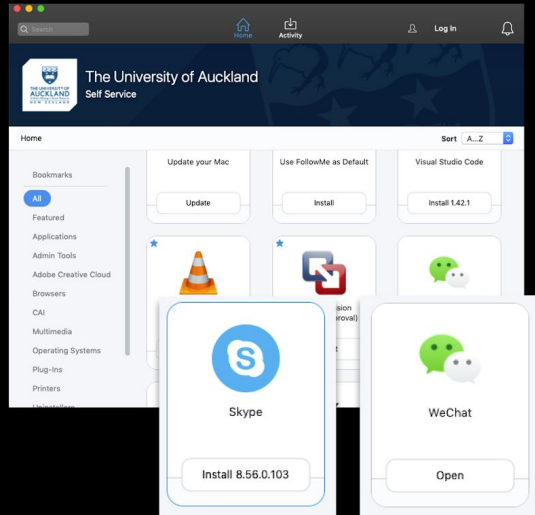


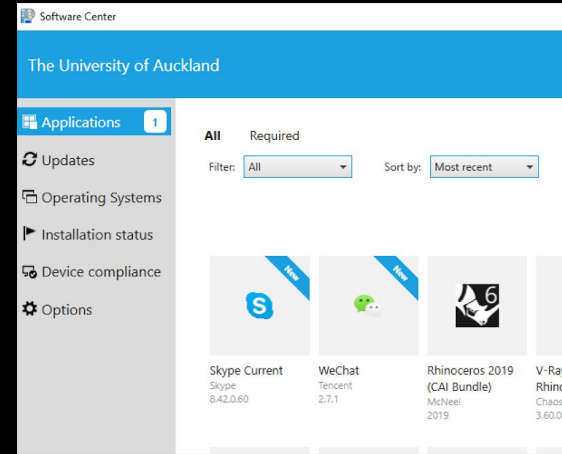
Skype Tutorial

Part 1:
Downloading Skype for
laptop/desktop

Mac - Self Service

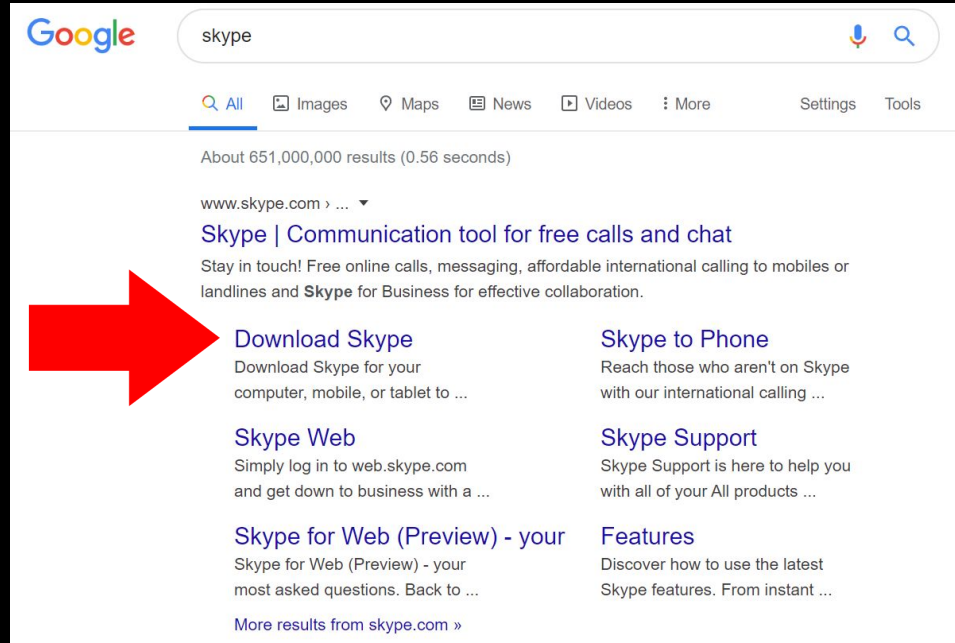


PC - Software Centre



If you are on the university laptop or desktop, please download Skype through either Self Service or Software Centre

