

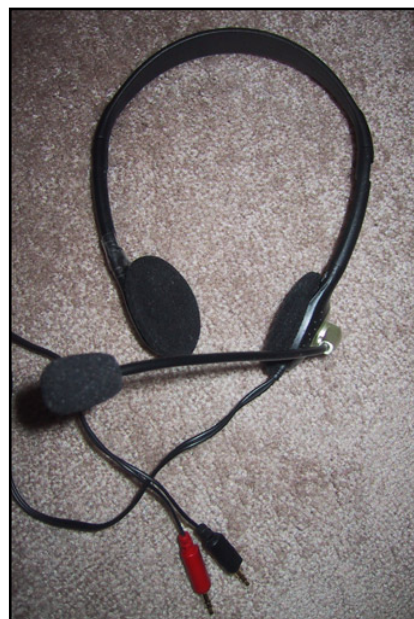
Skype Setup

This is a tutorial to help you setup your skype account, headphones and microphone.

Skype is a free and simple software that will enable you to make free telephone-style calls anywhere in the world in minutes. Skype, created by the people who also created KaZaA uses innovative P2P (peer-to-peer) technology to connect you with other Skype users over the internet.

Headset

The first thing you will need is a headset with a microphone.



Plug in the microphone into your computer **mic** jack. In my case it's the pink jack.

Plug in the **speaker** jack. In my case it's the green jack (you may have to unplug your PC speakers).

The jacks are most likely to be located at the back of your PC tower, though you may have mic and speaker jacks at the front.

If you are using a laptop the mic and speaker jacks are likely to be on the side or front of your keypad.



Download and install

Download and run **SkypeSetup.exe** from www.skype.com

Choose **English** (or your language of choice)
Accept the licence agreement

Then click **Next** to launch Skype.

It's a good idea to choose a Skype name that will help others to identify you.

I've found it a good idea to **uncheck** the box that says **Start Skype when the Computer Starts**. That way it doesn't keep asking me to login every time I start Windows.

Tick the box **Yes, I have read and accepted the [Skype End User Licence Agreement](#)**

And click **Next** to continue

Skype™ - Create Account

Create a new Skype Account

What would you like to do?

New Users - Create a Skype Account Existing Users - Log in to Skype

* Choose Skype Name sthorpenz
Minimum 6 characters. Your Skype Name must start with a letter and cannot include spaces.

* Password *****

* Repeat Password *****
Minimum 4 characters

Log this user on automatically when Skype starts

Start Skype when the Computer Starts

* Yes, I have read and I accept the [Skype End User Licence Agreement](#)

Fields indicated with red asterisk (*) are required.

Next > Cancel

The next screen is optional. As we are already in email contact, we will know each other's Skype names (usernames).

Knowing each other's Skype names will make it easier to add each other to our contacts list.

Then click **Next** to continue

Skype™ - Create Account

Help your friends find you

Filling in these fields is optional. The more information you provide about yourself here, the easier it will be for your friends and family to find you on Skype.

