

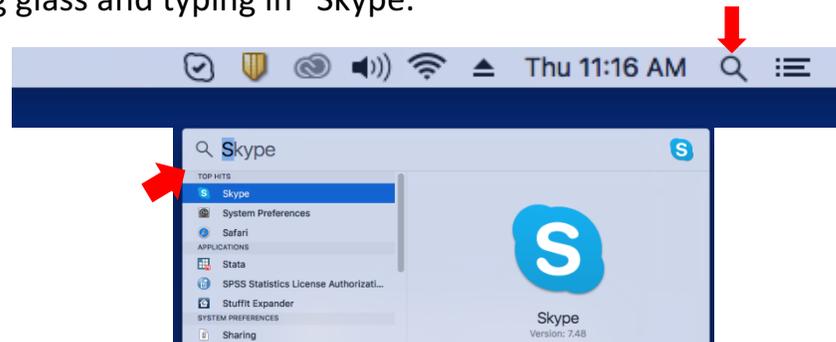
Making Video Calls Using Skype

Please follow the following guidelines to properly access and use Skype to make a video call on the Mac computers located in Rooms 116-120 of the Weigle Information Commons.

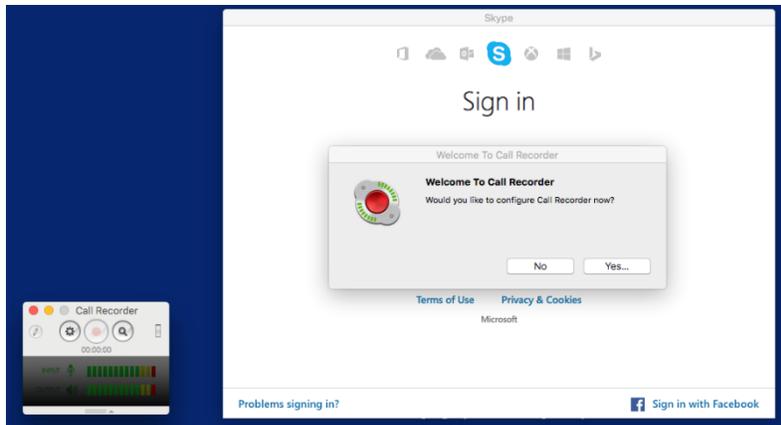
1. The power button on the Mac is on the lower left of the back of the screen.
2. Enter your PennKey and PennKey password to sign on.
3. Click the Skype icon in the toolbar.



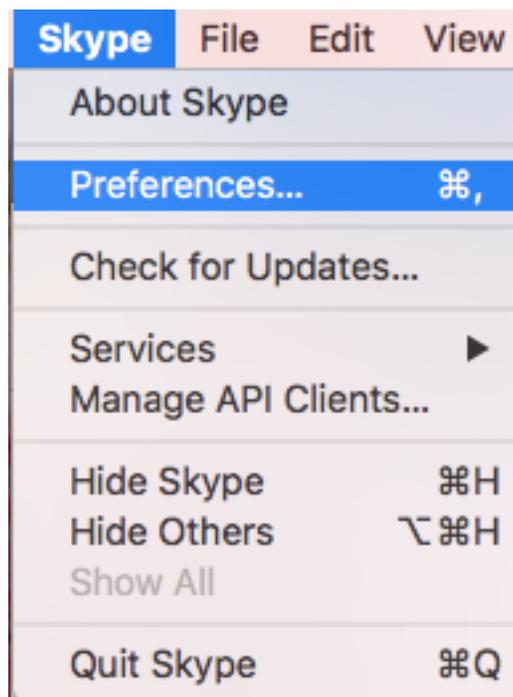
4. If it does not appear in the toolbar, search for it using Finder. Finder is located in the top right of the screen and may be accessed by clicking the magnifying glass and typing in "Skype."



