



# Technology in a Box

## Video/Audio Conference

### Box Contents:

- USB webcam
- Directions

### What you can do:

Engage in a 1:1 video chat or a multi-person audio chat.

### Overview

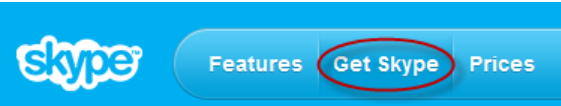
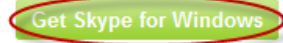
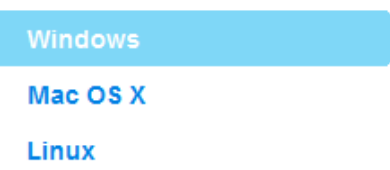

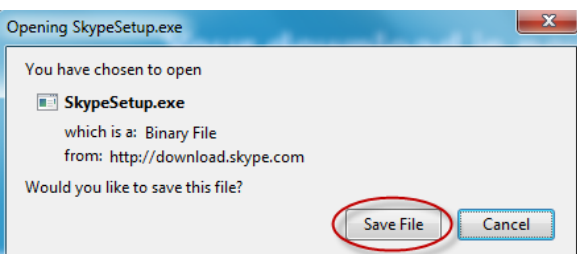

Skype is a web-based communication tool that allows for real-time communication through video or audio. This tool is ideal for small group meetings, office hours and collegial collaboration given its anytime/anyplace nature. In addition to conferencing capabilities, file transfer and instant messaging are features of Skype.

### Steps

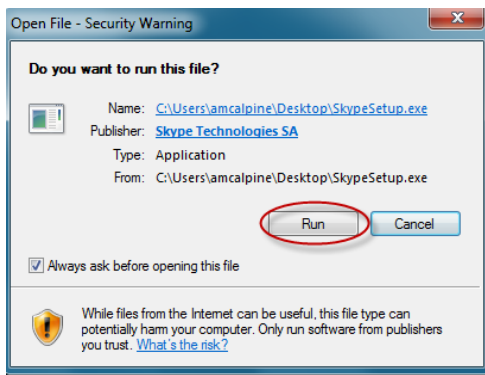

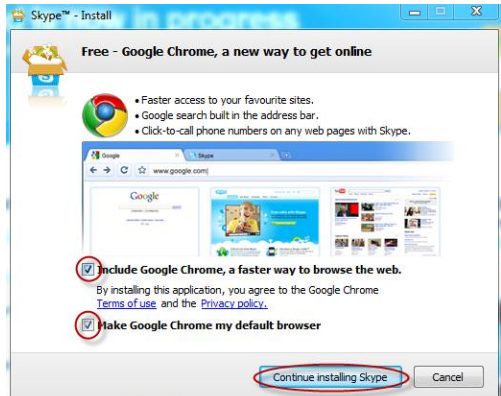
1. Download and install Skype.
2. Create a Skype account.
3. Make a call.

## Video/Audio Conference with Skype

### Step 1: Download and Install Skype

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|   | <p>Go to: <a href="http://www.skype.com">http://www.skype.com</a></p> <p>Click the <b>Get Skype</b> button.</p>                   |
| <p><b>On your computer</b></p> <p>Install Skype, add your friends as contacts, then call, video call and instant message with them for free. Call people who aren't on Skype too, at really low rates.</p>  | <p>Click the <b>Get Skype for Windows</b> button.</p>   |
| <p><b>On Your Computer</b></p>   | <p>Select your operating system from the menu along the right.</p>  |
|   | <p>Click the <b>Download now</b> button.</p>  |
|   | <p>In the window that opens, click the <b>Save File</b> button.</p>   |
|   | <p>Minimize your browser window and locate the <i>SkypeSetup.exe</i> file on your desktop.</p> <p>Double-click the file icon.</p> |

