

Setting up Skype for Your Windows Based PC or Laptop

What is Skype?

Skype is a **FREE** software application that allows people to see, speak and write to each other from anywhere in the world. Skype can be downloaded and installed on your PC or laptop by accessing the Skype web site at www.skype.com.

Skype is one of the communication methods used by The Oak Centre to provide counselling services to clients within Australia and Internationally.

Minimum Requirements

- PC or laptop running Windows® XP, Vista or Windows 7
- A broadband Internet connection.
- Camera and microphone (For many computers, these are often inbuilt or can be purchased as a separate plug in device known as a webcam)

Installation Instructions

1. Go to www.skype.com click on “Get Skype” then click on “Windows”. This will opens up another page and you click on “Download Skype”. This will open a window showing “Skype - Create a New Account” and you will be asked for your name, your desired Skype name, and your desired password. (Note that this information is kept confidential).

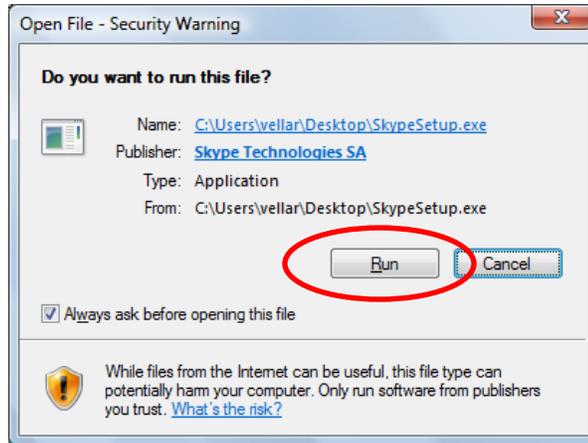
After providing this information, you need to accept the terms and conditions, click next and another dialogue box will pop up asking for your current email address and your country and city. After filling out the desired fields, click on “Sign in” and you will be signed in to Skype.

2. When the page opens click on “Download Now”.and will be presented with the following Window. Click on the “Run” button”.



Note: Write down your Skype name and password and keep them somewhere safe for later reference

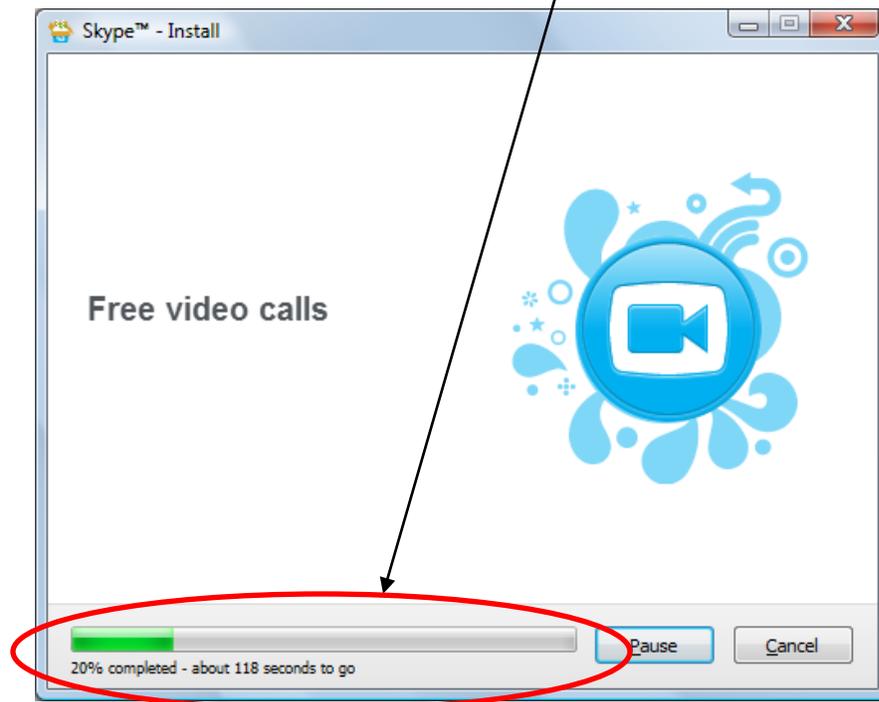
3. A Skype Setup window then appears. You will get a window asking if you want to Run or Save this file. Click "Run." Another confirmation message may appear, asking if you are sure you want to run this software. Click "Run" again.



4. Follow the instructions on the Skype Install screen to complete the installation of Skype by clicking on "I agree – install".



When you click on the “I agree – install” button the Skype application will be installing and you will see the following with the progress indicated here

