Using Skype in CB

Step 1: Register for and Download Skype

a. Visit this link: https://login.skype.com/account/signup-form
b. Create an account and complete all of the requested information.
c. For the Skype Name, try to select something that is easy to remember like jason.jaffe1. Write down/save your username and password. You will need it for step 2.
d. Select, **I Agree-Continue.** You will receive a welcome email that has some tips for using Skype. You may want to save the email.
e. You will see a new page where you will be prompted to download Skype. Select the Green Skype for Windows button. Follow the steps that are seen below to download Skype.

Setup Skype for Windows
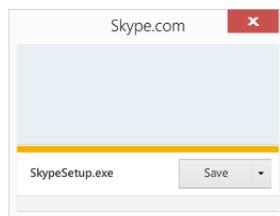
Step 1
Save the Skype Setup file to your computer.

Step 2
Find and double click the Skype Setup file then follow the simple steps to complete the installation.

Step 3
Launch the Skype application and sign in.

Step 2: Ad Free Account with Skype in the Classroom

Skype in the classroom is a web site that allows you to find guest speakers. When you register, you will also receive ad free calling and a premium Skype account.

a. Visit https://education.skype.com/
b. Select the green **Join** button.
c. Sign-in with your **Skype username** from Step 1.
d. Take the time to create a profile.
e. Important: Do not skip Step 5 of the profile, *Apply for ad-free Skype.*
f. Verify your email and begin searching the site for potential people to Skype.

Sign in and start connecting

S Skype

Don't forget to apply for ad-free Skype.

5. Apply for ad-free Skype

We want you and your students to enjoy Skype ad free in your classroom.

To apply for a code so you will not see ads in Skype when using it in your classroom we just need a few more details about where you work

Your school's name
Warwick

Your school's website
http://www.cbsd.org/Domain/22

# Step 3: Your First Skype Call

a. **The Camera:** *Video Tutorial @ http://youtu.be/XAfjFktnZo0*

    a. All laptops have a webcam, but I recommend that you find the school Logitech webcam for large group calls. It has a better microphone. It looks like the image shown.

    b. Plug this web cam into the USB port and install the software.

    c. You will have to check the settings to select the appropriate web cam for the list.

    d. In the menu bar, click **Tools > Options...**

    e. Under **General**, select **Video Settings**. You should see live video of whatever your webcam is pointed to. If you can see the video stream, your webcam is working correctly. <u>You can switch cameras from the drop down</u>.

    f. Under <u>General</u>, select **Audio Settings**. Change the microphone to the Logitech or whichever microphone you are using.
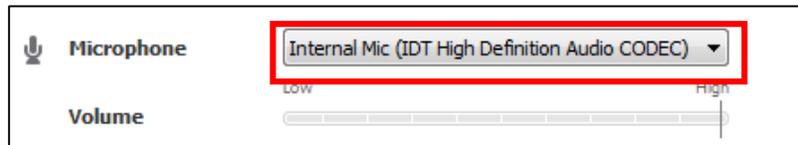
b. **The Day of Your Call:** *Video Tutorial @ http://youtu.be/Tcm2f5MrLLA*

    a. Ask for the <u>Skype Username</u> for the person you are calling.

    b. Search for them in the contact box. Click on their name from the list of contacts.

    c. Click the <u>Video call</u> button. The screen changes color to black, a call bar appears ◀ Video call near the bottom of the screen and you'll hear ringing until the other person answers.
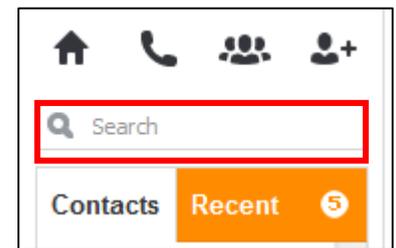
c. **Some Tips**

    a. Practice having your students look into the web cam.

    b. Speak loud, slow and clear.

    c. Try to keep the web cam away from your speakers. It could create feedback.

    d. Always do a test call before the actual event.

Extra Resources

    a. http://www.skype.com/en/essentials/windows-desktop/: These videos will show you some quick tips. Looks at these before your first call.

    b. https://support.skype.com/en/: The Skype support page.