## Video/Audio Conference with Skype

|   |  |
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|  <p>Open File - Security Warning</p> <p>Do you want to run this file?</p> <p>Name: C:\Users\jmcaldpine\Desktop\SkypeSetup.exe<br/>Publisher: Skype Technologies SA<br/>Type: Application<br/>From: C:\Users\jmcaldpine\Desktop\SkypeSetup.exe</p> <p><input checked="" type="checkbox"/> Always ask before opening this file</p> <p>While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. <a href="#">What's the risk?</a></p> <p><input checked="" type="button" value="Run"/> <input type="button" value="Cancel"/></p>  | <p>In the window that opens, click the <b>Run</b> button.</p>  |
|  <p>Skype™ - Install</p> <p>Hello! Thank you for downloading Skype</p> <p>Hello!</p> <p>Select your language: English</p> <p>By installing this application, you agree you have read and accepted the <a href="#">Skype End User License Agreement</a> and the <a href="#">Skype Privacy Statement</a></p> <p><input type="button" value="Options"/> <input checked="" type="button" value="I agree - install"/> <input type="button" value="Cancel"/></p>   | <p>In the <i>Skype Install</i> window that opens, select the desired language from the drop-down menu.</p> <p>Click the <b>I agree – install</b> button.</p>   |
|  <p>Skype™ - Install</p> <p>Free - Google Chrome, a new way to get online</p> <ul style="list-style-type: none"><li>Faster access to your favourite sites.</li><li>Google search built in the address bar.</li><li>Click-to-call phone numbers on any web pages with Skype.</li></ul> <p><input checked="" type="checkbox"/> Include Google Chrome, a faster way to browse the web.<br/>By installing this application, you agree to the Google Chrome <a href="#">Terms of use</a> and the <a href="#">Privacy policy</a>.</p> <p><input checked="" type="checkbox"/> Make Google Chrome my default browser</p> <p><input checked="" type="button" value="Continue installing Skype"/> <input type="button" value="Cancel"/></p> | <p>If you want to install Chrome (Google’s browser product), leave the two options selected.</p> <p>If you do not want to install Chrome, click the two boxes to remove the check marks.</p> <p>Click the <b>Continue installing Skype</b> button.</p> |

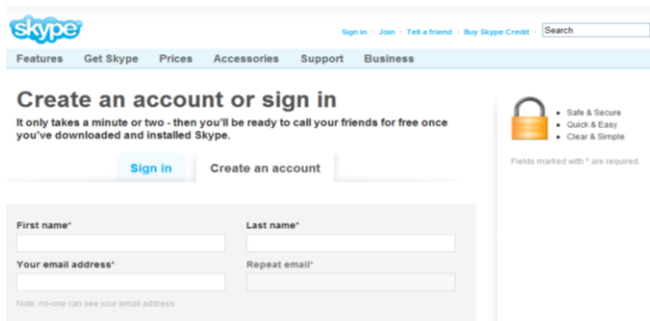
## Video/Audio Conference with Skype



You will see a welcome screen appear.

Explore the options shown, or jump right in by closing this welcome screen.

### Step 2: Create a Skype Account

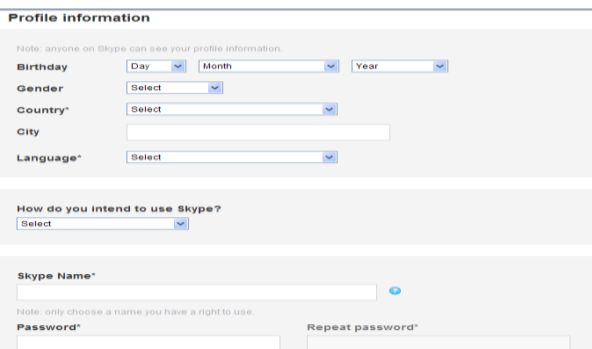


The image shows the Skype account creation form. It has a header with the Skype logo and navigation links. The main heading is "Create an account or sign in". Below this, there are two tabs: "Sign in" and "Create an account". The "Create an account" tab is selected. The form has four input fields: "First name\*", "Last name\*", "Your email address\*", and "Repeat email\*". There is a "Note: no-one can see your email address." below the email fields. To the right, there is a lock icon and the text "Safe & Secure", "Quick & Easy", and "Clear & Simple".

Make sure the **Create an account** tab is selected.

Fill in required fields:

- First name
- Last name
- Email address (you may want to use your Massasoit email address)
- Repeat email address



The image shows the Skype profile information form. It has a heading "Profile information" and a note: "Note: anyone on Skype can see your profile information." The form has several fields: "Birthday" (Day, Month, Year dropdowns), "Gender" (dropdown), "Country\*" (dropdown), "City" (text input), "Language\*" (dropdown), "How do you intend to use Skype?" (dropdown), "Skype Name\*" (text input), "Password\*" (text input), and "Repeat password\*" (text input). There is a note below the password fields: "Note: only choose a name you have a right to use."

