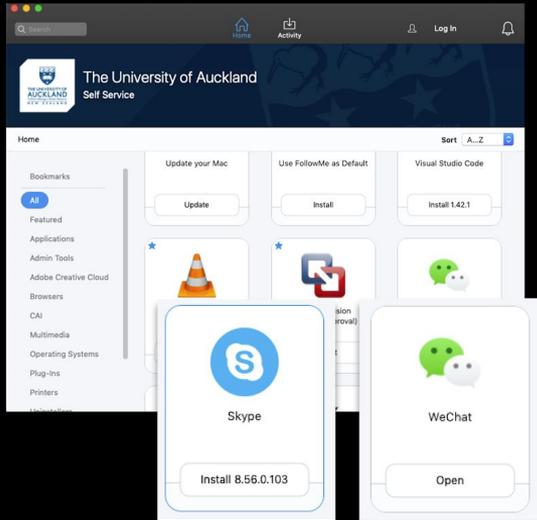


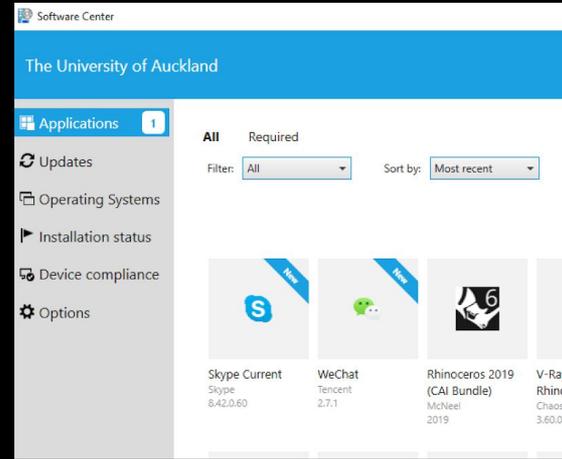
# Skype Tutorial

**Part 1:**  
**Downloading Skype for**  
**laptop/desktop**

## Mac - Self Service

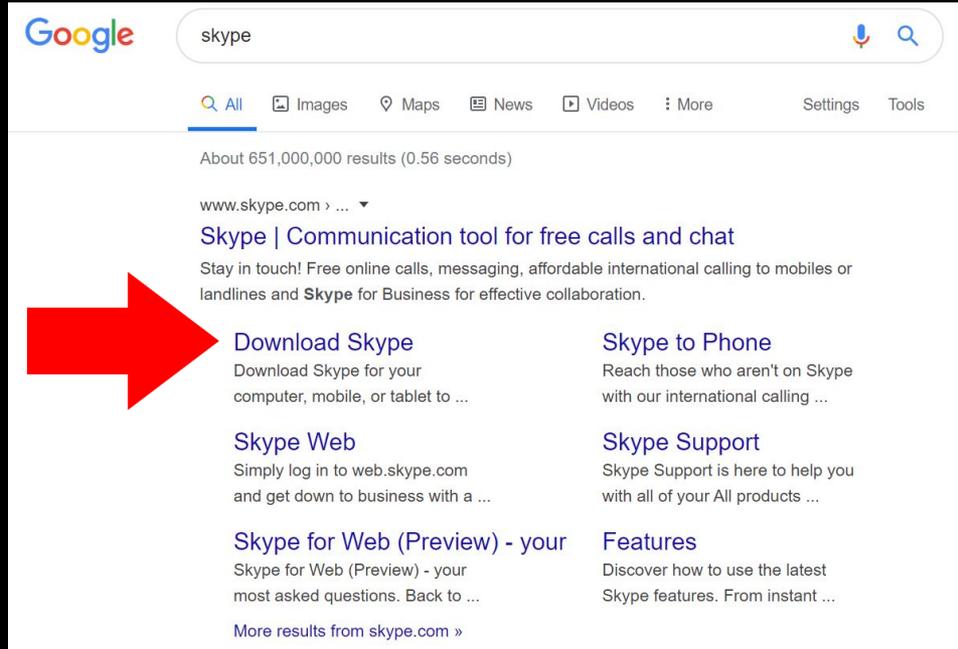


## PC - Software Centre



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



The image shows a Google search interface. At the top left is the Google logo. The search bar contains the word "skype". Below the search bar are navigation links: "All", "Images", "Maps", "News", "Videos", "More", "Settings", and "Tools". The search results show "About 651,000,000 results (0.56 seconds)". The first result is from "www.skype.com" and is titled "Skype | Communication tool for free calls and chat". Below the title is a short description: "Stay in touch! Free online calls, messaging, affordable international calling to mobiles or landlines and Skype for Business for effective collaboration." There are five main result cards: "Download Skype" (with a red arrow