



Working with your learner

Skype is an app that lets you make video and voice calls through the internet



Presented by



With funding from



Skype

1



Find the Skype app

- Ask your adult learner to find the Skype app. They can look for it on the device's home screen.
- Ask your adult learner to tap on the Skype app to open it
- If Skype isn't installed on the device, ask your adult learner to open the App Store. They can search for Skype and download the app. If your learner has never downloaded apps before, do [this lesson](#) first.

2

A screenshot of the Skype 'Sign in' screen. It features the text 'Sign in to continue to Skype', a text input field for 'Skype, phone, or email', a link for 'No account? Create one!', and a 'Sign-in options' link. At the bottom are 'Back' and 'Next' buttons.

Setting up your Skype account

- Explain to your adult learner that they need to register for Skype using their email first
- Ask them to enter their email address and then tap **Next**

3

A screenshot of the 'Create a password' screen. It includes the title 'Create a password', instructions to 'Enter the password you would like to use with your account.', a 'Create password' text input field, a 'Show password' checkbox, and a 'Next' button at the bottom.

Create a password

- Explain to your adult learner that they'll need to create a password. Tell them that their password should be something easy for them to remember, but hard for others to guess.
- Remind them to write their password down somewhere safe so they don't forget it
- Once your adult learner has typed in their password, ask them to tap **Next**

4

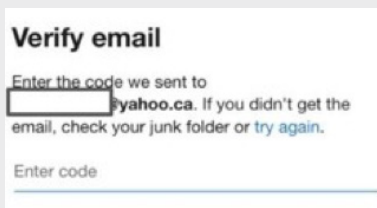
A screenshot of the 'What's your name?' screen. It includes the title 'What's your name?', instructions to 'We need a little more info before you can use this app.', 'First name' and 'Last name' text input fields, and a 'Next' button at the bottom.

Enter your name

- Get your adult learner to type in their first and last name
- Ask them to tap **Next**

Skype

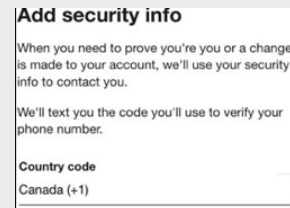
5



Secure your Skype account

- Explain to your adult learner that Skype will send them an email to confirm their account. Tell your adult learner that it will contain a security code that's 4 numbers long.
- Ask your adult learner to go to their email and open the email they got from Skype
- Ask your learner to type the security code that Skype sent them and then tap **Next**

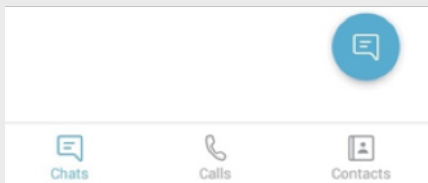
6



Adding your phone number

- Explain to your adult learner that Skype needs to verify their phone number. Let them know that this is to protect them in case someone else tries to access their account.
- Ask your adult learner to type in their phone number and tap **Next**

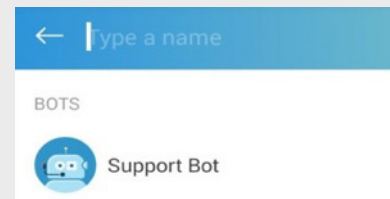
7



Start a chat

- Explain to your adult learner that Skype lets them send messages to their friends who also have Skype
- Ask your adult learner to tap the **Chats** button at the bottom left of their screen. Then, ask them to tap the blue **New chat** button on the bottom right of their screen.

8

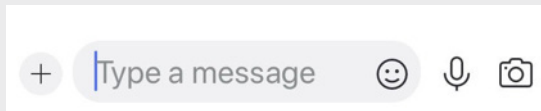


Select a contact

- Explain to your adult learner that they can only contact people on Skype if the other person also has Skype
- Let them know that Skype will show them everyone from their device's contacts who also has Skype
- Ask your adult learner to choose a friend to send a message to by tapping on their name

Skype

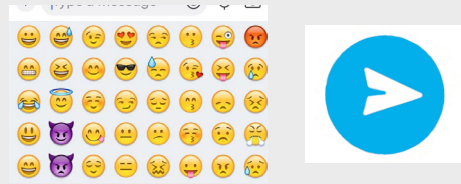
9



Send a message

- Ask your adult learner to tap in the **Type a message** box and type "Hello"
- Don't ask them to tap send yet

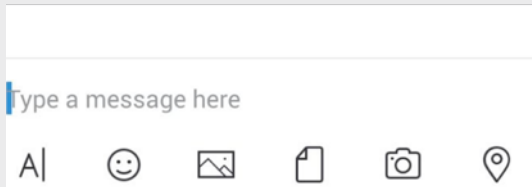
10



Emoji

- Explain to your adult learner what an emoji is
- Let them know they can see all the emojis by tapping the **smiley face** button, to the right of their message
- Ask them to choose an emoji to add to the message. For example, they could add a smiley face.
- Show your adult learner the **send** button. It will look like a blue paper airplane. Ask them to send their message.

