



Introduction to Skype

Goals

- Help your learner understand the use of Skype

Suggested Actions

- **Explain** that Skype is a programme that enables users to make free calls or low cost phone calls over the Internet
- To use Skype you need a headset with a microphone
- **Explain** that if you have a webcam you can also make video calls to other Skype users, this means you can see the other person on the screen while you talk to them

Notes

- Student Handout - Skype

Note:

Calls to other users of Skype are free (if they are online)

Install Skype on your Computer

Goals

Remember

- **Explain...**
- **Let them try it**
- **Practice...**

Suggested Actions

- **Explain** that to use Skype you must have Skype downloaded from the Internet and installed on the computer
- **Check** to see whether the Skype shortcut appears on the desktop – if not, download Skype

Exercise

Download Skype

- Ask your learner to go to www.skypecom/download
- Click on 'Get Skype for Widows Desktop' and follow the steps in the wizard
- **Explain** that this is done only once To use Skype you click on the icon on your desktop

Resources/Notes

- Student Handout - Skype

Create an Account



Goals

- Show your learner how to create a Skype account

Suggested Actions

- **Explain** that the first time you use Skype you will be asked to create an account
- Once the account is created you will just need your Skype name and password to sign in
- **Explain** that you are now ready to use Skype

Notes

- Student Handout - Skype

Adding a Contact



Goals

- Show your learner how to add a contact in Skype

Suggested Actions

- **Explain** that to make a call to someone you need to add them as a contact
- **Explain** that the quickest way to do it by typing their name in the search box
- **Explain** the different parts of the contacts page

Exercise

Adding a Contact exercise – see Student Handout

Notes

- Student Handout - Skype

Making a Call



Goals

- Help your learner understand how to make and receive calls in Skype

Suggested Actions

- **Explain** making a call involves only a few clicks
- **Demonstrate** how to make and end a call
- Let them **practice** it themselves
- **Demonstrate** how to make a video call

Resources/Notes

- Student Handout - Skype