pointing to it), "Skype to Phone", "Skype Web", "Skype Support", and "Skype for Web (Preview) - your Features". At the bottom of the results is a link for "More results from skype.com".

Google

skype

All Images Maps News Videos More Settings Tools

About 651,000,000 results (0.56 seconds)

www.skype.com > ...

**Skype | Communication tool for free calls and chat**

Stay in touch! Free online calls, messaging, affordable international calling to mobiles or landlines and **Skype** for Business for effective collaboration.

**Download Skype**  
Download Skype for your computer, mobile, or tablet to ...

**Skype to Phone**  
Reach those who aren't on Skype with our international calling ...

**Skype Web**  
Simply log in to web.skype.com and get down to business with a ...

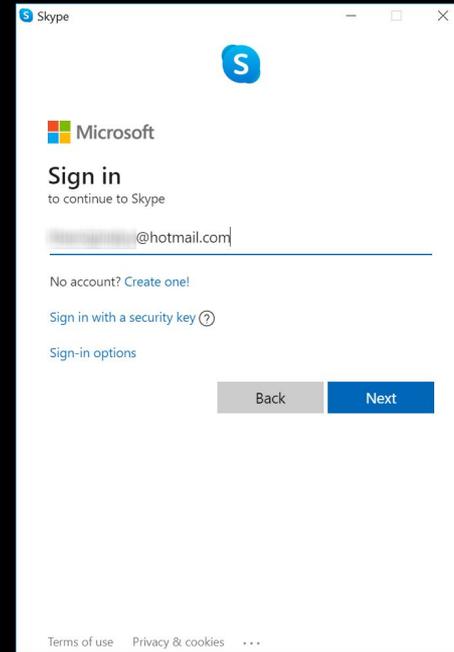
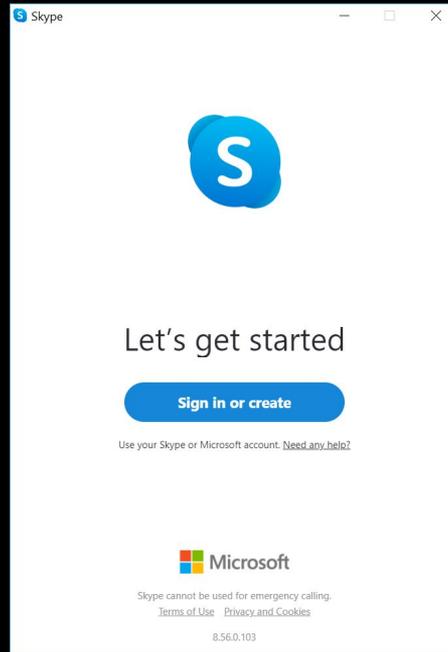
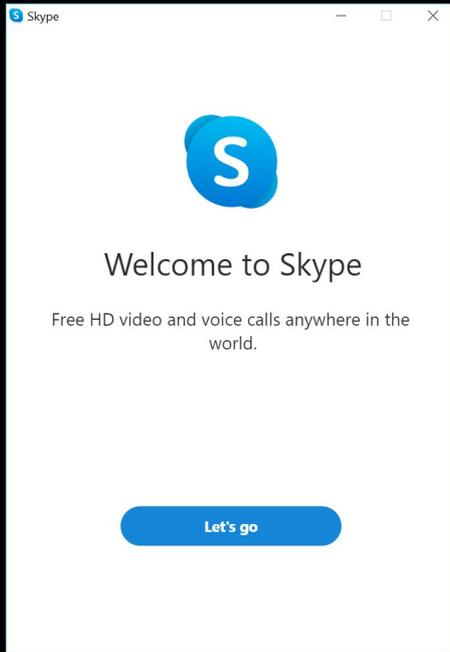
**Skype Support**  
Skype Support is here to help you with all of your All products ...