Full Name Stephen

Country/Region New Zealand

City Auckland

E-mail sthorpe@aut.ac.nz

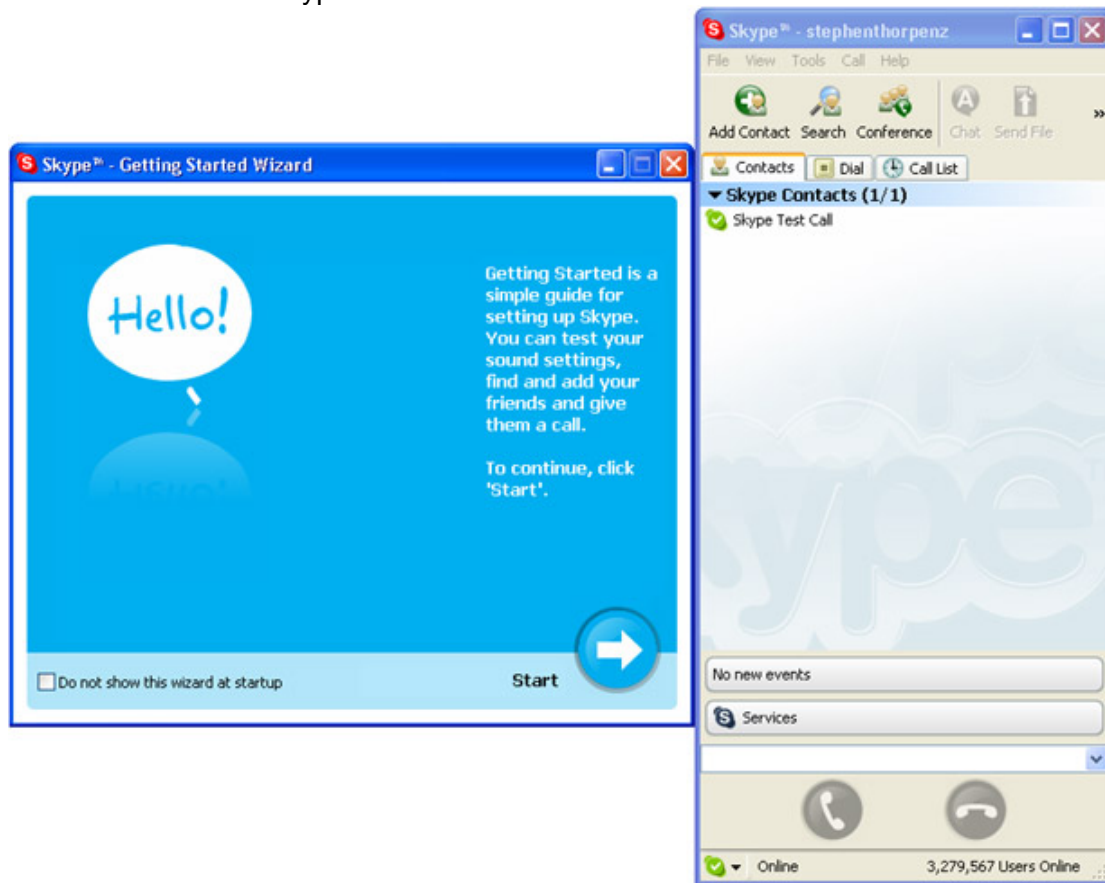
Your e-mail will be kept private, but those who know it will be able to use it to search for you on Skype.

Please contact me about new features, services and other Skype related information.

< Back Next > Cancel

The Skype interface

You should see the Skype interface like this:



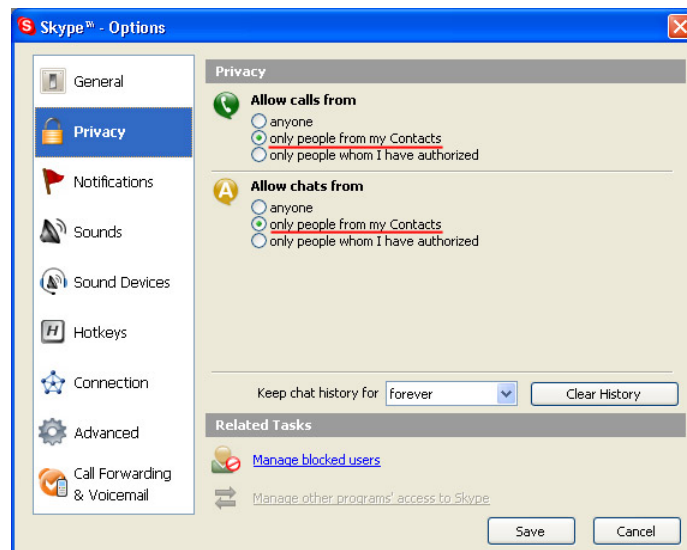
The first thing to do is to go into **Tools** then **Options...** then select the **Privacy** tab on the left.