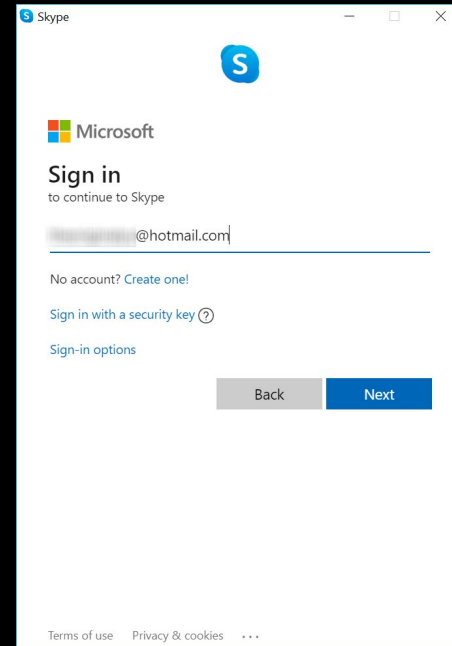
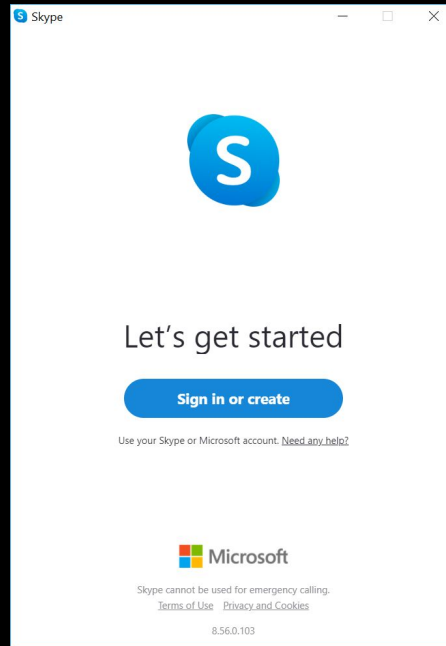
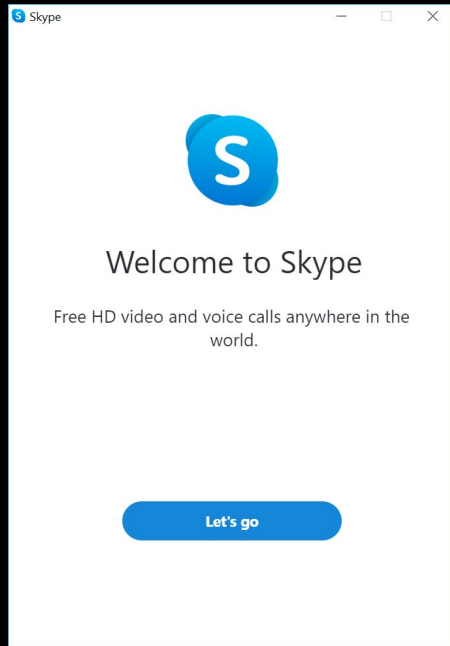
If you would like to download Skype on a personal device, please go to the next slide