**Skype for Web (Preview) - your Features**  
Skype for Web (Preview) - your most asked questions. Back to ...  
Discover how to use the latest Skype features. From instant ...

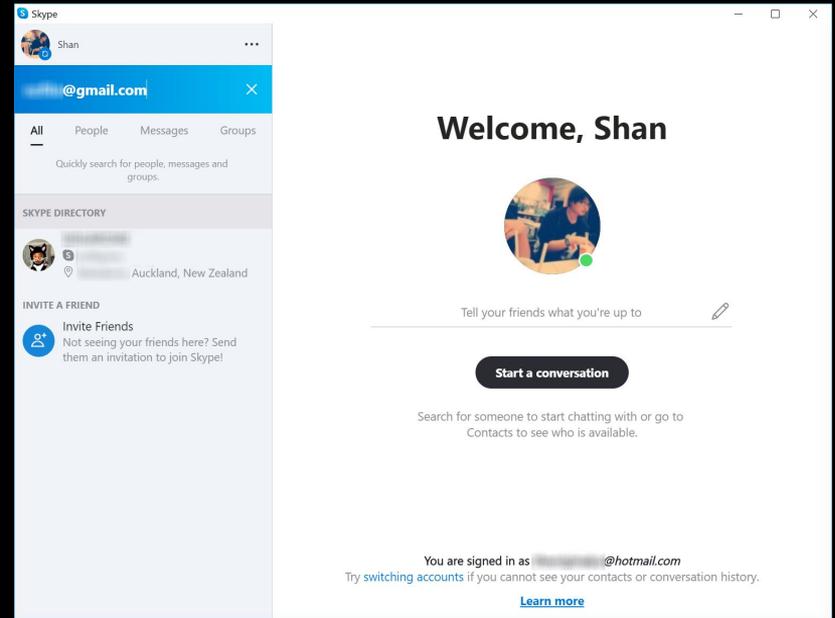
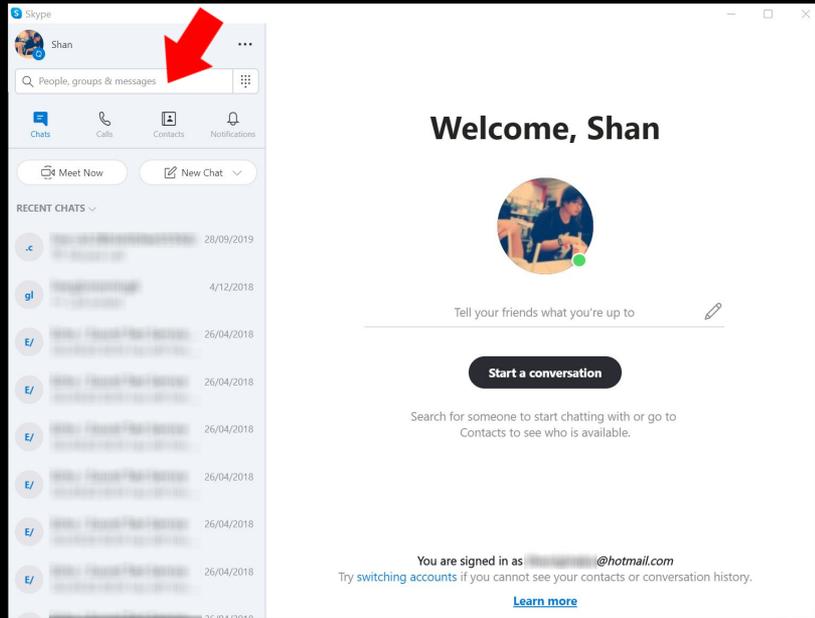
[More results from skype.com >](#)