Change the **Allow calls from** option to **only people from my Contacts**.

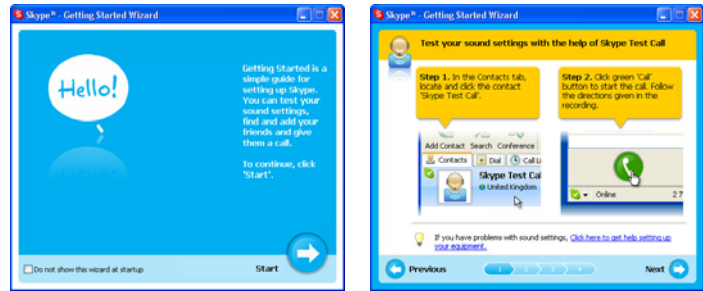
And change the **Allow chats from** option to **only people from my Contacts**.

This will stop any people you don't know from joining your conversation or trying to ring you.

Click **Save** to continue.



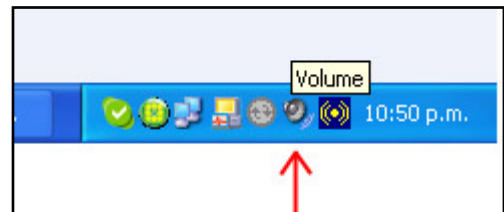
Next go through the **Getting Started Wizard** to configure your microphone and add contacts.



Microphone does not work?

If your microphone does not work during the **Skype testing call**, you might need to check to see if it is enabled.

Double-click on the sound icon in your task bar at the bottom right-hand corner of your screen.

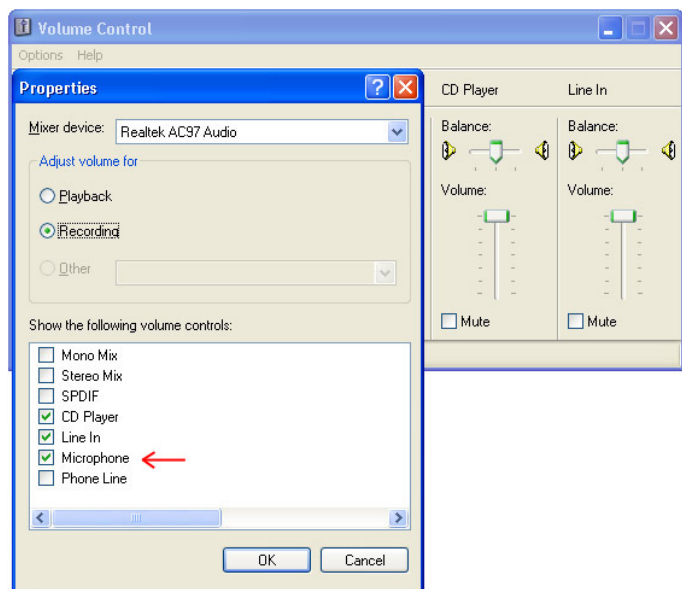


This will open up your Volume Control panel

Select **Options**, then **Properties**

Check the **Recording** radio box

Make sure that the microphone option is checked and press **OK**. (Note: your list of volume controls may look slightly different to mine).

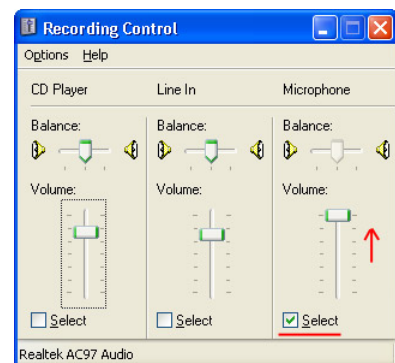


Now you will see the Volume Control panel. This time it will show the *Recording* controls instead of the *Playback* controls.

Make sure the microphone option is **ticked** and that the volume is up high enough.

(Note if you have a Master or Mixer volume control, make sure the volume is up high too.)

