



Skype Us

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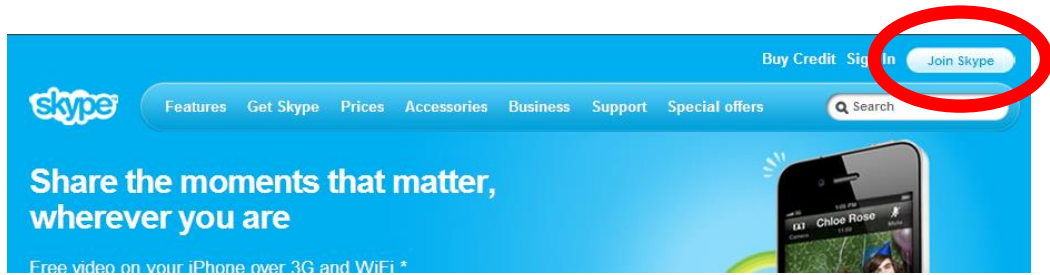
Skype Us

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1. To join Skype

Visit www.skype.com and 'Join Skype'



and 'Join Skype'

 A screenshot of the Skype sign-in and account creation page. The page has a blue header with the Skype logo and navigation links. Below the header, there is a section titled 'Create an account or sign in' with the text 'It only takes a minute or two - then you'll be ready to call your friends for free once you've downloaded and installed Skype.' There are two buttons: 'Sign in' and 'Create an account'. Below these buttons are four input fields: 'First name*', 'Last name*', 'Your email address*', and 'Repeat email*'. To the right of the form, there is a padlock icon and the text 'Safe & Secure', 'Quick & Easy', and 'Clear & Simple'. Below this, it says 'Fields marked with * are required.'

Complete all the required fields and follow the prompts to download and install Skype onto your computer.

2. To start Skype

2.1 If it's your first time opening Skype:

1



Open Skype on your computer.

That means double-clicking this icon on your desktop or choosing it from the Windows > Start menu.

2

Click Don't have a Skype Name?

This opens a Create account window.

3

Type in your name, then create a Skype username (called a Skype Name) and a password.

- Pick ones you can remember so you can sign in next time.

- Follow the directions from there and click Sign in.

2.2 If you've opened Skype before:

- 1 Open Skype from your desktop or Windows > Start menu.
- 2 In the start-up screen, click in the box under Skype Name and type it in. Then do the same for your password.
(If you forget your password, click the [Forgot your password?](#) link and follow the directions from there.)
- 3 This will sign you in to Skype, ready for you to use.

3. How do I add contacts?

You can add Physio Accountant as a single contact. By doing so we can talk to each other over [calls](#) and [video calls](#), plus send [instant messages](#) and [files](#).

3.1 Adding a single contact

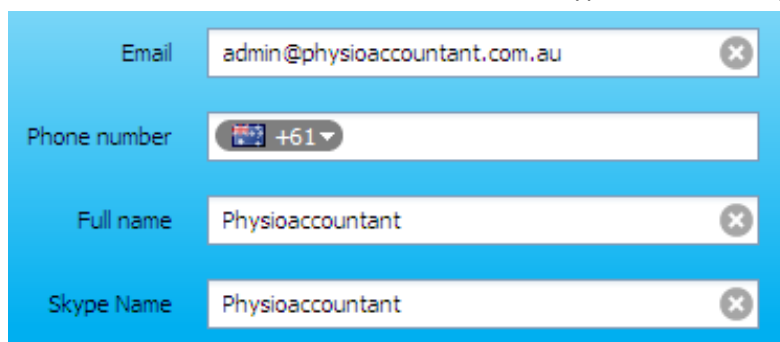
To add a contact:

Sign in to Skype

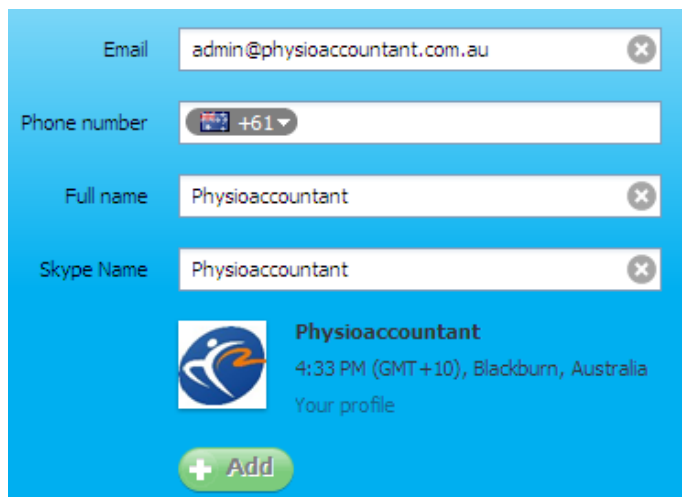
In the menu bar, click **Contacts > Add a Contact**.



Enter the Email, Phone number, Full name or Skype Name of the person you want to add.

