

## How to download and use Skype

It's easy to get started with Skype. These steps will show how to download on a laptop or computer, tablet or mobile phone. All steps include instructions for both Apple and Android users.



### Step 1 - Getting Skype

Download skype on to your device here:

[www.skype.com/en/get-skype/](http://www.skype.com/en/get-skype/)

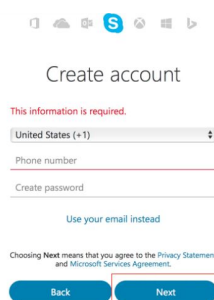


### Step 2 - Signing into Skype

You can sign into Skype with a Skype name, email or phone.

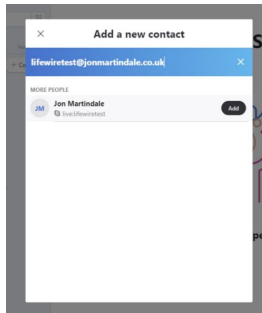
If you already have a Skype or Microsoft account:

- Open Skype and click or tap Skype name, email or phone
- Enter your Skype name, email or phone and select Sign in
- Enter your password and select the arrow to continue. You're now signed in to Skype





If you do not already have a Skype or Microsoft Account:


- Start Skype and click or tap create new account
- Complete the information to create an account and click next



### Step 3 - Adding Contacts

- Select the  People, groups & messages.  
(For android users select the  search button)
- In the Search Skype field, type the name, Skype name or email of the person you want to chat with





Note: For Skype for Android 4.0.4 to 5.1 or Skype Lite users, select Tap to search Skype directory

- Select your friend from the search results and you will be taken to a conversation window
- Type a message and select the Send  button. They will automatically be added to your contact list





### Step 5 - Individual and Group Skype Calls

Calling Skype contacts on Skype is always free - but to call a mobile phone or landline through Skype requires Skype Credit or a subscription. You can call one person or up to 50 people at once.

- Find the person or people you want to call from your Contacts  list
- Select the contact you want to call, and then select the audio , or video  button. If you want to make a group call, simply add another participant
- At the end of a call, select the end call  button to hang up

Tip: You can also quickly turn any chat into a call - just

select the audio , or video  button from your chat