

INTRODUCTION TO SKYPE

Skype is a program, which allows you to contact family and friends in any part of the world for free, using Internet Data. It is also a way to call people on their phones or cell phones for less money

1. Open up the "Skype" by clicking on the Skype icon on your computer desktop



2. Skype will open up, and if you have not signed in already, you will be prompted to:

Enter your Skype name and password, and click on **Sign me in**



CONTACT US:

Phone: (03) 9434 2020

Email: info@readytechgo.com.au

Web: www.readytechgo.com.au

ReadyTechGo Pty Ltd

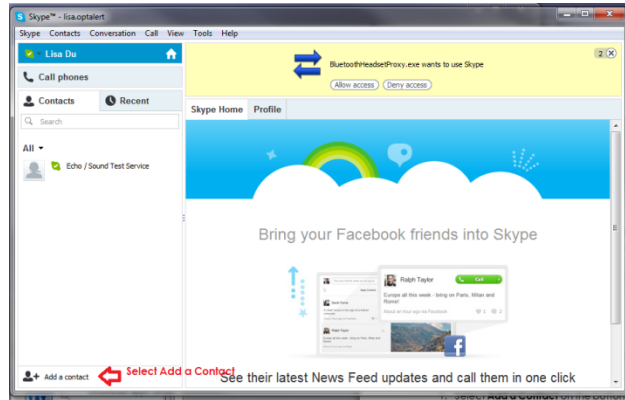
PO Box 32, Heidelberg

VIC 3084 ABN: 38 159 402 650

Add Contacts in Skype

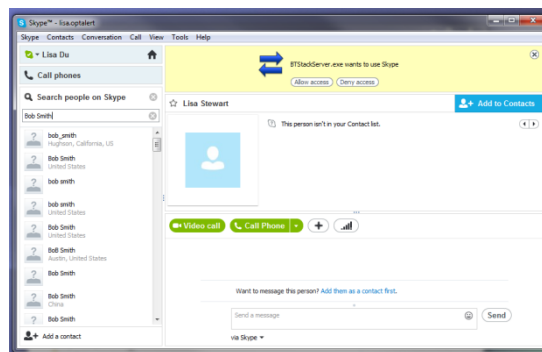
To start talking to family and friends on Skype, you will need to add them to your Skype contact list

1. Select **Add a Contact** on the bottom left hand corner



2. The Add a Contact window will appear. Enter in your friend's Skype Name in the **Skype Name** box

*Example: If I search for "Bob Smith", all the "Bob Smith's" will appear. Select the person you wish to add and click "**Add to Contacts**"*



Click Add to Contacts



3. For security reasons, Skype sends out a **contact request** to the person you wish to add to your Skype contact list. Click on **Send request** after you add that person to your contact list

CONTACT US:

Phone: (03) 9434 2020

Email: info@readytechgo.com.au

Web: www.readytechgo.com.au

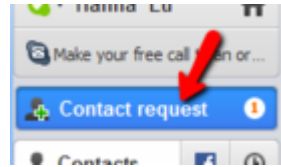
ReadyTechGo Pty Ltd

PO Box 32, Heidelberg

VIC 3084 ABN: 38 159 402 650

Contact Request in Skype

When your family and friends add your Skype name to their contact list, you will get a **contact request** showing up in your Skype account



The **1** next to the **Contact Request** means that you have one request from someone.

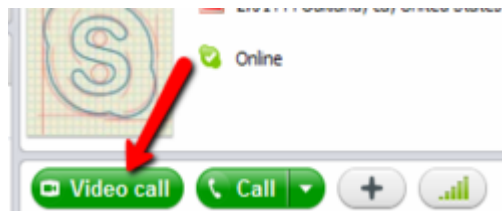
To add this person to your contacts, click on **Add to Contacts**.

If you get requests from people you don't know, you can ignore their contact request by clicking the **Ignore** button or Block them by clicking the **Block** button .


Make Skype-to-Skype video calls

If you are the caller:

1. Find the contact name you wish to call
2. Click on the Skype name from your contact list and click on **Video Call**



If you receive a call:

1. You will hear a ringing sound, click on **Answer with video**
2. To end the conversation, click on 

If you have any questions, please email us at: support@readytechgo.com.au
We are more than happy to help!

CONTACT US:

Phone: (03) 9434 2020

Email: info@readytechgo.com.au

Web: www.readytechgo.com.au

ReadyTechGo Pty Ltd

PO Box 32, Heidelberg

VIC 3084 ABN: 38 159 402 650