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

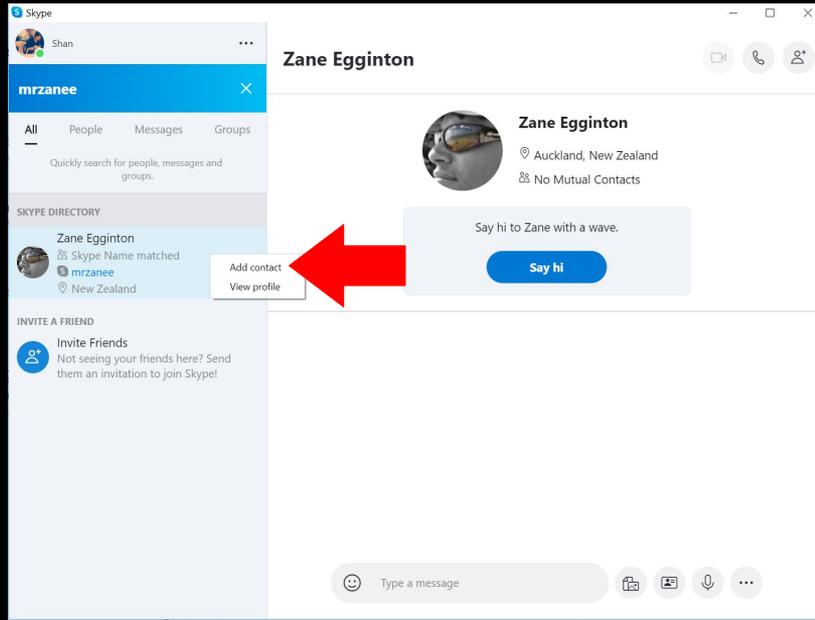
**Part 2:**  
**Logging in and adding contacts**



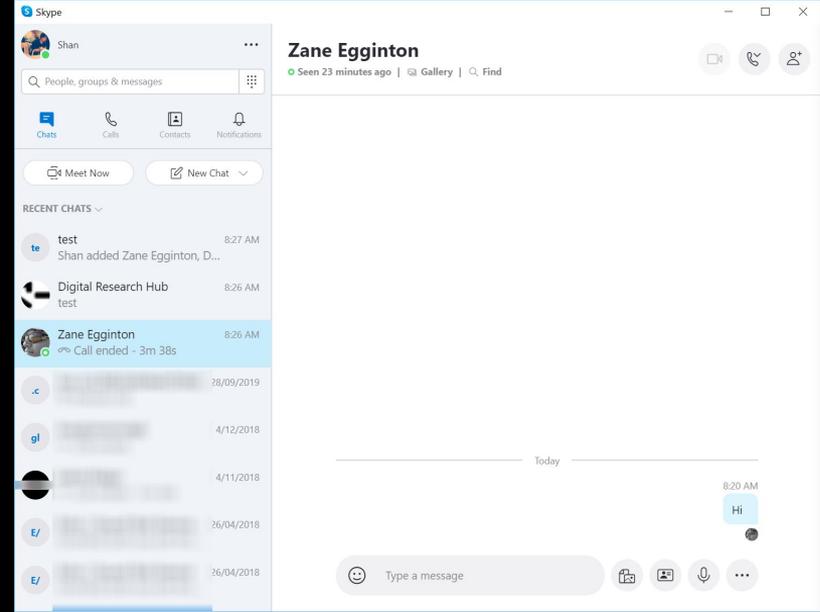
You can sign straight into Skype with your hotmail account and people may add you through your email. Or you can create an account from scratch