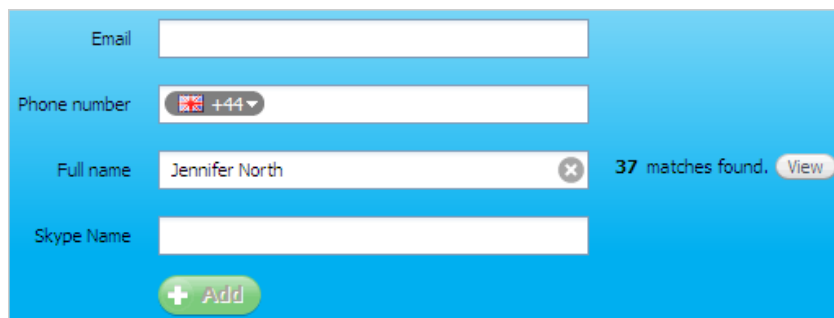
A screenshot of the 'Add a Contact' form in Skype. The form has a blue background and contains four input fields: 'Email' with the value 'admin@physioaccountant.com.au', 'Phone number' with a dropdown menu showing '+61', 'Full name' with the value 'Physioaccountant', and 'Skype Name' with the value 'Physioaccountant'. Each field has a small 'x' icon to clear the text.

If the Skype account of the person you wish to add is displayed, click Add below the contact.



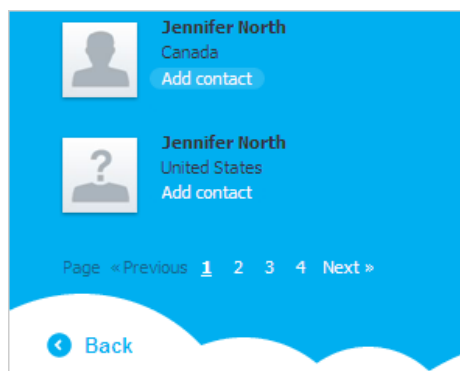
The screenshot shows a search results page for a Skype contact. The search criteria are: Email: admin@physioaccountant.com.au, Phone number: +61, Full name: Physioaccountant, and Skype Name: Physioaccountant. Below the search criteria, there is a profile card for 'Physioaccountant' with a profile picture, the name 'Physioaccountant', and the location '4:33 PM (GMT+10), Blackburn, Australia'. Below the profile card is a green '+ Add' button.

If more than one Skype account matches your search:
Click View for a list of matching Skype accounts.



The screenshot shows the same search criteria as the previous image, but with a 'View' button next to the search results. The search results show '37 matches found.' and a green '+ Add' button.

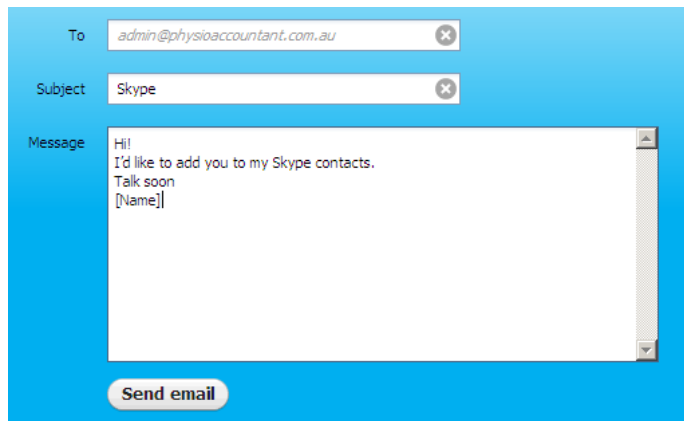
From the list of matching accounts, click Add contact next to the one you wish to add.



The screenshot shows a list of matching Skype accounts. The first account is 'Jennifer North' from Canada, with an 'Add contact' button. The second account is 'Jennifer North' from the United States, also with an 'Add contact' button. Below the list is a pagination control showing 'Page < Previous 1 2 3 4 Next >' and a 'Back' button.

More information on the Skype account you have selected is displayed. Confirm that this is the account of the person you wish to add by clicking Add.

Before the contact can be added, you must send a contact request to that person. Enter some text to introduce yourself and click Send request.



The contact will be added to your contact list, but will appear offline until they accept your request. Once the person agrees to your request, they will be added to your Contact list. You can then make [free calls](#) and [video calls](#) to that person, and [send instant messages](#) and [files](#) to each other.

4. How do I make a video call?

Video calling with Skype is free. To make a video call, you should check that your system meets [these requirements](#). The person you are calling will also need to meet these system requirements.

Did you know that you can make [group video calls](#) to two or more people at the same time?

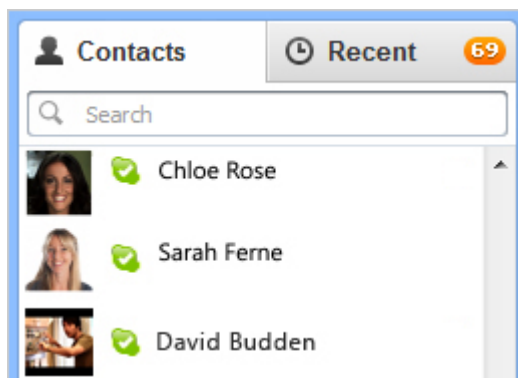
4.1 Making a video call


Before making a video call, we recommend that you [check your webcam is working correctly](#). If you still have a problem with video calling, [these tips](#) can help.


