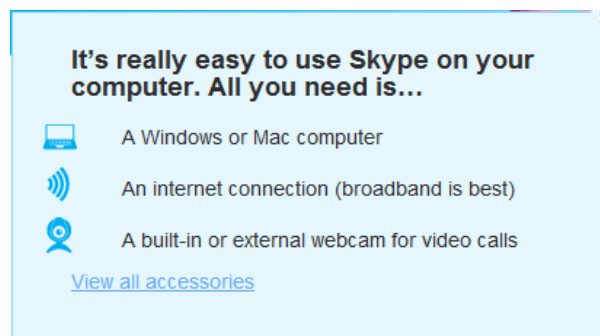




## Skype set up instructions

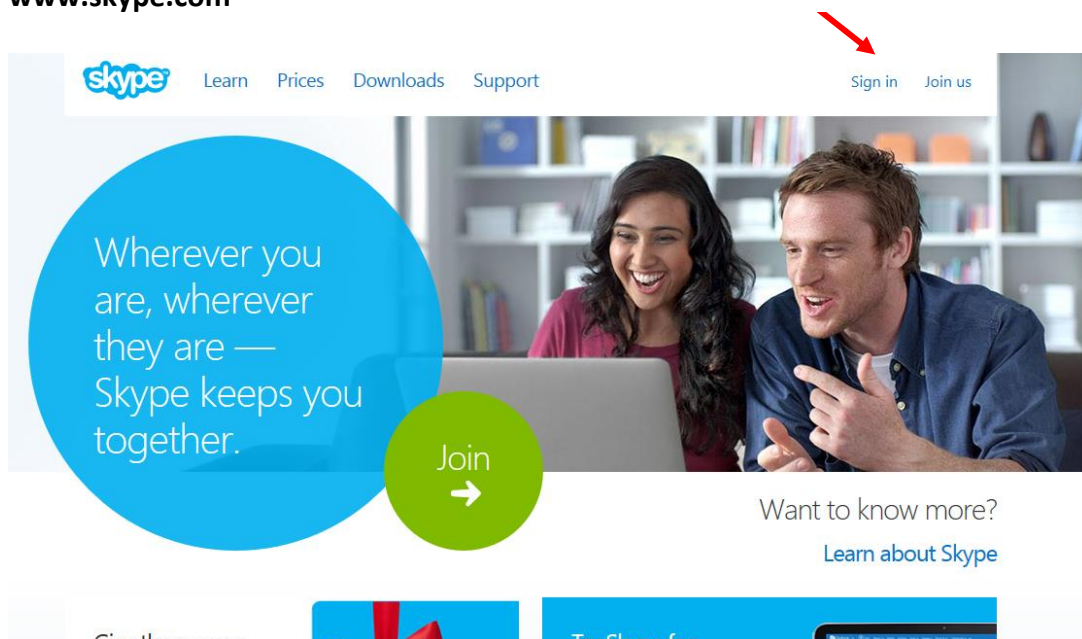
Why do we want you to set up Skype?

- Free Calls (Skype to Skype)
- Free Video Calls (Skype to Skype)
- Virtual face to face Study Skills and Mentoring support
- Send documents and discuss in real time



How to set up Skype:  
[www.skype.com](http://www.skype.com)

**Click here to get sign up**



The screenshot shows the Skype website homepage. At the top, there is a navigation bar with the Skype logo and links for 'Learn', 'Prices', 'Downloads', 'Support', 'Sign in', and 'Join us'. A red arrow points to the 'Join us' link. Below the navigation bar is a large blue circle containing the text: 'Wherever you are, wherever they are — Skype keeps you together.' To the right of this circle is a green circle with the text 'Join' and a right-pointing arrow. Below the blue circle is a photograph of a woman and a man smiling and looking at a laptop. At the bottom of the page, there is a section with the text 'Want to know more?' and a link 'Learn about Skype'. Below this, there are two promotional banners: one for 'Give them some' and another for 'Try Skype for'.