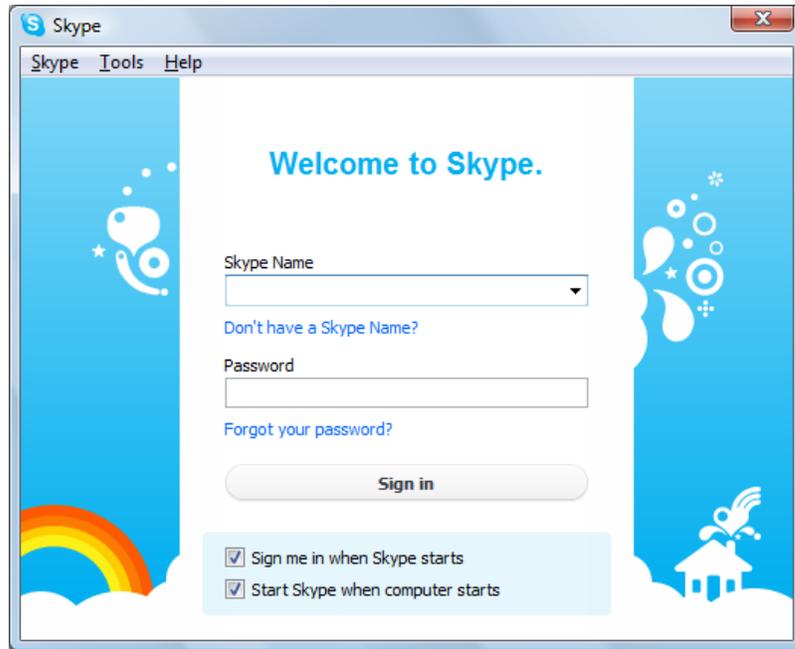


When the install completes you will be presented with the following screen. Click “Finish”

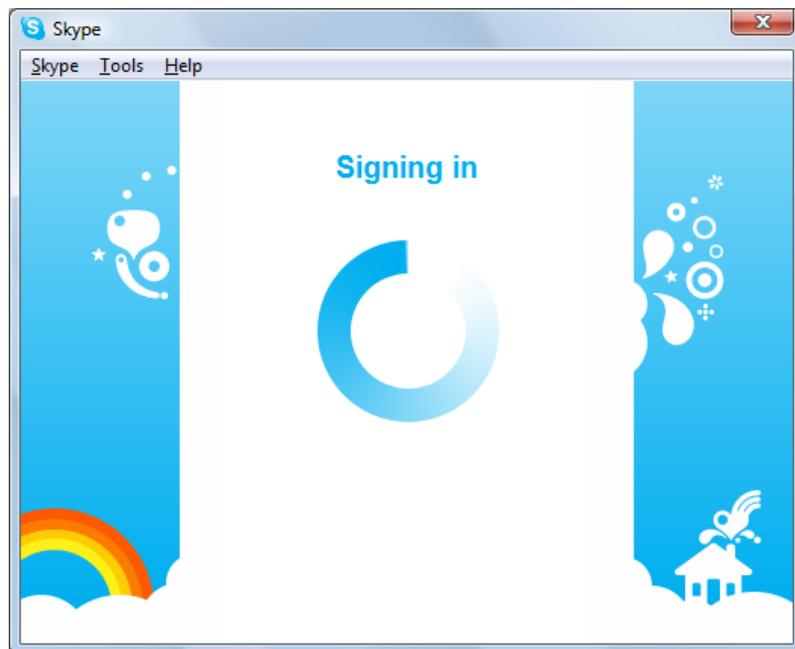


5. Click on the "Sign in" button.

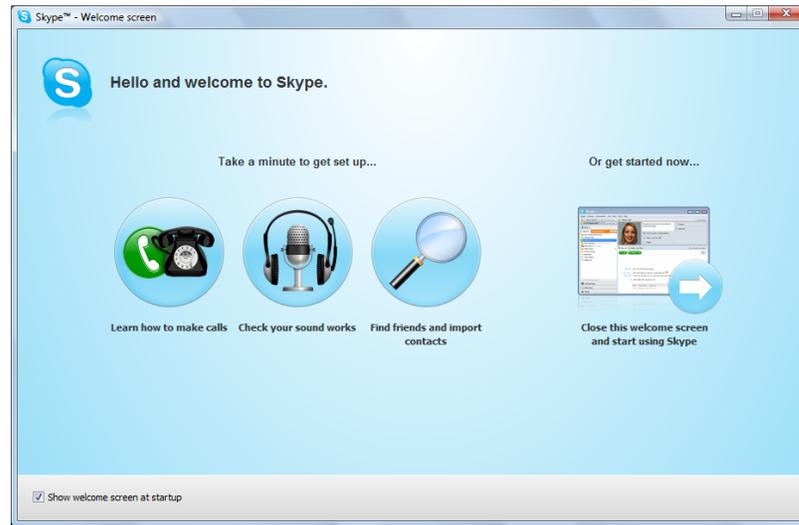
Note: After having created your new Skype account for the first time, the next time you open Skype, your Skype name will automatically appear in the Skype name field. All you need to do is to type in your Skype password and click the "Sign in" button.



When you put in your Skype Name and Password and click Sign in the follow screen will be displayed.



Once you are successfully logged in, follow the instructions in the "Welcome Screen" to learn how to make a Skype call or check you're audio.



6. Once you have installed the Skype software, there are two ways in which you can open the Skype application. Click on the "Skype" icon on your desktop or double-click on the green "x" icon on the bottom right near the time, to start Skype at any time.

Testing Your Microphone & Speakers In Skype

1. Once you have successfully installed Skype, have created a Skype account and logged in, you can test your set-up. To do this, go to the main Skype window. In the contacts section, there should be 1 contact - the Skype test call. By calling this number (double clicking or clicking call) you can listen to what your microphone sounds like, and what to expect when receiving a Skype call. You are now ready to test your Skype set up with a family member or friend or The Oak Centre is able to provide a free Skype test. Simply call The Oak Centre to arrange a time for the test.