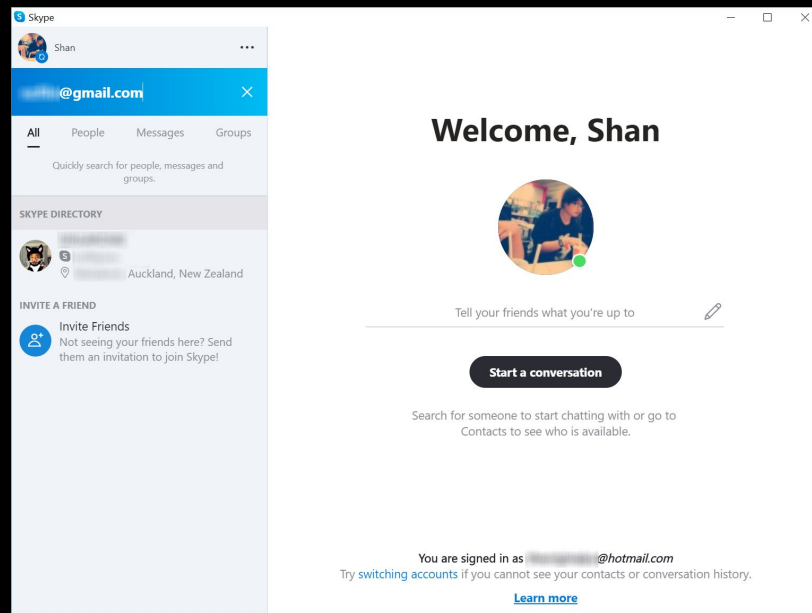
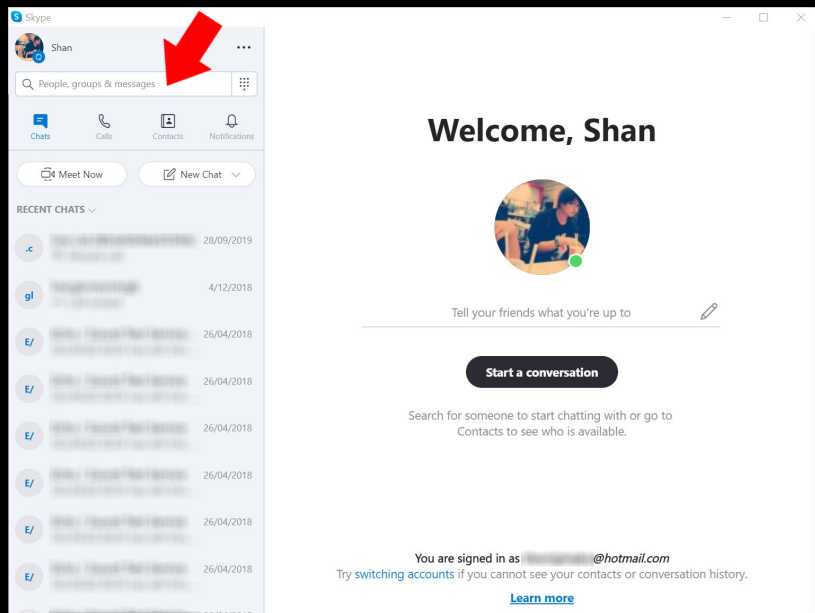
To download on your personal device, just search for 'Skype' on your preferred browser and click into 'Download Skype', and follow given prompts

Part 2:

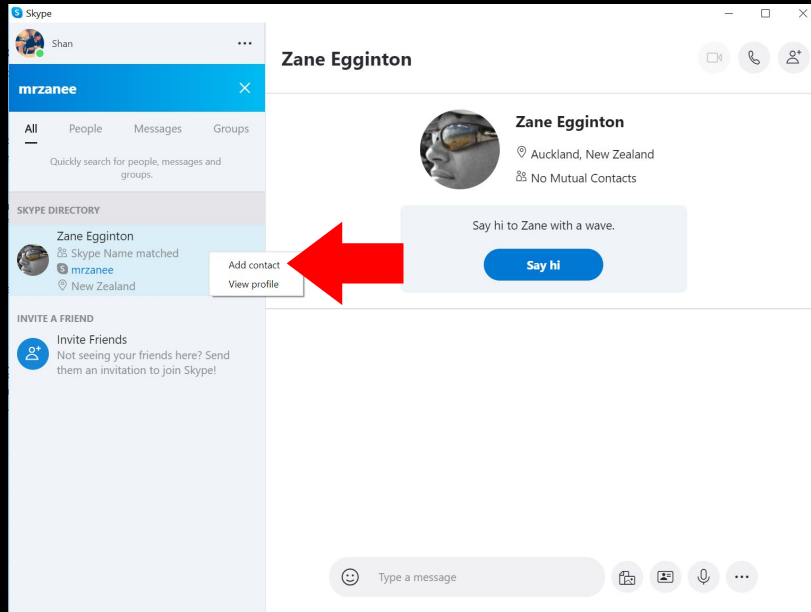
Logging in and adding contacts



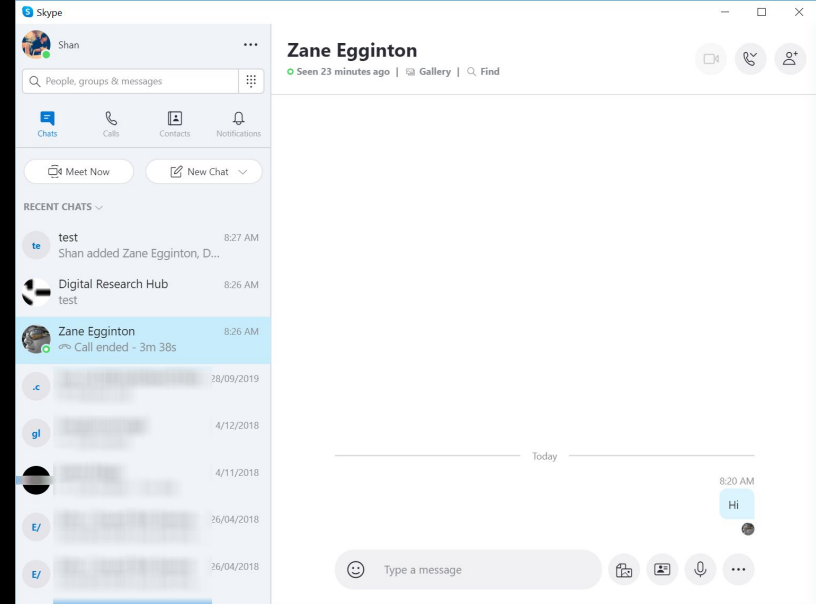
You can sign straight into Skype with your hotmail account and people may add you through your email. Or you can create an account from scratch



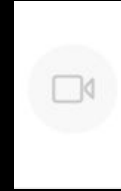
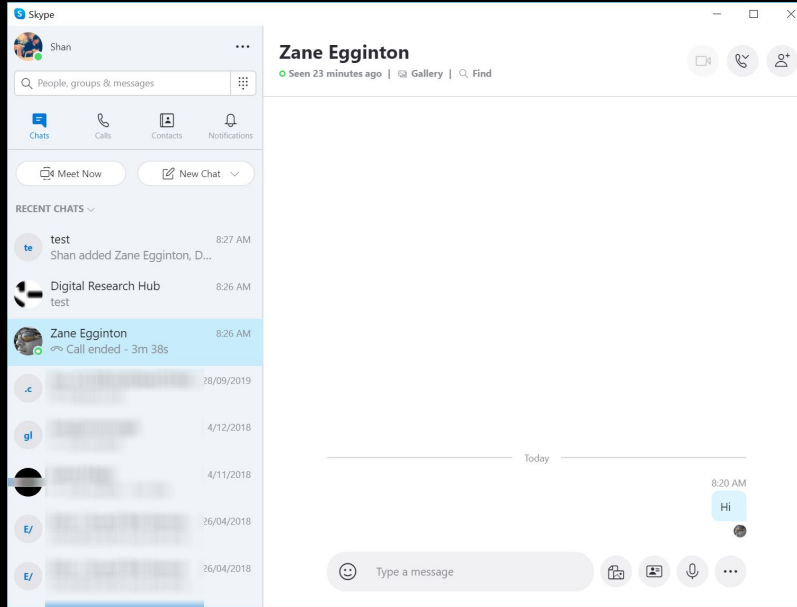
Once you are logged in, use the search bar on the top left to add people. You can find them through their email they signed up with Skype or their username if they have set one



When you have found the correct person you can right click on their profile to 'Add contact'



Or just send them a message and it will bypass the need for friend requests



Video Call



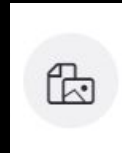
Voice Call



Add other
contacts to
current chat

!