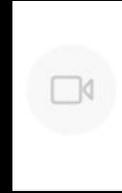
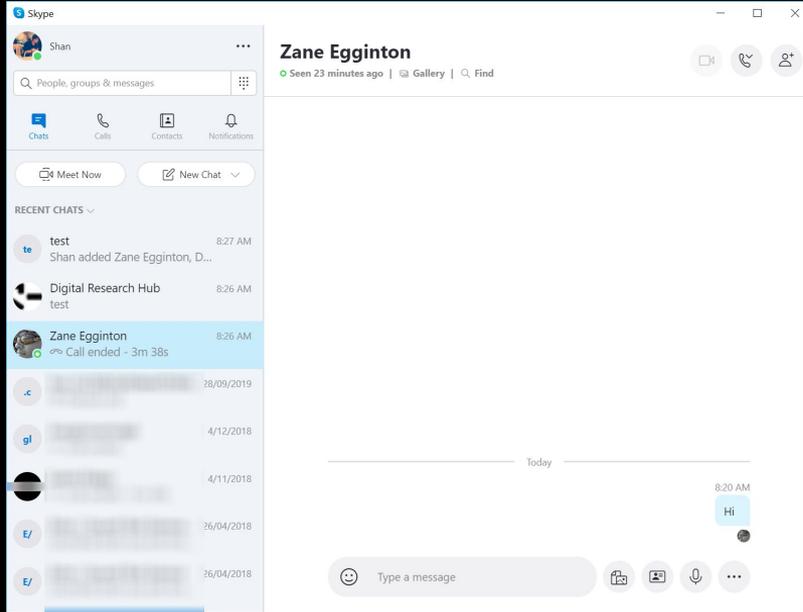
Once you are logged in, use the search bar on the top left to add people. You can find them through their email they signed up with Skype or their username if they have set one



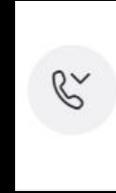
When you have found the correct person you can right click on their profile to 'Add contact'



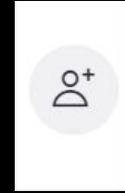
Or just send them a message and it will bypass the need for friend requests



Video Call



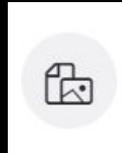
Voice Call



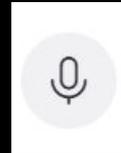
Add other contacts to current chat

!

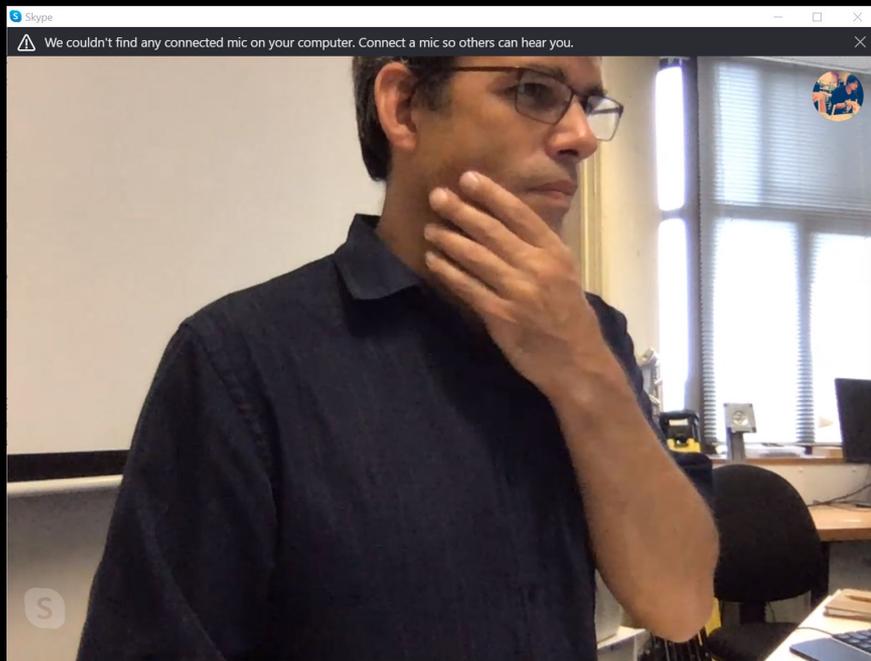
If your device does not have a webcam you cannot initiate a video call, however all functions such as screen sharing is still available through voice call



