Skype manual

Supplies: Internet connection, Windows 10, headset with microphone and webcam
Skype comes standard on a laptop or desktop with Windows 10.

Under programs is the icon of Skype, click on it
The program starts now - click on

If you already have a Skype account, enter your Skype Name, phone number or email address on the next screen. If you don’t have one, click on Create one.

Microsoft

Aanmelden
Doorgaan naar Skype

Skype, telefoonnummer of e-mailadres

Geen account? Maak een

Aanmeldingsopties

Terug Volgende

Skype can possibly add your contacts. Click on Continue

Otherwise click on Skip
Choose a profile photo or skip it via Skip. Skype wants access to your microphone, click here on YES.
Now Skype also wants to test your Audio, adjust some settings if necessary and then click Continue.
Now Skype asks for access to your camera. Click here also on YES. Now Skype is ready to use.

Find people
Click in the left menu in the search bar to search for persons.
Type the name of the person you want to search for.
Click on the name.
Press the Enter key.
An overview of persons named as such will appear on the screen. Is the that person in there? Click on the name of the person.
Now you can type a personal message.
Click on Send.

Is the desired person not listed? Then click on ‘Invite friends’
There will be a https://join.skype.com code. Click on copy link and paste it into an email and send it to the desired person with the request to double click this link. It is now possible to set up a Skype connection together. It is important that both parties have a webcam and microphone/soundboxes to be able to use Skype to the maximum.