ulm university   universität
uulm

skype™

Skype

Installation and introduction to the program

ZAWiW

ulm university　universität
uulm

What is Skype?

Download

Installation

Calls

Video

Chat

Neu bei Skype?
Erste Schritte

(New at Skype? First steps)

ZAWIW

ulm university universität
uulm

What is Skype?

With Skype you can make free calls over the internet (so-called Voice over IP - VoIP):

With Skype you can call a person also on Skype – for free.

This is even possible for video calls; you can't only hear, but see each other.

Skype works anywhere in the world and anytime as long as the technical requirements are met.

ZAWIW

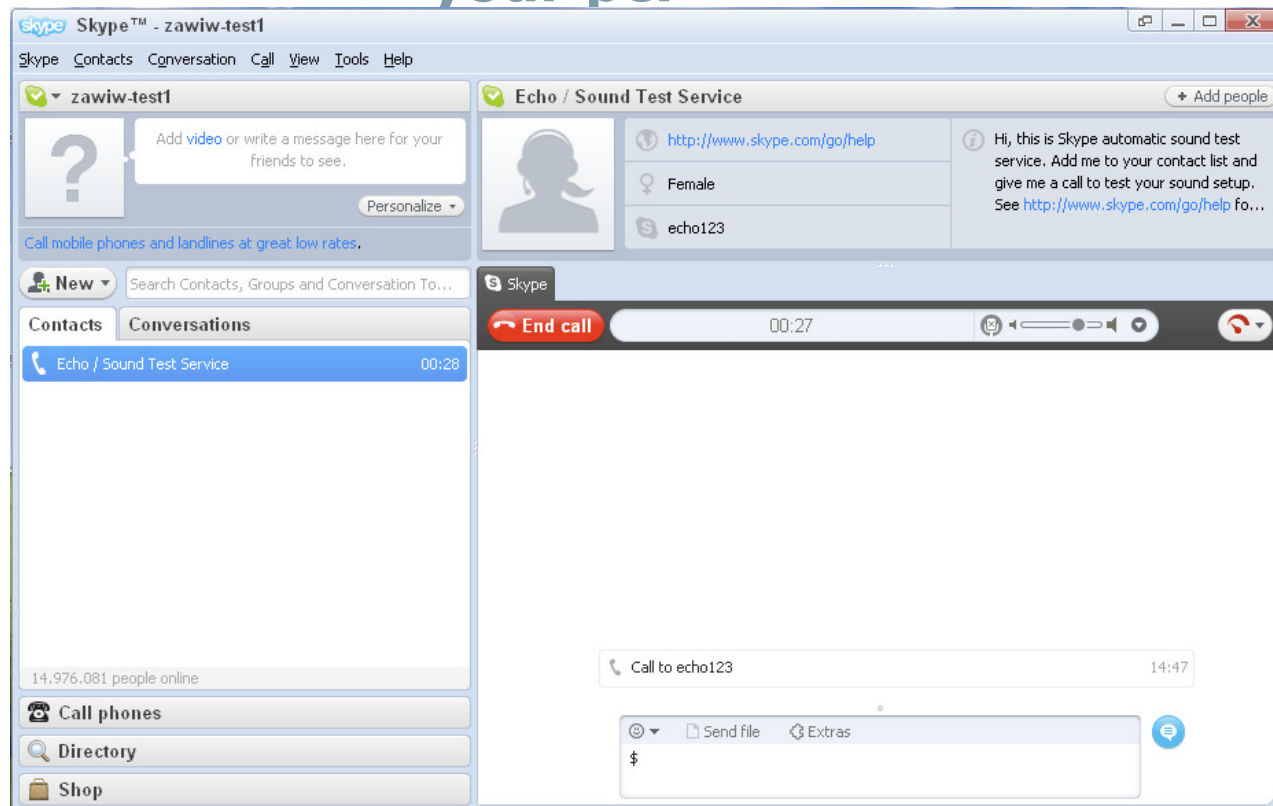ulm university   universität

uulm

System requirements

- PC with Windows 2000, XP oder Vista (users of Windows 2000 need DirectX 9.0for video calls).
- Internet connection – broadband is best (DSL)
- Speakers and microphone – built-in oder separate.
- For voice and video calls we recommend a computer with at least a 1GHz processor, 256 MB RAM and of course a webcam.

Technical details
Skype version 4.0.0.206: File size 22 MB. Official release. Release date: February 3, 2009. File name: SkypeSetup.exe

ZAWiW

ulm university   universität

uulm

Skype looks like this when it runs on your pc:

How do you get there? Information about the download on the next page.

ulm university   universität
uulm

Downloading the Skype program

On the web page www.skype.co.uk (or another version of your country
like .de for Germany), you'll see the following:

ZAWIW

ulm university | universität

uulm

Downloading

Click on „Download now".
You are now downloading Skype

1. A window will open asking what you want to do with a file called SkypeSetup.exe.
2. Click '**Save File**'(either on the drive where your programs are stored or on the desktop).
3. Click on the file **SkypeSetup.exe** to run the Skype Setup application.
4. The Skype Setup Wizard will appear and guide you through the rest of the installation. Follow the instructions.