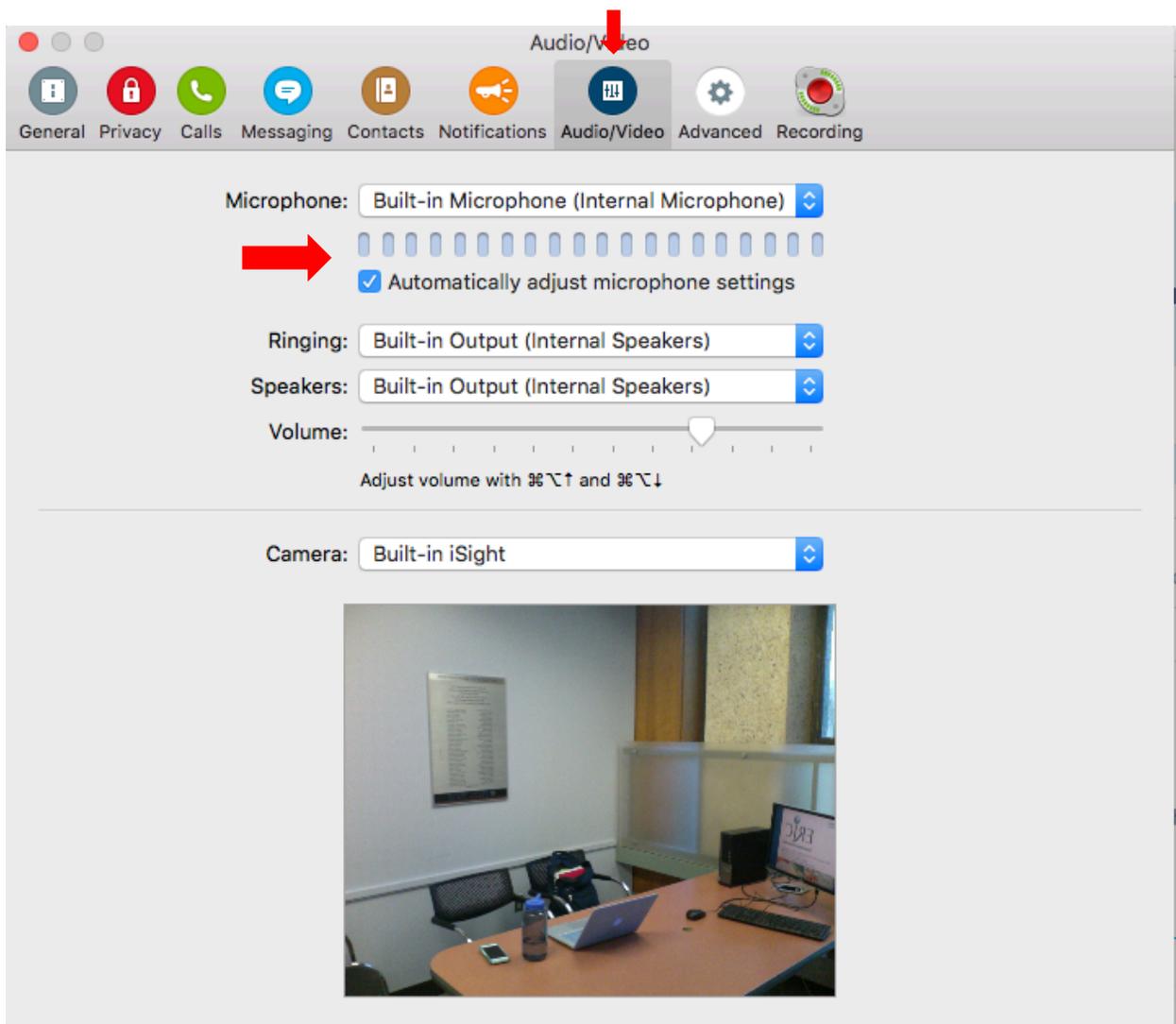
5. When Skype opens, a window asking if you would like to configure Call Recorder will also open. This application allows you to record a Skype call as a .mov file. If this is something you are interested in, please see the guide, "Recording Video Calls Using Call Recorder," for further direction on how to use Call Recorder to record your call.



6. To proceed to Skype, click “No” in the Call Recorder pop-up window.
7. Sign in to Skype using your personal credentials.
8. You may now proceed to use Skype.
9. Before you begin your Skype call, check to make sure that your equipment is properly working. Navigate to the “Skype” tab on the top left of the screen and select “Preferences” from the drop-down menu.