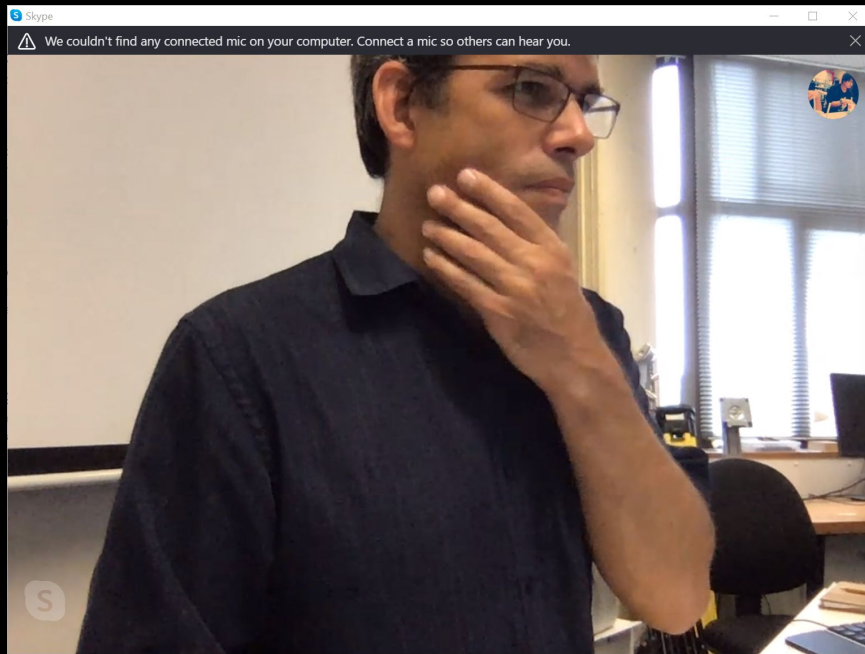
If your device does not have a webcam
you cannot initiate a video call, however
all functions such as screen sharing is
still available through voice call



