

## Teleconferencing with Skype.

To use the Skype system for “Skyping”, calling via telephone lines and teleconferencing you will first need to go to:

[www.Skype.com](http://www.Skype.com)

and download the Skype system to your PC and / or laptop. You will need a good quality microphone and speakers or a headset with a microphone attached.

Skype calls (referred to as Skyping) are free and telephone calls to standard telephone landlines and cellular telephones via Skype are offered at greatly reduced rates. Please see the above website (which is very user friendly) for details.

### Individual Calls:

Making one person to one other person calls: if you have a web camera attached to your PC or laptop you will be able to be seen by the person you are calling and naturally if they have a web camera they will be able to see you (this system at present works only between two parties).

When the screen opens to make a call as per the instructions on the Skype website you will see a box with the words **Start my Video** or **Stop my Video** depending on what is happening at the time. If the video runs automatically you can stop it so the person you are calling cannot see you by clicking on the **Stop my Video** button.

### Conference Calls:

To make a conference call please click on the menu item **Create Conference**. This will open a screen to which you add the Skype addresses and standard telephone numbers of those you wish to include in the conference (you will first have to add these details to your **Contacts** list). It is possible to use both Skype addresses and landline and cellular telephone lines however you must remember to include all international dialing codes as appropriate.

You may have a maximum of nine participants in a Skype conference. One of these participants must be the **Host**: the Host sets up the conference by adding the other eight participants into the conference list and when complete clicks the green telephone symbol to instigate the call.

### Sending Documents and / or Files:

Whilst in progress you may send documents to other participants in the call for their review. You will see a blue box with the word **Menu** to the right of the Skype screen. When you click on the down arrow a drop-down menu will appear. There are many options here and if you wish to send a file to all participants in the call to review and discuss simply click the

**Send File** menu option and this will open your windows Explorer screen (or whatever library system you use) allowing you to select the particular file you wish to send. Participants receiving this file may then save or delete as appropriate. Files sent via Skype are treated as if they were email attachments.

There are many options available under the Skype menus and it is recommended that once downloaded you “play” with Skype as you cannot damage the system by clicking on various menu items to see what they do.

Skype has a very good online **Help** system which is accessed by clicking on **Help** on the toolbar at the very top of the screen.