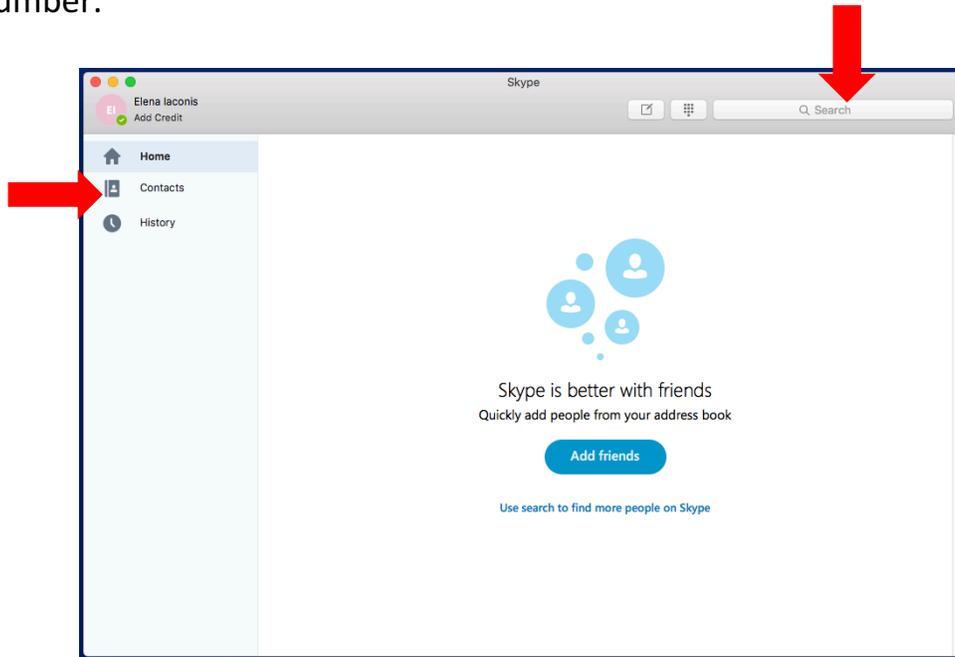


Select the “Audio/Video” tab from the window that appears. The camera is working properly if you can see yourself in the window and a green light is lit up next to the camera located in the top middle of the monitor. To check that your microphone is properly functioning, bars should appear to move as you speak.

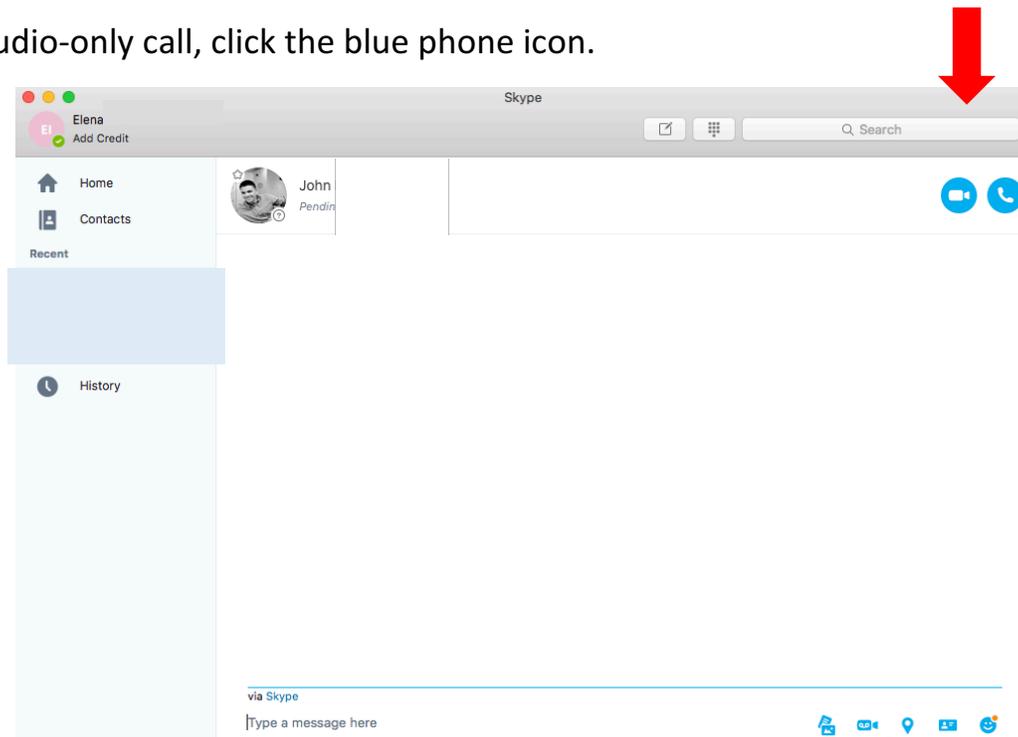


10. You may now begin your Skype call. To find your desired contact check your contacts list to see if they are already connected as your contact. You

may also find them by searching for them with an email, name, or phone number.



11. Once you have located your desired contact, you can make a video call by clicking the blue video camera that appears with the profile. To make an audio-only call, click the blue phone icon.



12. The following tabs will appear once you begin your call. They may be used to start/end video-sharing from your camera, turn on/off your microphone, add another Skype user to the call/share the screen of your monitor, and end a call respectively.