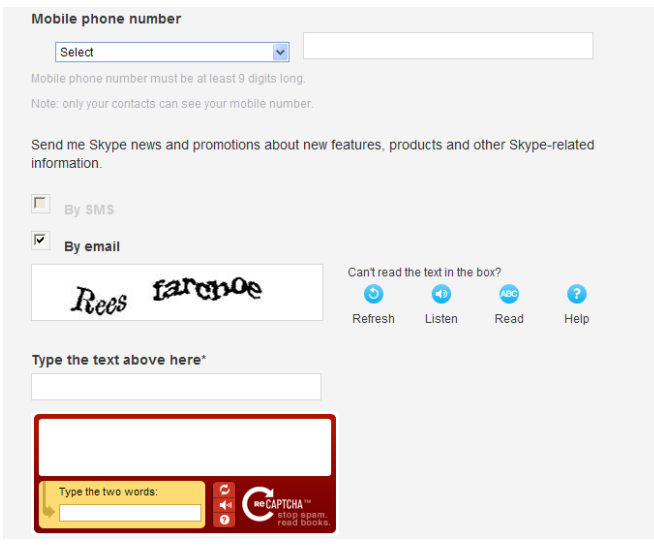

The only required fields in the **Profile Information** are *Country* and *Language* – select your country and your primary language.

The *Birthday*, *Gender*, and *City* fields are optional.


The *How do you intend to use Skype?* field is optional.

Create a Skype name and password.

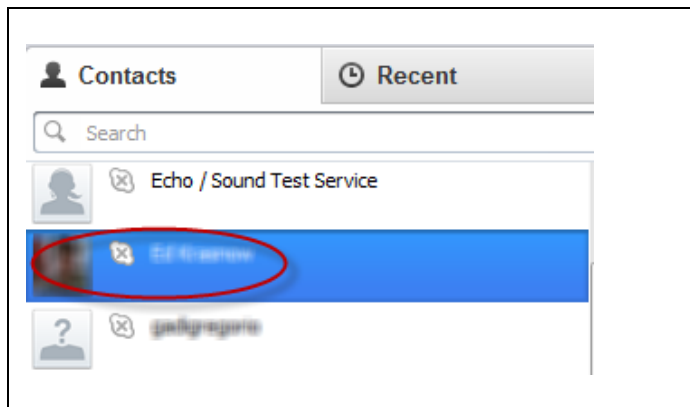
## Video/Audio Conference with Skype

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|     | <p>The <i>Mobile Phone Number</i> field is optional.</p> <p>You may choose to have ongoing Skype news sent to your email address. Remove the checkmark if you do not want to receive information.</p> <p>Type in the two words you see in the white box for verification of your account.</p> <p>Retype the words in the yellow box.</p> |
|  | <p>When done, click on the <b>I Agree-Continue</b> button.</p>   |

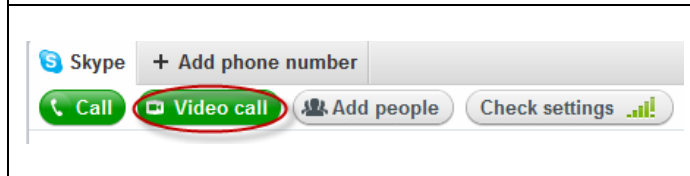
### Step 3: Make a Skype Video Call

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|  | <p>Make sure your web cam is connected and on.</p>   |
|  | <p>If you have not already, add the contact info for the person you wish to contact.</p> <ul style="list-style-type: none"> <li>• Select <b>Contacts</b> from the menu.</li> <li>• Select <b>Add a Contact</b>.</li> <li>• Complete the form.</li> <li>• Click the <b>Add</b> button when done.</li> </ul> |

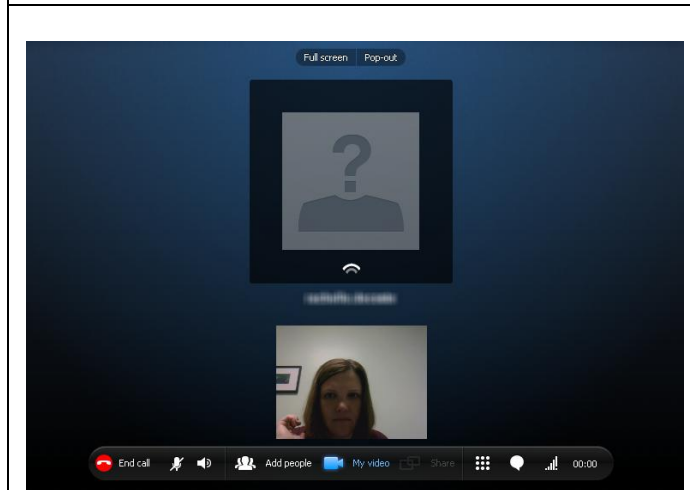
## Video/Audio Conference with Skype



Under **Contacts**, select the name of the individual with whom you want to have a video call.



