


# SKYPE

---

## How to access the system:

1. Open a web browser on your computer or phone and go to skype.com
2. Download the Skype app
3. When you open the Skype app either sign-in (if you have a Hotmail or Outlook email address) or create a new account

## Steps to use the system:

1. Open the Skype app
2. Add contacts by pressing the “Contacts”  button near the top of your screen. You can search for contacts by Skype name, email address or phone number.

3. To make a video call click “New Chat”.

Create a chat with one or more contacts. When you're ready for your video call, press the camera button at the top right of the chat.

**Please familiarize yourself with the privacy policies.**

## To follow step by step see:

<https://www.youtube.com/watch?v=TgcEfK6wCTo>