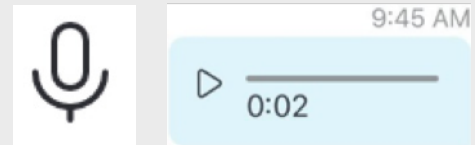
11



Send an attachment

- Explain to your adult learner that they can send an attachment in a message. Let them know that an attachment can be a picture, video, or text document.
- If your adult learner wants to send a picture, ask them to tap on the **photo** icon at the bottom of their screen
- If your adult learner wants to take a photo or video to send, tell them to tap the **camera** icon

12

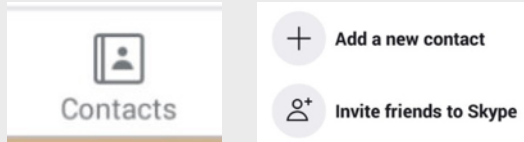


Send a voice message

- Explain to your adult learner that they can also send a voice message
- Ask your adult learner to record a voice message by tapping the **microphone** button. When they're done recording, tell them to tap the **send** button.
- Explain to your adult learner that they can listen to the voice message they just sent by tapping the **play** button

Skype

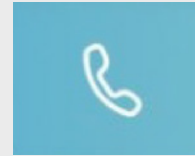
13



Contacts

- Explain to your adult learner that they can see their Skype contacts list by tapping the **Contacts** button at the bottom right of their screen
- Let them know they can add a new Skype contact by tapping the **Add a new contact** button at the top right of their screen. Show them how to add a new person to their contacts.

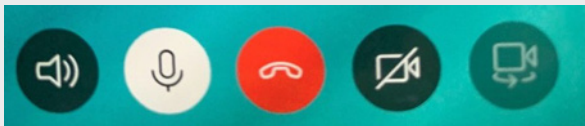
14



Make a phone call

- Explain to your adult learner that they can also use Skype to call other people that have Skype
- Explain to them that calls are done through the internet. That means that if they're not connected to wifi, Skype will use data from their mobile plan and that can get expensive.
- Ask your adult learner to tap on a contact from their contact list. Ask them to make a phone call by tapping the **phone** button at the top right of their screen.

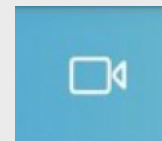
15



During a phone call

- Let your adult learner know that they can turn off their microphone by tapping the **microphone** button at the bottom left of the screen. This is useful if they don't want the person on the call to hear something, like background noise. Ask them to turn it off, and then turn it back on.
- Let them know that they can only turn their microphone off once they're in the call
- Let them know that they can end the call by tapping on the red **hang up** button

16

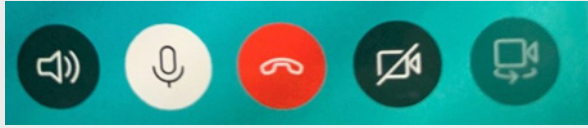


Make a video call

- Explain to your adult learner that they can also make a video call. Let them know that Skype will use the front camera of their device to show their face to the person they're calling.
- Remind them that they need an internet connection to make video call
- Ask them to tap the **video** camera button at the top of the screen

Skype

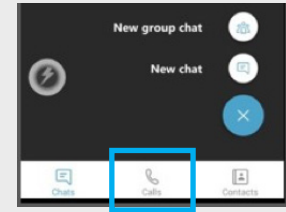
17



During a video call

- Explain to your adult learner that they can turn off their video by tapping the **video camera** button at the bottom of the screen
- Let them know that they can only turn their camera off once they're in the call
- Let them know that they can end the call by tapping the red **hang up** button

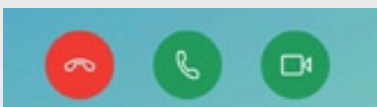
18



Start a group call

- Explain to your adult learner that they can talk with more than one person at once. Let them know that to do this, they'll need to start a group call.
- Ask them to tap the **Call** button at the bottom of their screen. Then ask them to tap **New group call**.
- Ask them to tap on the names of the people they want to add to the group. Then they can make a call to the entire group by tapping either the **phone** or **video camera** buttons.

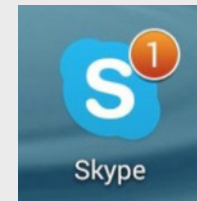
19



Receiving a call

- Explain to your adult learner that getting a phone or video call through skype will look like this
- Tell them that it will look a bit different on every device, so it won't look exactly like this picture
- Show your adult learner how to answer a phone or video call. They can do this by tapping the green **phone** or **video camera** buttons.

20



Notifications

- Explain to your adult learner that when they get a Skype message or miss a call, they'll see a notification on their device
- Let them know that every device is a little different. On some devices, they'll see a number on the top right of the Skype icon in their device's home screen or app launcher. This number tells them how many messages or missed calls they have. On other devices, they'll get a notification in the notification bar at the top of the screen.