- You will then enter your details to create a Skype account
- You will be asked to create a Skype name and password (**you will need to remember these**)
- Your students will see your Skype name so choose one you are willing to share

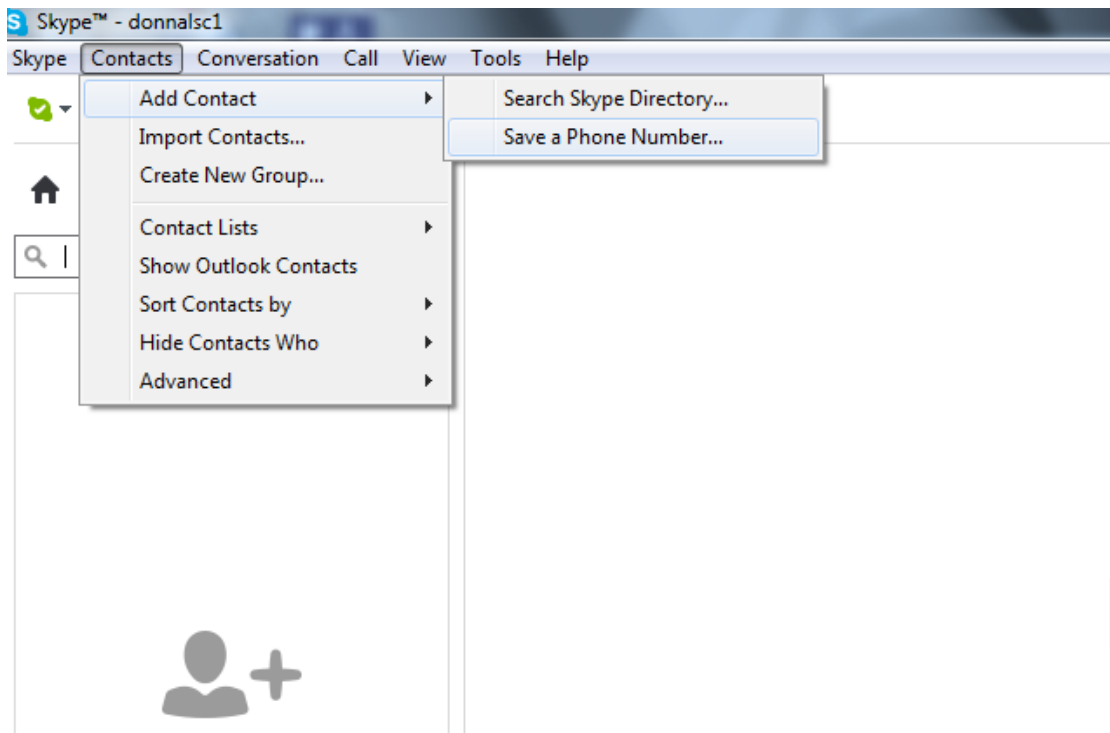
When you decide to work with a student using Skype you will need their Skype name to find them

You will also need to agree who is going to make the call and the time.

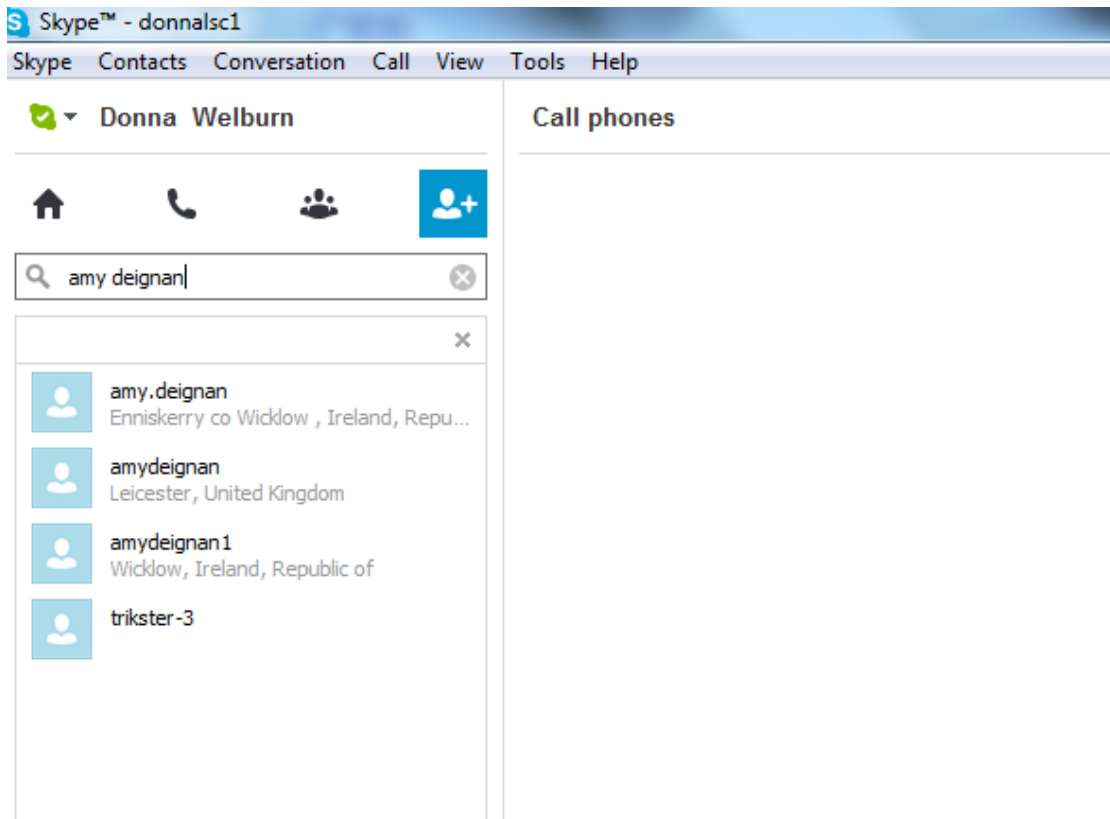
I would suggest you call them and ensure you have their phone number in case anything goes wrong. e.g. Loss of internet connection, problem with your computer.