ZAWIW

ulm university universität
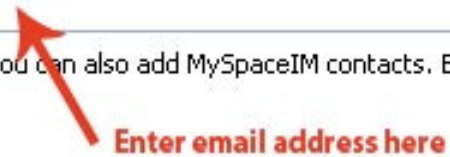
uulm

Launching Skype   Finding contacts

After the installation has finished, you can **open Skype at any time** by clicking the icon on your desktop or in your system tray.

- Go to „Contacts" in the tool bar
- „New contact"

Add a contact

Find people on Skype and add them to your Contact list. Enter their **Skype Name, full name** or **email address** and click Find.

	Find

You can also add MySpaceIM contacts. Enter their MySpaceIM name and click Find.

Enter email address here

ZAWiW

ulm university   universität

uulm

Add contacts

- After you've entered the e-mail address, Skype will find the user name of the person you're looking for – if he or she is already registered with Skype.

- Click on „Add contact" and send a short message to the person telling them you've registered with Skype.

ZAWiW

ulm university   universität

uulm

Skype test call

Before you start „for real", you should make a test call (sound test
  service) to make sure

- your microphone
- your speakers (or headset)
- and, possibly, the webcam

all work.

ZAWIW

ulm university universität
uulm

Making free calls with Skype

- **Look for the person you'd like to speak to in the list.**
  A member is online if the icon next to his/her name is green with a white check.

- **Details of your contacts are shown in the main window.**
  Click the green Call button. You should now hear ringing. If you don't hear the other person or they can't hear you, click the call quality icon at the top of your call window.
- **To hang up, click the red End call button.**

ZAWIW

Several conversations at the same time

- Accept several conversations and change between them.

- You can let all conversations be shown in one main window or in separate windows.
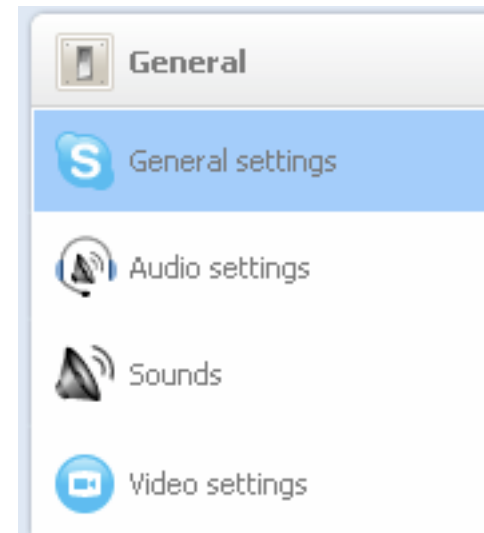
ZAWiW

ulm university   universität

uulm

Video calls are free on Skype

- Smile, wave or blow a kiss.

- **It's free to send a „hello" by video**
- Just like audiocalls between Skype users, video calls are free so you don't have to pay if you want to see your contacts – wherever they may be.

- **You just need a webcam**
- Video calls are simple. In just two clicks a „Hello" can become „Nice to see you again!", if your contact also has a webcam.
- You can talk face-to-face or just sit there and smile at each other.

ZAWIW

ulm university universität
uulm

Video settings

- Under 'Actions' – 'Options', you can change audio and video settings.

ZAWIW

ulm university   universität
uulm

Webcam

Make sure you've got a webcam and check:
- it's plugged into your computer.
- you've installed the software that came with it.
- it's switched on.

In your Contact list, find the person you want to talk to.
Click on them.

In the main window, click the green Video call button.

ZAWIW

ulm university universität
uulm

Useful things you can do on a video call:

- **Resize the screen** – click and drag the corner of the video screen to make it bigger or smaller.
- **Move the screen around** – click and drag the video around your screen.
- **Instant messaging (IM) at the same time** – click the Show messages link at the top of the video to instant message while you're on the call.

ZAWiW

ulm university universität
uulm

What is Instant Messaging? Chatting!

- Instead of talking, you can type your heart out with Skype's free instant messaging feature.

- This is great when you're sharing information like a website address. It's easier than spelling out as you can type or paste the address into the instant message window and it's just a click away for the person on the other end.

ZAWIW

Contact and sources

Zentrum für Allgemeine Wissenschaftliche Weiterbildung (ZAWiW)

of Ulm University

D-89069 Ulm

www.zawiw.de

info@zawiw.de

Created by:

- ZAWiW

- Edith Randecker (STIC)

As at February 2009