Skype Instructions for Mac

1. Connect webcam to device via USB port
   - Webcam must be connected before launching Skype
2. Launch Skype
   - Select Skype from dock (bottom of screen) OR search in Spotlight (magnifying glass top right of screen)
   - Select stored Skype name if you previously logged in or select "Use another account"
   - Enter Skype name and select "next"
   - Enter Password and select "sign in"
   - NOTE: There are two Skype Applications on your computer there is 1. Skype and 2. Skype for Business. You can only use Skype for Business if your contact is using Skype for Business.
3. Skype Housekeeping at Launch
   - Update Your Profile Picture or select "blue arrow in right corner" or "Skip"
   - Sound Check
     - Choose a Microphone from drop-down
     - Choose Speaker output from drop-down
     - Select Test Audio
   - Sound Check (2nd page)
     - Choose a camera from drop-down
4. Add Contact
   - Select Contacts
   - Select + Contact
   - Select Add Contacts
   - Enter Skype name in the field provided
     - NOTE: You must add your Contact in order to contact them. It is recommended that you request your contacts Skype name in advance for an easier search

5. Test Audio
   - Search "Echo / Sound Test Service in Contacts
   - Select Call
   - Follow the directions of the automated Skype operator
   - If your recording is successful, you have configured Skype correctly

6. Test Video
   - Select Skype from Main Menu
   - Select Preferences
   - Select Audio / Video
   - Select a camera from your drop-down if needed
   - Adjust the Webcam to benefit the view of your Skype contact

7. Make Video Call
   - Select Contacts
   - Choose your Contact
   - Select Video Call

8. Group Call
   - Select File
   - Select New Group
   - Enter Group Name
   - Add Contacts
   - Select Done
   - Select Video Call

9. Chat
   - Select Contacts
   - Choose your Contact
   - Type Message in field provided
   - Select send icon

10. Sign-out
    - Select File from Main Menu
    - Select Sign-out
    - Select Skype from Main Menu
    - Select Quit Skype