Once you have your students Skype name:

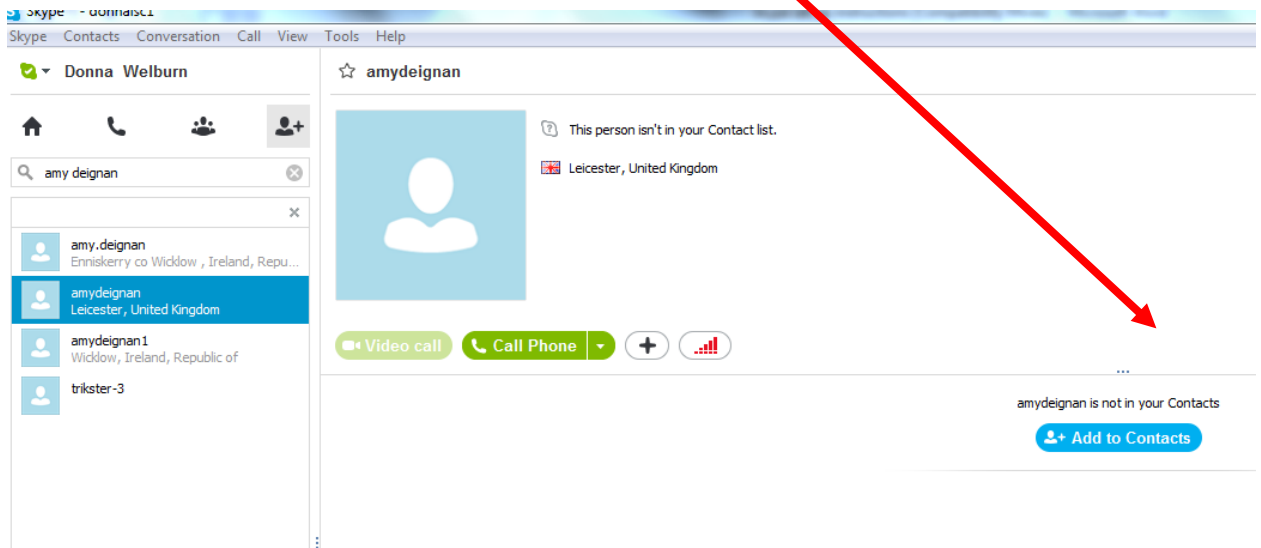
**1) Go to contacts on the top tool bar and click on search Skype Directory**



- 2) On the left side of the screen you will see a search option, type in the Skype name the student has given you and if they have a Skype account it will come up.



- 3) Click on the search result for your student, you can add them to you Contacts in preparation for your session.



- 4) When you add your student as a contact this will send a message to your student to accept and ensure they have your Skype details as well.

