the Skype folder, and then the Skype link within the folder:



2. In the box that opens up, click “Don’t have a Skype name?”



3. Follow the instructions and fill in a user name, password and e-mail address. Read the license agreement and check the box indicating that you agree with the terms.
4. The next screen you'll see will allow you to test the webcam, in case you want to use Skype Video. You can choose to test the webcam, close the box, or look at your Skype options. If you test the webcam, you'll be given the opportunity to point it at yourself so you're in the screen.
 - a. The webcam is the little grey sphere on top of the computer. Change where it points by holding the black base in place and gently twisting and turning the grey part.
 - b. If you don't want to use the webcam right now, close the box.
5. Next you'll see a guide to getting started with Skype. Take a look through these instructions – they're a good introduction.
6. One you're done with that, take a look at the options. Select "Tools," then "Options." Take a look through them and make any changes you'd like.



7. Add Skype contacts:

- a. If you know someone has Skype, select “Contacts,” then click “Add a Contact.” You can add them by their Skype user name, their full name, or e-mail address.
 - b. If you’re not sure that someone uses Skype, you can search for users. Select “Contacts,” then “Search for Skype Users.”
8. That’s it! Before you start calling, you’ll want to check out a headset from the Lab Assistant. You might also want to visit <http://www.skype.com/download/screenshots.html> for some helpful hints.

You can use Skype at home – simply download the program from <http://www.skype.com> and set it up! (It’s pretty simple, we promise.) You’ll need to purchase a headset, and a webcam if you want to do video calling. You can get these through the Skype Store: <http://us.accessories.skype.com/direct/skypeusa/welcome.jsp> or at a place like Best Buy. (The Tech Lab is using Plantronics .Audio 50 PC Headset and the Logitech QuickCam Messenger.)