

# SKYPE

## User Manual

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# Download

- You can download Skype for windows using this link [Get Skype](#)

This screen will appear press the download button to start your download

# The all-new Skype for Windows.

Built for conversations that make a difference.



 **Download now**

 **Skype 4.0 for Windows**

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# How to install

## ➤ Run the Skype Setup application

A window will open asking what you want to do with a file called SkypeSetup.exe.

You might see a confirmation message, asking if you're sure you want to run this software.

Click 'Run' again

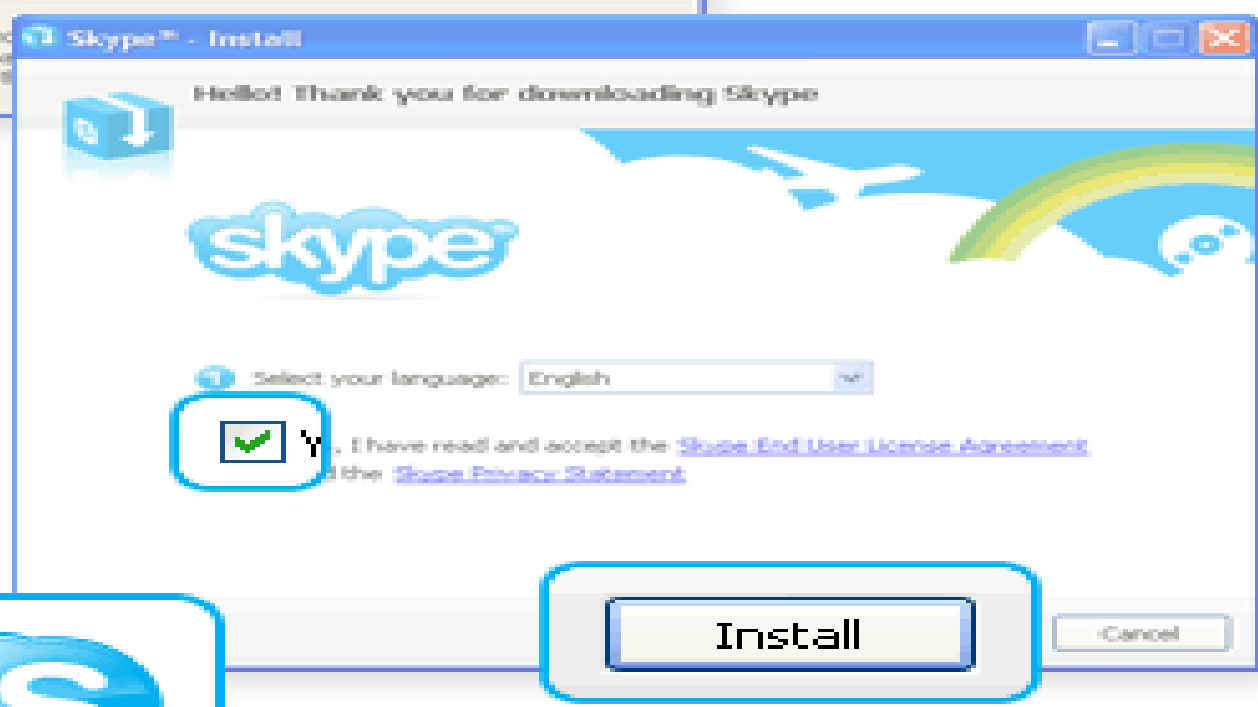
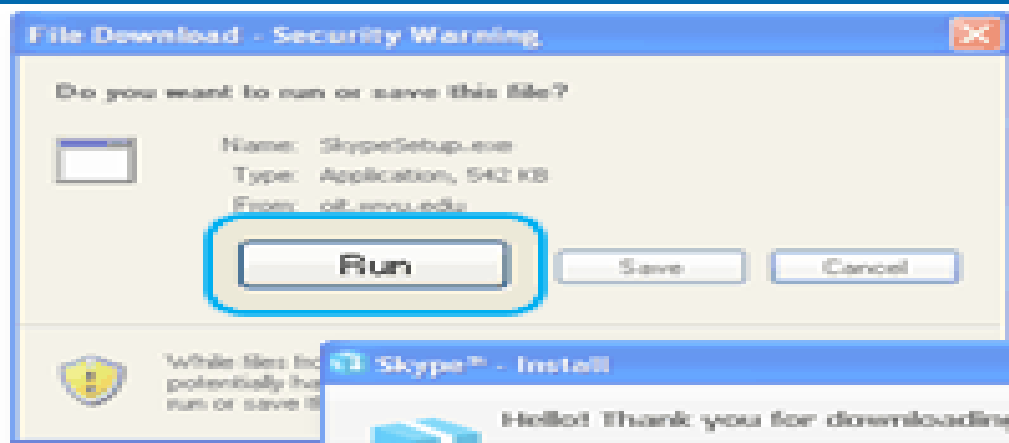
# How to install

## ➤ Follow the Setup Wizard

When the download has finished, the Skype Setup Wizard will appear and guide you through the rest of the installation.