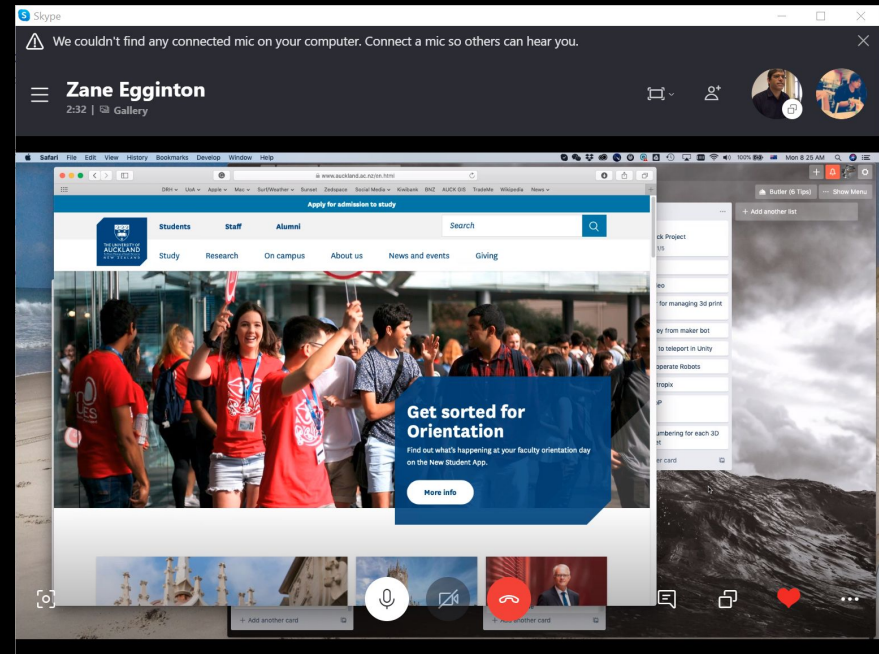
Send Files



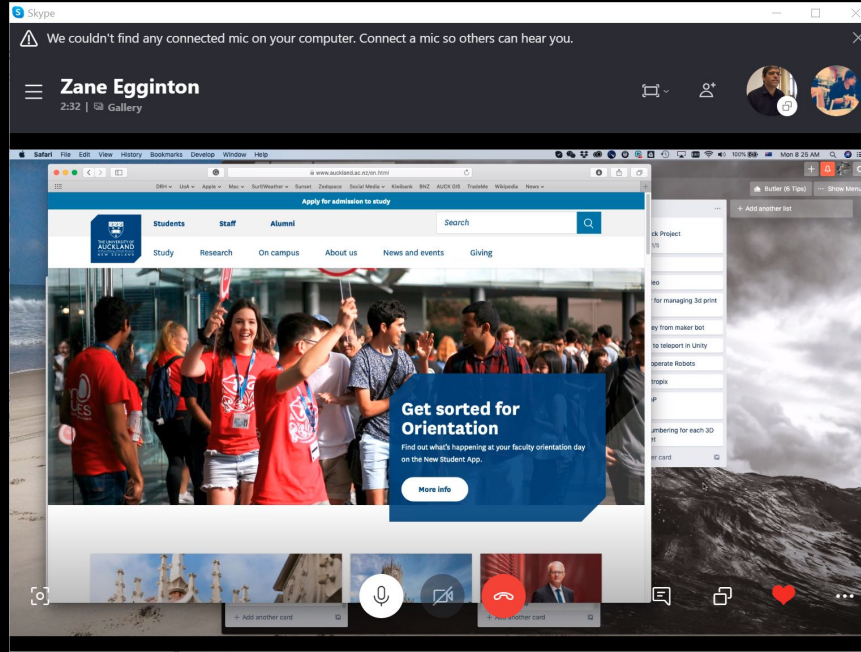
Record Voice
Message



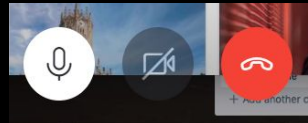
This is what the other party will see in video call



This is what the other party will see in screen share mode. Be aware they can see whatever you leave on screen