To make a video call:

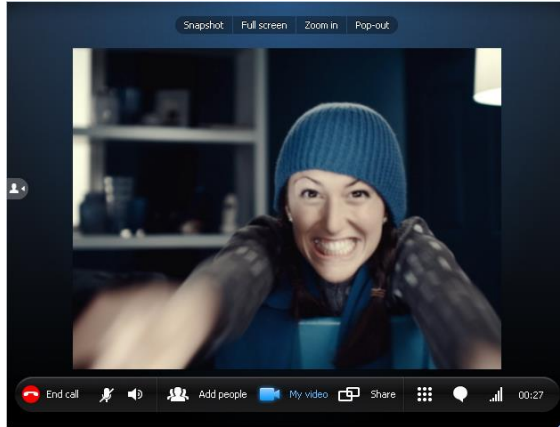
Sign in to Skype.

In your contact list, select the person you want to call.



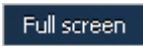
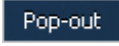


Check that the person you want to call is online. If they are,  will be displayed next to their name. [Learn more](#) about status settings.

In the calling area, click . Your video call will begin when the person you are calling answers.




4.2 Changing the way your video call is displayed

It's easy to display your video call in the best way for you. The following table shows you how.


To...	Click...	Notes
View the video call in full screen mode		Click again to exit full screen mode.
View the video call in a separate window		You can drag the new window to any location on your screen, and it will appear on top of other windows. Close the window to return to Skype.
Zoom in on the video		Click again to zoom out. This option is only available if the video you are receiving is high-quality or HD.
Hide the Contact list		Click again to show the Contact list.

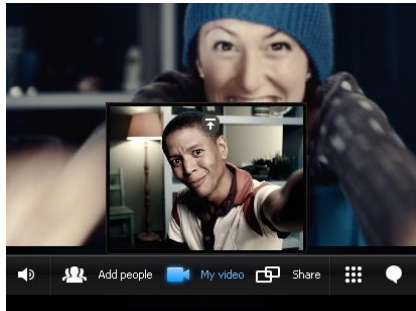
4.3 Turning your video off



You can turn your video off at any time during a video call. If you do, the person you are calling will not be able to see your video, although you will still be able to see theirs.

To turn off your video, click , and click it again to turn your video back on. When the button is blue, your video is on, and when it is white it is off.


4.4 Viewing the video from your own webcam

When your video is on, you can view the video from your own webcam by rolling your mouse over .








Click  in the video to keep the view from your webcam displayed, and click and hold  in the top right corner of the video to resize the view from your webcam.

To reposition the video, click and hold your image, then drag it to where you want it to be displayed. You can place it in any of the four corners, or underneath the video of the person you are calling.

Click  to stop viewing the video from your webcam.

4.5 Using other Skype features while on a video call

While on a video call, you can send instant messages, share your screen, and take video snapshots of the person you are calling. The following table shows you how.

To...	Click...	Notes
Add more people to your video call		From the list of contacts that is displayed, select a person to add to the video call and click  . Learn more about group video calling.
Send an instant message to the person you are calling		Type your message and press Enter . Click the button again to hide your instant messages. Learn more about sending instant messages.
Share your screen		Click Show entire screen to share your entire screen, or Select window to choose which window to share. Learn more about screen sharing.
Take a video snapshot of the person you are calling		To send the video snapshot to the person you are calling or anyone else, click Share and select the person. To view your video snapshot files in Windows Explorer, click Locate . Learn more about video snapshots.

5. What do I need to make a video call?

To [make a video call](#), you and the person you are calling will need:

- One of the following:
 - Skype 4.2 for Windows or higher
 - Skype 5.0 for Mac or higher
 - [Skype on your TV](#)

Make sure you are using the [latest version of Skype](#).

- A high-speed [broadband connection](#).
- A [webcam](#).
- A microphone and speakers (built-in or [separate headset with microphone](#)).
- If using Windows, a [DirectX 9.0c compatible video card](#).

Before making a video call, we recommend that you [check your webcam is working correctly](#). If you still have a problem with video calling, [these tips](#) can help.

Call quality

The quality of your video call can be standard, high quality, or HD (high definition). The following table describes the differences between them.

Video quality	Image resolution (pixels)	Frames per second
Standard	320x240	15
High-quality	640x480	30
HD	1280x720	30

When you make a video call, Skype will automatically determine the quality of video call that your system is capable of supporting. This is determined by many factors, such as the quality of the webcam you and the person you are calling are using, the speed of the internet connection you both have, and the specification of your computers.

To make and receive high-quality or HD video calls, you will need a high-quality or HD [webcam](#), as well as a high-speed [broadband connection](#). Your computer will also need to meet the following hardware requirements.

Hardware	Minimum	Recommended
CPU	1 GHz	At least 1.8 GHz
Graphics card	32 MB RAM	At least 64 MB RAM
Memory	256 MB	At least 512 MB