

Skype Handout

Creating an Account

1. Launch the Skype application
2. Click on the “Don’t Have a Skype Name” underneath the username box
3. Fill in the required information, as shown below

Skype™ - Create Account

Create a new Skype Account

Full Name

* Choose 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

4. Click “Next”
5. Fill in the email address (to retrieve forgotten passwords)

Skype™ - Create Account

Create a new Skype Account

* E-mail
A valid e-mail address is the only way to retrieve lost passwords.

Yes, send me Skype news and special offers

Country/Region

City

Sign me in when Skype starts

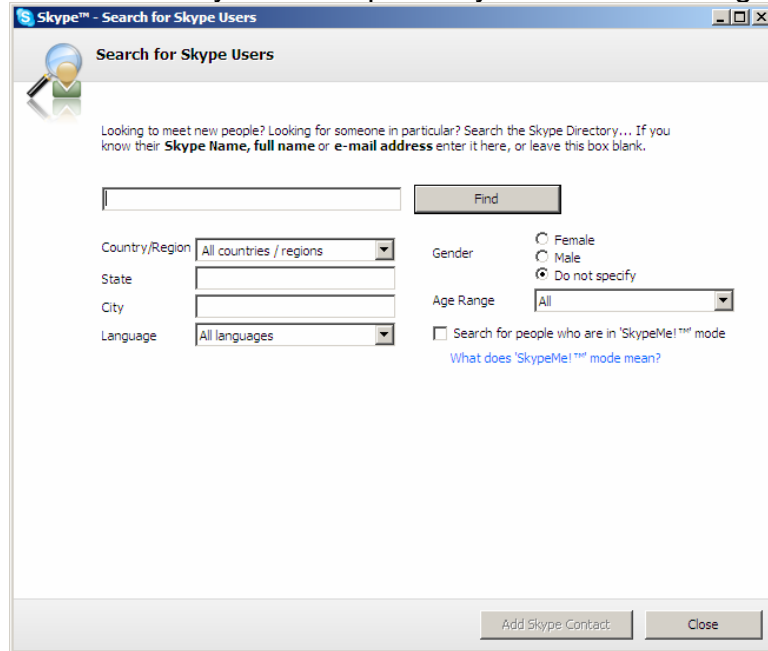
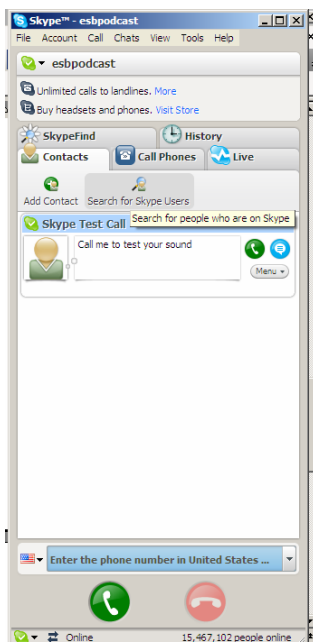
* Fields marked with an asterisk are required

6. Click “Sign in”
7. Follow the step by step guide to complete the test call and to add contacts
8. For signing in next time, just use this username and password

Skype Handout

Locating People

1. Press the “Search for Skype Users” button
2. Enter skype name or person’s name to search the skype directory, add additional information to limit search results
3. Click “Add Skype Contact” after you locate person you were searching for

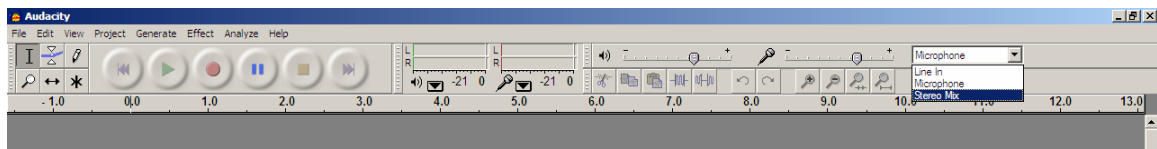


Making Calls

1. Choose a Contact
2. Press the green phone icon and wait for answer
3. If parties have video cameras, you can elect to view video as well by clicking the camera icon
4. Press the red hang up icon to end a call

Recording a Skype Conversation

1. Launch Audacity
2. Select “Stereo Mix” from the drop down menu



3. Launch Skype, sign in and contact participant(s) in the podcast
4. Switch back to Audacity and press the red record button
5. Resume Skype and start the podcast, interview, etc
6. Terminate the call and return to Audacity.
7. Save the raw footage and edit if desired using Audacity tools.