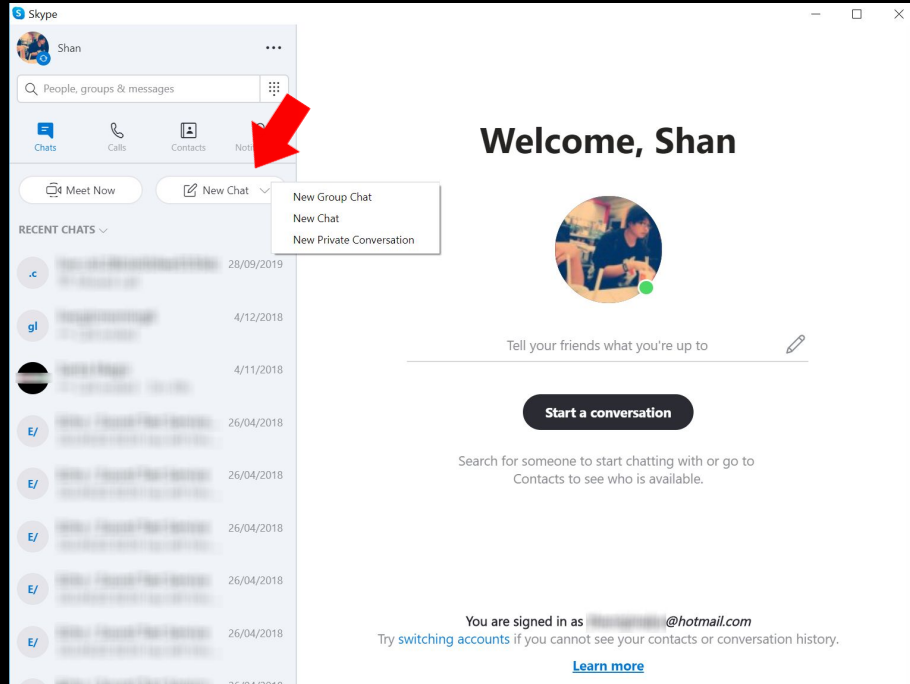


This is the screen share button, it will ask you and double check what you are sharing before it shares your screen to the call

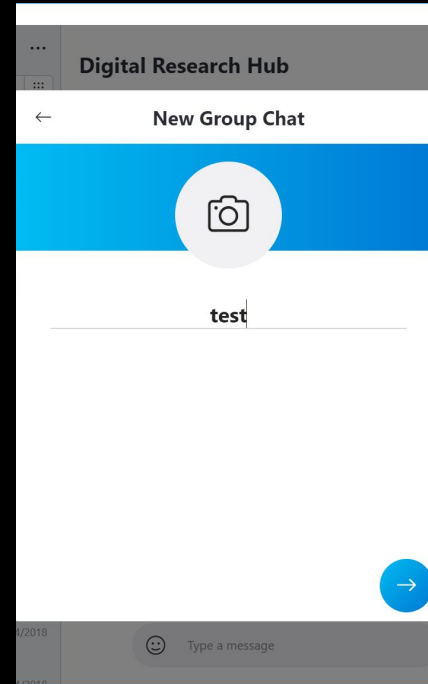


You can enable and disable the microphone and video during the call. In this example, the desktop had no webcam so naturally video mode is disabled

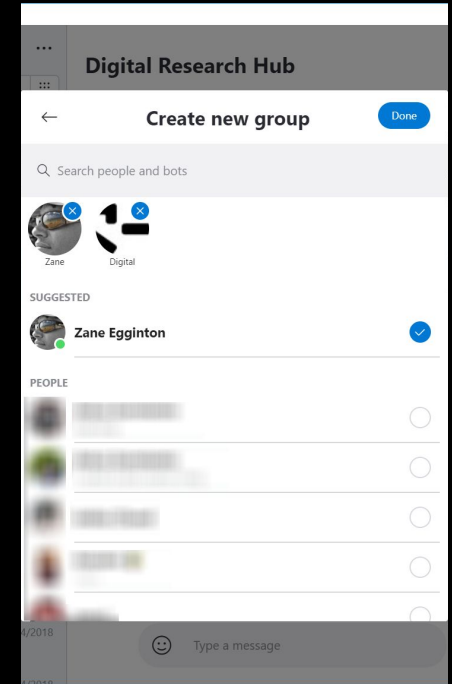
Part 3:
Creating group chats and
scheduling calls



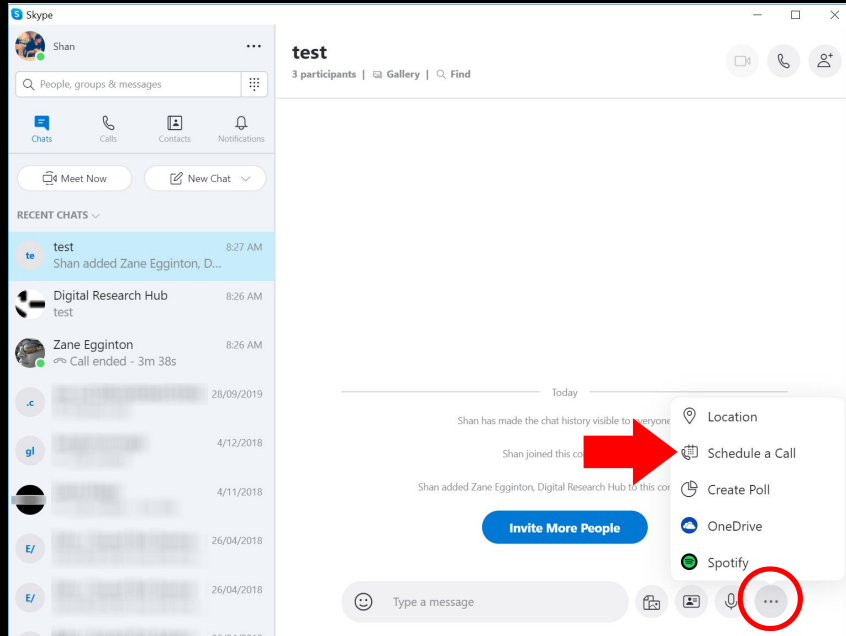
To start a group click into 'New Chat' and you will be given the option to start 'New Group Chat'



