

HOW TO DOWNLOAD, INSTALL, AND USE SKYPE



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How to download, install, and use Skype.

1. Open Safari, and in the Address Bar, enter skype.com (or just click on the link here) and press the return key.
2. You need to create an account (free). Click on the “Sign in” button.
3. At the bottom of the next window, click on “Create a new account.”
4. Fill in the information. For the profile, you don’t have to fill in anything that you don’t want to, such as your birthday, gender, and city. It is useful to include your cell phone, but only for some advanced features of Skype that you may not be interested in at this time. Any field marked with an asterisk (*) is a required field and you have to fill in something.
5. Create a Skype name. This will be your Skype user ID. Don’t forget it. If the name you choose is taken, you will see a prompt to choose a different name.
6. Create a password. This **MUST** be complex, consisting of twelve or more characters, contain numbers and at least one uppercase letter and possibly a symbol. When you click in this box, Safari will prompt you with a suggestion. That password will be saved in your iCloud Keychain IF you have set it up. You should write it down anyway. A suggested password, if you not comfortable with Keychain Access, could be: **MyHorseIsBlue123#**. The prefix of **MyHorseIsBlue** can be used with any other password needed and then followed with a few letters, numbers, or symbols that will be unique for that login. This style makes it easy to remember, at least in part, all of your passwords. PS: That suggested password is rated as BEST by testyourpassword.com.
7. Uncheck the box “By email” if you don’t want to be pestered with notifications from Skype.
8. Carefully type in the letters/numbers you see in the picture.
9. Click on “I agree - Continue.”

You are now ready to download the application.

1. If you are not automatically taken back to a page in Skype where you can download the app, click on the **Downloads** option at the top of the Skype window.

2. If this is for a MacBook or iMac, click on “Get Skype for Mac.” Otherwise, click on the Mobile option to get a version for the iPhone. You can also get the app for the iPhone or the iPad by going into the App Store on the mobile device and search for Skype.
3. When you click on the “Get Skype for Mac” button, the download will start. The app will be put in your Downloads folder.
4. Notice that the Skype window now shows the instructions for installing Skype. You must go to the Downloads folder in Finder, find the Skype_(...).dmg file, and double-click on it. (The part in parenthesis is a version number of the Skype you downloaded, which may be something like 7.9.746.)
5. When you double-click on the Skype DMG file, a new window will open showing two icons. Drag the Skype icon onto the Applications icon and release. This will complete the installation.
6. Close the window.
7. In Finder again, look for Skype in the Devices section of the sidebar. It will have an eject symbol on the right of the name. Click on that button.
8. In Finder again, go to the Downloads folder and find the Skype file again. Delete it. You don’t need it anymore.

You are now ready to use Skype.

1. In the Application folder of Finder, find the Skype application and drag it to some location in your Dock. This will put the Skype icon there permanently for you to access when you need it.
2. Click on the Skype icon in the Dock to open the application. The first time you open Skype, it will take some time to open.
3. You will see a prompt asking to confirm that you want to open this new application. Click Yes.
4. If you see anything that looks like a tutorial, you can go through that if you want - it is useful and helpful. But ultimately you must sign in with your user ID and password.
5. Once you have signed in, you can type the word “test” in the upper right corner search bar of Skype. This will reveal “Skype test call.” Click on that.

6. Follow the instructions you hear. If all goes well, you will have confirmed that the installation is good and that Skype is configured to now place a call to - or receive a call from - any computer anywhere in the world.

You can add features (called subscriptions) to Skype. A useful one is the ability to call any landline or mobile phone anywhere in the continental US or Canada with unlimited minutes. That subscription costs about \$30/yr. Another free feature is to show your mobile phone number in Caller ID when you call a landline or mobile phone. This only works if you have a cell phone number to use.

If you would prefer a video tutorial on how to download, install, and use Skype, search YouTube or Vimeo and you'll find plenty to choose from.

