



How To Join a Skype Call

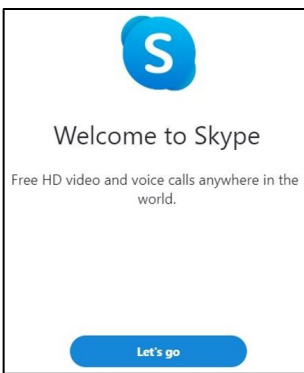


You will need the following:

- iPad device code
- A Wifi Connection
- Your Microsoft or Skype account username and password to login
- An active email address if you do NOT currently have a Skype Account
- The name or email address associated with the Skype account of the person(s) you wish to communicate with.

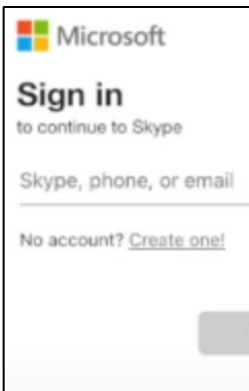
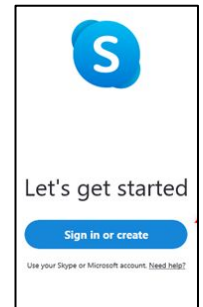
To Navigate to Skype App

1. Start by unlocking the device using the code that was given to you upon receiving the iPad.
2. Locate the Skype icon and click to open.
3. On the Welcome screen, click the blue 'Let's go' button.



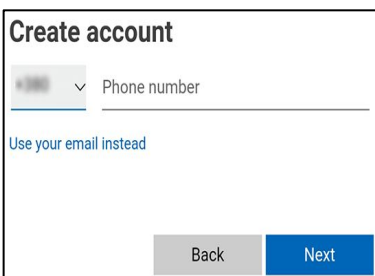
To Sign-in to Skype

1. Click the blue 'Sign in or create' button.
2. Enter Skype Name, Phone Number, and Email.
3. Click the 'Next' button.
4. Enter your password to finish the login.



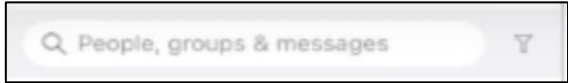
To Create a New Skype Account

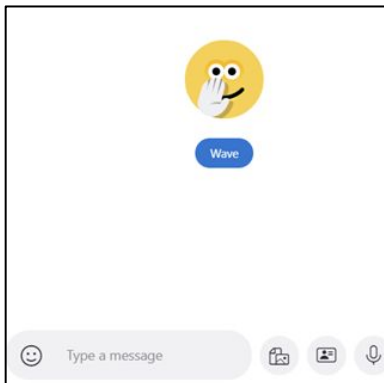
1. Click on the blue 'Sign in or create' button on the Let's get started screen.
2. Click 'Create one' next to the 'No Account?' field below the Skype phone/email field.
3. Enter a valid phone number or click the blue 'Use your email instead' to use your email to sign up. Click Next.
4. Select a strong, unique password containing. Click the Next button.
5. Enter your First and Last name in the fields displayed. Click Next.
6. Enter your Birthdate. Click Next.
7. Enter the email you wish to have your verification code sent too.
8. Retrieve the 4-digit code sent to your email and enter it into the verification screen on Skype.
9. Complete the puzzle or task given on the next screen for security purposes.





To Communicate

1. When prompted upon login, be sure to ONLY allow the iPad access to the microphone and video. All other options - Click 'Don't Allow'.
2. In the upper left corner of the home screen, you will see a search bar.
3. Enter the name, email address or phone number of the person you wish to speak with.
4. Click on the name of the  person that you wish to communicate with.
5. Communication tab on the right hand of the screen will pop up prompting you to connect with the person you choose.
6. Click the blue 'Say hi' button to make the connection.
7. The party you are attempting to reach will need to accept the connection to complete the message, call, or chat request.
8. Upon acceptance of your request, a smiling emoji will appear in the communication pane.
9. Click the text box to initiate a text message.
10. Type your message in the text field then press the tiny airplane icon.
11. Click the Camera button to initiate a video call.
12. Click the Microphone button to initiate a voice call.



To Initiate a Video or Voice Call

1. Click the camera or microphone icon.
2. Press the microphone button to turn the audio on and off.
3. Press the Camera button to turn the video on and off.
4. Click the red phone icon to end the call.
5. Be sure to Sign out of your account at the end of the session
 - a. Click your profile image or the circle with your initials.
 - b. Click 'Sign out' to the right of the Microsoft Icon.
 - c. Click 'no' when prompted to remember your account on this device.