## ➤ Launch Skype

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



# How to create your account

- After your installation is done you will see the following screen
- Press do not have skype account as shown





Skype™ - Create account

### Create a new Skype account.

Already have a Skype account? [Sign in](#)

Full name

\* Create Skype Name.   
Between 6 and 32 characters

\* Password   
Minimum 4 characters

\* Repeat password

\*  Yes, I have read and I accept the [Skype End User License Agreement](#) the [Skype Terms of Service](#) and the [Skype Privacy Statement](#)


\* Fields marked with an asterisk are required.

Next > Cancel




# Welcome screen

The image shows a Windows XP desktop with a blue sky background. The desktop has several icons: My Documents, FIFA 2005, skype.pptx, My Computer, SolidWorks, ~\$skvoe.pptx, My Network Places, Recycle Bin, Skype, Yahoo! Messenger, Golden AI-v Translatc, AutoCAD 2, and Autodesk C Viewer. The taskbar at the bottom shows the Start button, several open applications (Download, Microsoft, Golden A..., Yahoo!, Skype), and system tray icons including the clock showing 12:19 PM.


**Skype™ - Welcome screen**

 **Hello and welcome to Skype.**

Take a minute to get set up...

-  See what you can do with Skype
-  Check your sound works
-  Find your friends

Or get started now...

 Close this welcome screen and start using Skype

Show welcome screen at startup

# Add your contact list

The screenshot shows the Skype desktop application window titled "Skype™ - newuser303". The interface is in a light blue theme. At the top, there is a menu bar with "Skype", "Contacts", "Conversation", "Call", "View", "Tools", and "Help". Below the menu bar, the user's name "newuser303" is displayed with a green checkmark icon. A large question mark icon is on the left, and a text box on the right says "Add video or write a message here for your friends to see." Below this, there is a "Personalize" button. A link says "Call mobile phones and landlines at great low rates." A search bar contains the text "New" and "Search Contacts, Groups and Conversation Topics". A dropdown menu is open, showing "New Contact" (highlighted), "New Group Conversation", and "Echo / Sound Test Service". Below the search bar, there is a list of contacts, currently empty. At the bottom of the contact list, it says "15,539,952 people online". There are three buttons: "Call phones", "Directory", and "Shop". On the right side of the window, there are two sections: "Contacts" with a left arrow and the text "You haven't added a contact yet. Search the Directory or your email contacts to see who's already on Skype." and "Phones and SMS" with a left arrow and the text "You can also use Skype to call landlines and mobile phones." The desktop background is a blue sky and ocean scene. The taskbar at the bottom shows the Start button, several open applications (Download Sk..., Microsoft Po..., Golden Al-W..., Yahoo! Mess..., Skype™ - ne...), and the system tray with the time 12:23.

My Documents    FIFA 2005    skype.pptx

My Computer    SolidWorks 2007 SP1

My Network Places    eDrawing 2007

Recycle Bin    DWGedit

Skype    SolidWorks Explorer

Yahoo! Messenger    Google Chrome

Golden Al-Wafi Translator    download

AutoCAD 2007 download

Autodesk DWF Viewer    untitled.bmp

15,539,952 people online

Call phones

Directory

Shop

← **Contacts**  
You haven't added a contact yet. Search the Directory or your email contacts to see who's already on Skype.

← **Phones and SMS**  
You can also use Skype to call landlines and mobile phones.

start    -[e]    Download Sk...    Microsoft Po...    Golden Al-W...    Yahoo! Mess...    Skype™ - ne...    12:23

# Main features

- Free Skype-to-Skype calls.
- Call phones and mobiles, send SMS.
- Free instant messaging.
- Voicemail.
- Free video call.
- Forward calls to a phone when you're offline.

# Easy to start conversations

The screenshot displays the Skype desktop application window. The title bar reads "Skype™ [1] - alex\_cooper1". The menu bar includes "Skype", "Contacts", "Conversation", "Call", "View", "Tools", and "Help".

