

RCSLT 'Techipe' for Skype

What's it good for?

Connecting with colleagues in different locations.

Not good for:

Conversations where you need to view or collaborate on documents.

Ingredients:

Each participant will need:

1. Computer or tablet
2. Access to the internet
3. Headphones/speakers (if your device does not have inbuilt ones)
4. Webcam (if your device does not have an inbuilt camera)

Method for joining Skype:

Firstly, you need to download the software:

1. Go to <http://www.skype.com/en/> and click on 'Download Skype'.
2. Select the version you want (eg for desktop, Mac, or mobile devices).
3. Follow the set up process on screen.

When you have Skype on your computer or device you are ready to make a call:

4. If you are using a computer make sure your speakers and webcam are working.
5. Open up Skype to start.
6. You will need to know the Skype name of the person you want to contact. If you do not know this then you can do a search in the **Skype Directory**.
7. When you have found the Skype name then click on it. You will then have the option to either **video message** or just **voice call**. Video messaging is like videoconferencing whereas voice call is a bit like a telephone call.
8. Like with a telephone call, Skype only works if your contact is available. You can tell if they are available if there is an icon of a tick against a green bubble underneath their name.

Tips for success:

Practice in a safe environment before you try this in a work context.

Make sure you make your Skype calls in a quiet environment.

Ensure there is nothing distracting behind you.

Troubleshooting tips:

If you lose the connection with the other person on the line just try re-connecting with them. Do not panic – this happens sometimes.

What's so tasty about Skype?

It's very easy to use and works on tablets and mobile phones.

For information please visit:

The Skype built in help section.

Feedback and suggestions:

Please tell your Team Scotland colleagues if you have joined a Skype and what you thought of it here and / or via Basecamp.

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