



# Skype Training Materials

We strongly encourage mentors and mentees to take advantage of the free video messaging service, Skype! Visit <http://www.gcflearnfree.org/skype/1> to learn more about Skype and the different services and features it offers.

## All you will need to get started is:

- A webcam
- Internet connection
- A computer or mobile device with a microphone and speakers or a headset attached.

## Steps for downloading Skype:

- Click on this link to begin creating a profile on Skype:  
<https://login.skype.com/account/signup-form>
- Once you have created your account, click Download Skype
- After installation is complete, sign into Skype with the username and password you created
- Make any necessary changes to your account (profile picture, speaker, microphone, and video settings)
- Explore the Skype homepage and make any additional changes, including adjustments to Privacy or Notification settings

## Steps for using Skype:

- To Add a Contact, click the “Add a Contact” button and search for someone by name, Skype name, or email address. Send this person an “Add to Contacts” request
  - To find out how to import contacts from a different account, view the link below:  
<http://www.gcflearnfree.org/skype/3.2>
- To make a Video Call, select a contact of your choice and press the “Video Call” button. You may turn off the webcam or make volume adjustments at any point during the call.

For Skype communication tips, visit this link: <http://www.gcflearnfree.org/skype/8>

For additional Skype training, visit this link: <http://www.gcflearnfree.org/skype>