**Left Panel:**

- Alex Cooper:** Profile card with a photo of a child and the text "Awesome skillz". A "Personalize" button is visible.
- Navigation:** "Call mobile phones and landlines at great low rates.", "New" button, and a search bar "Search Contacts, Groups and Conver...".
- Contacts List:** "Contacts" and "Conversations" tabs. Under "Conversations", "James Cooper" is selected with a "1 new" badge. Below it is "Sylvia Cooper" with a notification "New file transfer: Family.PNG".
- Bottom Left:** "Show history" button, "Call phones", "Directory", and "Shop" buttons.

**Right Panel (Conversation with James Cooper):**

- Header:** "James Cooper" with a "+ Add people" button.
- Profile Card:** Includes a photo of James Cooper, a status "In Tokyo until Tuesday", gender "Male", name "james\_cooper1", location "22:58 Tokyo, Japan", date "24 February", and language "English".
- Call Options:** "Skype", "Mobile", and "Office" icons, and "Add a telephone number" button.
- Call Buttons:** "Call" and "Video call" buttons.
- Message History:**
  - Alex Cooper: "Hey Dad, I'm up. You there?" (06:57)
  - James Cooper: "Hey, yeah I'm ready. I'll call you." (06:58)
- Input Area:** Includes "Send file", "Extras", and a text input field "Type a message to James Cooper here".

# Easy to juggle conversations

The screenshot displays the Skype desktop application window titled "Skype™ [1] - :james\_cooper1". The interface is split into several sections:

- Top Bar:** Contains the Skype logo, the user's name "James Cooper", and standard window controls (minimize, maximize, close).
- Navigation:** A menu bar with "Skype", "Contacts", "Conversation", "Call", "View", "Tools", and "Help".
- Left Sidebar:**
  - Profile Card:** Shows a profile picture of James Cooper, a status message "In Tokyo until Tuesday", a "Personalize" button, and "£ 3.26 Skype Credit" with a "View account" button.
  - Search:** A "New" button and a search field "Search Contacts, Groups and Conver...".
  - Contacts List:** A list of contacts with status indicators:
    - Jiro Ishikawa:** "Working from home today" (04:37)
    - Alex Cooper:** "Hey Dad, I'm up. You there?"
    - Saesa Murakami:** "New file transfer: Agenda.doc"
    - Keiko Shimzu:** "Missed call from Keiko Shimzu"
  - Buttons:** "Show history", "Call phones", "Directory", and "Shop".
- Right Panel (Active Conversation with Jiro Ishikawa):**
  - Header:** "Jiro Ishikawa" with an "Add people" button and "Add a telephone number" field.
  - Call Controls:** "End call" button, a timer showing "04:37", and "Turn on video" button.
  - Message History:**
    - James Cooper: "Hello Jiro" (22:32)
    - James Cooper: "Sorry to contact you so late, but there's one thing I've forgotten" (22:32)
    - Jiro Ishikawa: "That's okay. Do you want to talk now?" (22:32)
    - James Cooper: "Yes please" (22:33)
    - Call to Jiro Ishikawa (22:33)
  - Input Area:** Includes "Send file", "Extras", and a text input field "Type a message to Jiro Ishikawa here".

# Best ever sound

The screenshot shows a Skype window titled "Skype™ [1] - james\_cooper1". The interface is split into a left sidebar and a main call area. The sidebar contains a contact list with "James Cooper" at the top, followed by "Alex Cooper", "Thomas Schulz", and "Saesa Murakami". The main call area shows a call with "Jiro Ishikawa" in progress, with a duration of 04:37. The call controls include "End call", "Turn on video", and a "Learn about Call Quality" tooltip. The chat history shows a conversation from 22:32 to 22:33.

Skype™ [1] - james\_cooper1

Skype Contacts Conversation Call View Tools Help

James Cooper In Tokyo until Tuesday Personalize

£ 3.26 Skype Credit View account

New Search Contacts, Groups and Conver...

Contacts Conversations 1 new

Jiro Ishikawa Working from home today 04:37

Today

Alex Cooper Hey Dad, I'm up. You there?

Thomas Schulz

Saesa Murakami

Show history

Call phones

Directory

Shop

Jiro Ishikawa Add people Add a telephone number

Skype Mobile Office

End call 04:37 Turn on video

Learn about Call Quality

Call Quality Feedback

James Cooper Hello Jiro 22:32

James Cooper Sorry to contact you so late, but there's one thing I've forgotten 22:32

Jiro Ishikawa That's okay. Do you want to talk now? 22:32

James Cooper Yes please 22:33

Call to Jiro Ishikawa 22:33

Send file Extras

Type a message to Jiro Ishikawa here

# help

- Use this link if you need help with your skype or if you need to learn more [online help](#)