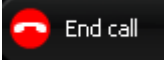


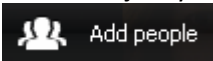
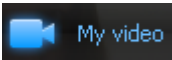
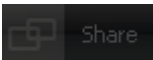



Select the **Video call** option to the right of the contact list.



A window will open with your video stream on the bottom.

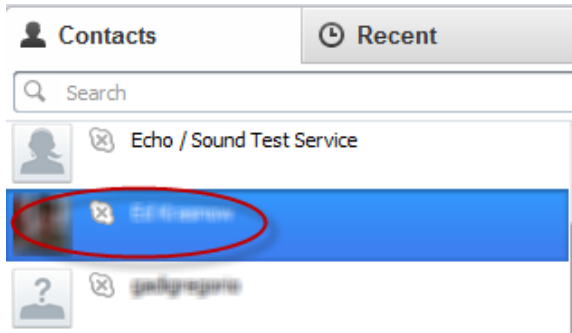
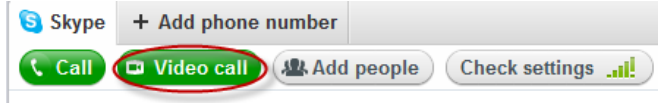
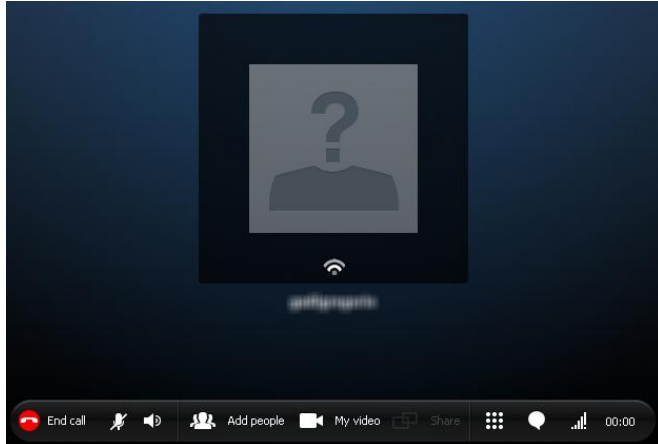
When a call is answered, the video stream for the person you called will appear.

Below your video stream, you will see buttons to control settings and call features.

-  **End call** hang up from a call
-  mute/unmute your end of the call
-  adjust your volume
-  **Add people** add people to the call (audio only)
-  **My video** adjust your video settings
-  **Share** share a file while chatting
-  access the key pad to dial a number
-  access the instant message feature while chatting
-  adjust your microphone settings

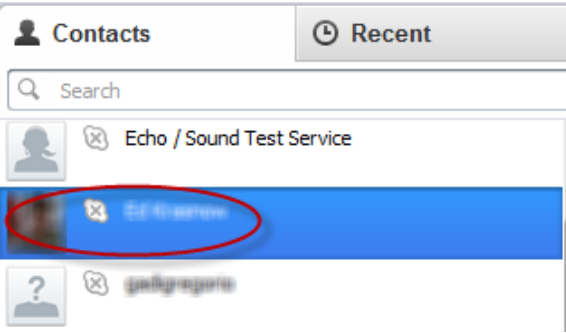
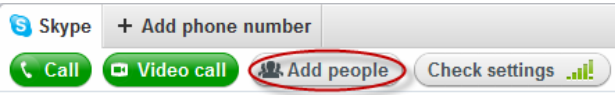
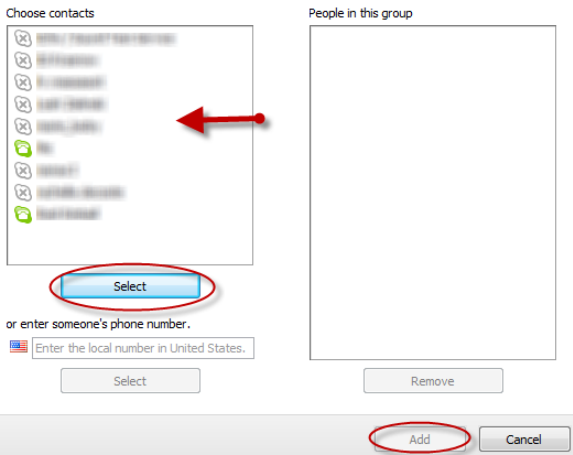
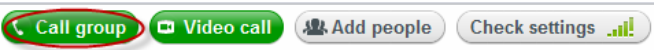