Now try the **Skype testing call** again to see if it will record your voice and play it back to you this time.

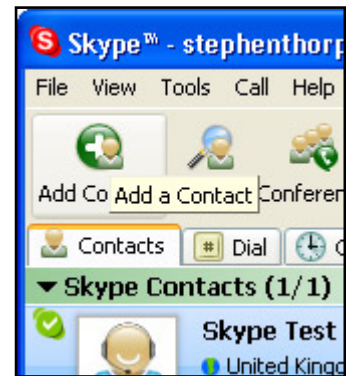


Adding contacts

To add a contact, **click on Add Contact.**

Type in the Skype username of your contacts.

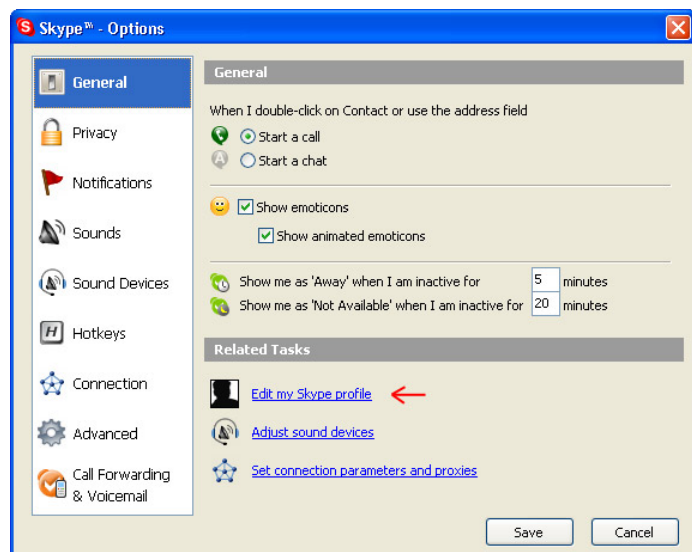
My Skype username is stephenthorpenz



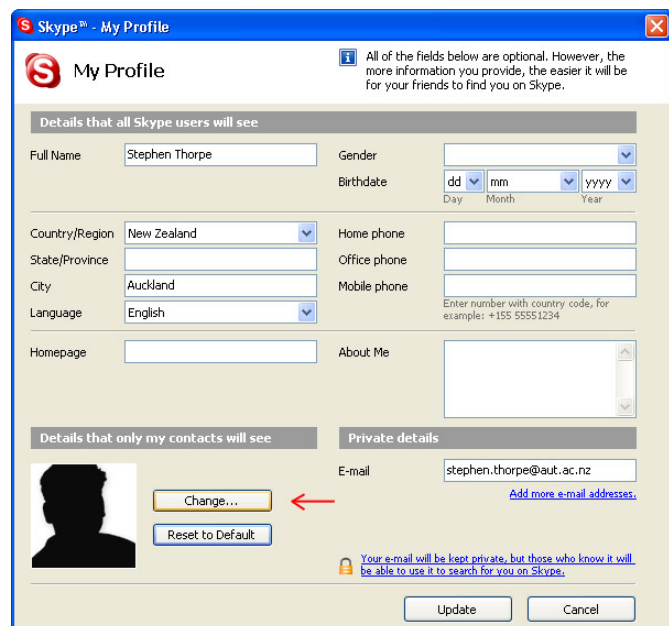
Add your photo

To add a photo of yourself to your profile **click on Tools** and then **Options...**

Then staying in the **General** tab, under **Related Tasks**, **click on Edit my Skype profile.**



Under **Details that only my contacts will see** press **Change...**



Click on **Browse...** and navigate to where you have the photo saved that you want people to see.

Click on **OK**

And then on **Save**



Troubleshooting

If you have other difficulties try checking out the Skype Knowledgebase:

<http://support.skype.com/index.php? a=knowledgebase>

There is also an online troubleshooter at:

<http://support.skype.com/index.php? a=troubleshooter>