A separate pop up will appear letting you name the new group

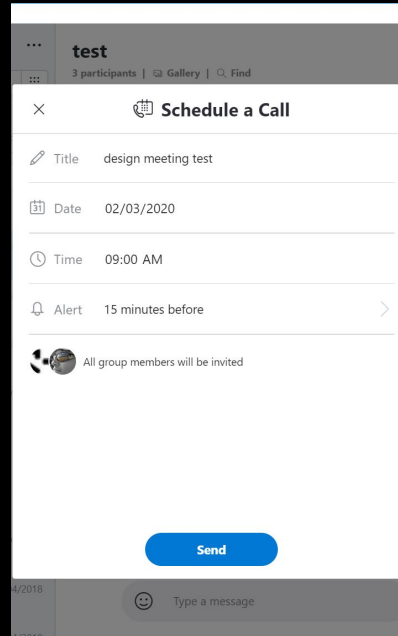


Select the relevant people from your contacts then click 'Done'

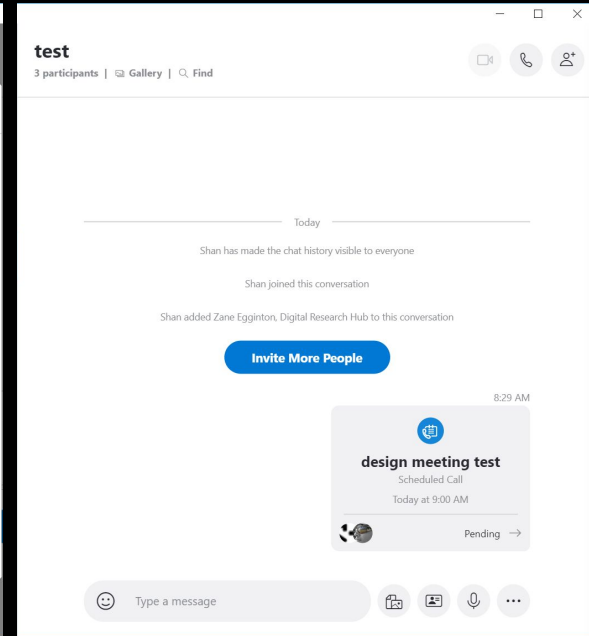


In the group you have all the same functions in a one-to-one Skype conversation, follow the previous pages for video call and voice call

Additionally you may schedule a call for the group, click into the 3 dots and find 'Schedule a Call'



You set a time, date and alert for the call. This will allow for studio sessions if necessary



Once you send the scheduled call everyone in the group will be notified and when the time comes the call will be initiated. Group members can then join in and out of the call

DRH Support

- email: digitalresearchhub@auckland.ac.nz
- Web: <http://www.drh.nz> (we will post information / links here ASAP)
- Yan Li - DRH Coordinator - li.yan@auckland.ac.nz
- Video Support - Shan Yu - syu756@aucklanduni.ac.nz
- Phone - x82457
- AskIT - <http://askit.auckland.ac.nz>

Technical Team Leader (digital) - Zane Egginton z.egginton@auckland.ac.nz