## Video/Audio Conference with Skype

### Step 4: Make an audio call to one person

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|    | <p>Select the name of the individual you want to call.</p>   |
|    | <p>Select the <b>Call</b> option to the right of the contact list.</p>   |
|  | <p>A window will open with a place holder for the image of the individual you are calling.</p> <p>When a call is answered, the image of the person you called will appear (if they have associated one with their account).</p> <p>You will see buttons to control call settings along the bottom (see above for explanations of each button).</p> |

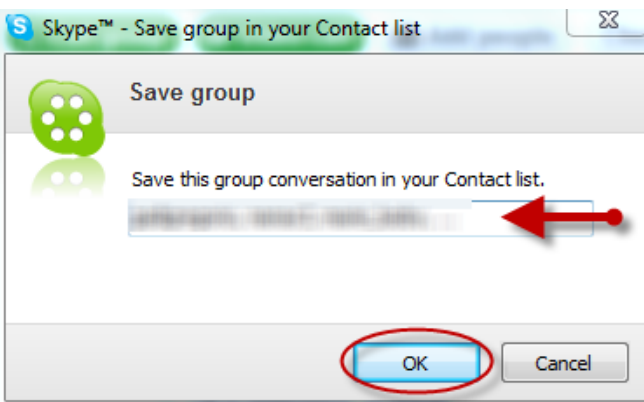
## Video/Audio Conference with Skype

### Step 5: Make an audio call to many people

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|  <p>The screenshot shows the Skype interface with the 'Contacts' tab selected. A search bar is visible. In the list of contacts, the contact 'Ed K. ...' is highlighted with a blue background and circled in red.</p>   | <p>Under <b>Contacts</b>, click the name of one of the people you wish to contact.</p>   |
|  <p>The screenshot shows the top of the Skype window with call options: 'Call', 'Video call', 'Add people', and 'Check settings'. The 'Add people' button is circled in red.</p>   | <p>Click the <b>Add people</b> button to the right.</p>  |
|  <p>The screenshot shows the 'Add people' dialog box. It has two columns: 'Choose contacts' on the left and 'People in this group' on the right. A red arrow points from the 'Choose contacts' list to the 'People in this group' box. The 'Select' button at the bottom of the 'Choose contacts' list is circled in red. At the bottom of the dialog, the 'Add' button is also circled in red.</p> | <p>Click the names of those you want to add to the call.</p> <p>Click the <b>Select</b> button at the bottom of the list.</p> <p>The names will move to the box on the right (<i>People in the Group</i>).</p> <p>Click the <b>Add</b> button.</p> |
|  <p>The screenshot shows the top of the Skype window with call options: 'Call group', 'Video call', 'Add people', and 'Check settings'. The 'Call group' button is circled in red.</p>   | <p>Click the <b>Call group</b> button.</p>   |
|  <p>The screenshot shows a button labeled 'Save group in Contacts' with an information icon and a close icon. The button is circled in red.</p>  | <p>If this is a group you call often, you can save the group as a contact. Click the <b>Save group in Contacts</b> button at the top right of the Skype window.</p>  |



### Video/Audio Conference with Skype

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|  A screenshot of the Skype application window titled 'Skype™ - Save group in your Contact list'. The dialog box has a title bar with the Skype logo and a close button. The main content area shows the text 'Save group' with a green speech bubble icon, followed by 'Save this group conversation in your Contact list.' Below this is a text input field containing a group name, with a red arrow pointing to it. At the bottom, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is circled in red. | <p>In the window that opens, give the group a name and then click the <b>OK</b> button.</p> |
|---|---|

#### Additional Resources:

- Clark, J. & Ramis de Almeida, C. (2007) *Online Learning Using Skype*. Retrieved 10/28/07 from: <http://www.league.org/publication/learning/edition.cfm>
- Skype Tutorial (<http://media.umb.edu/skype/>)