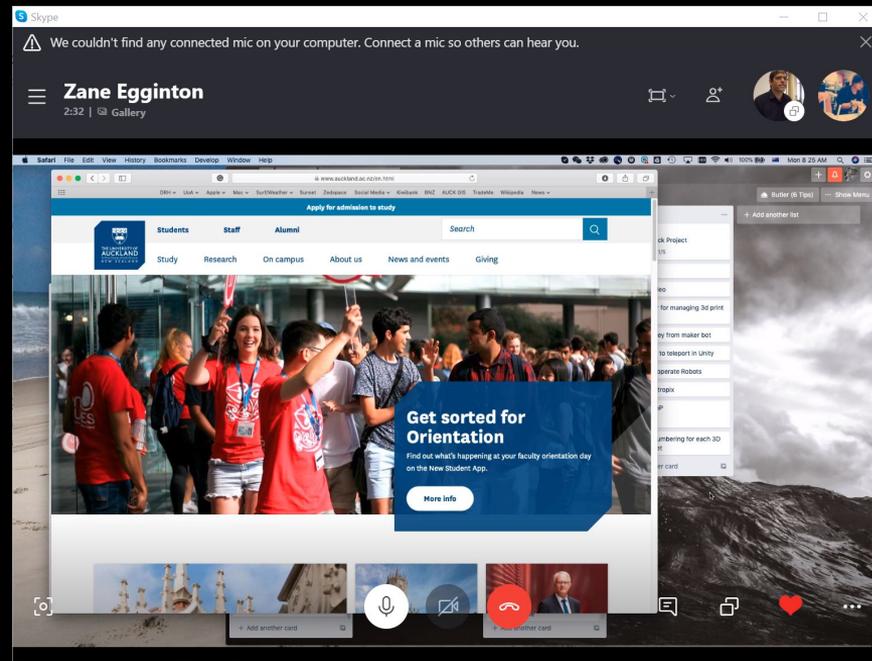
Send Files



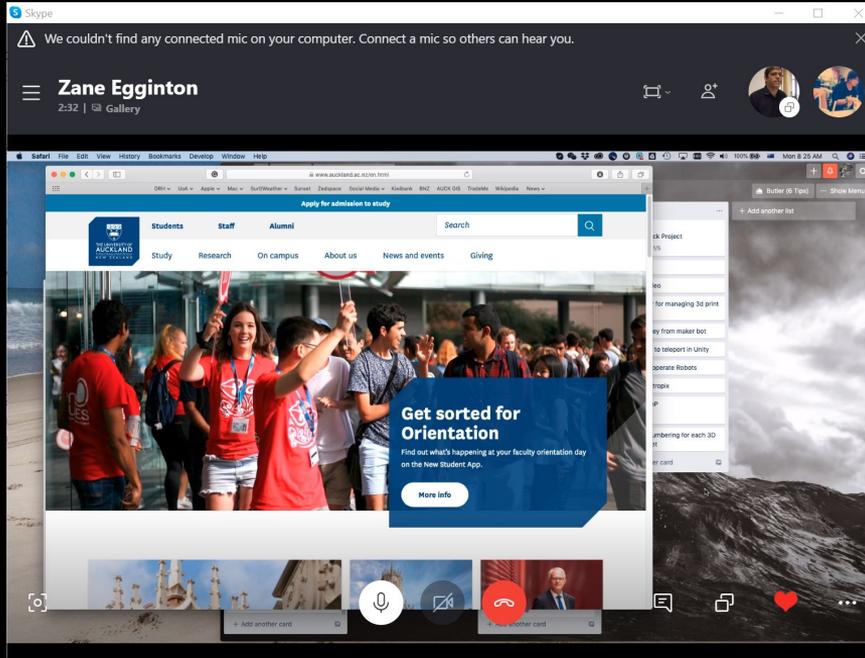
Record Voice Message



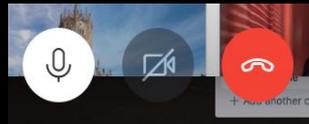
This is what the other party will see in video call



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

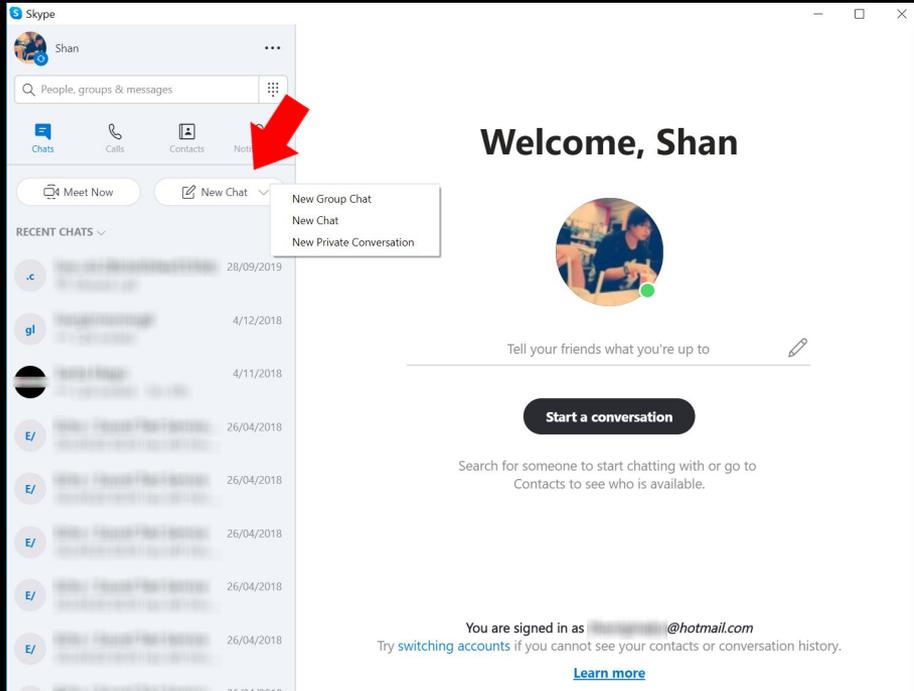


This is the screen share button, it will ask you and double check what you are sharing before it shares your screen to the call

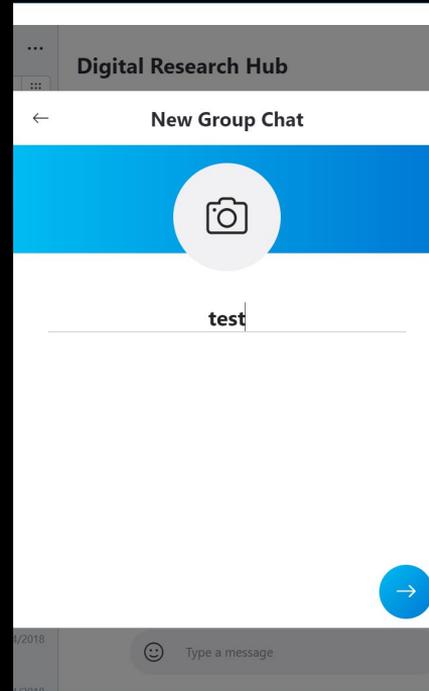


You can enable and disable the microphone and video during the call. In this example, the desktop had no webcam so naturally video mode is disabled

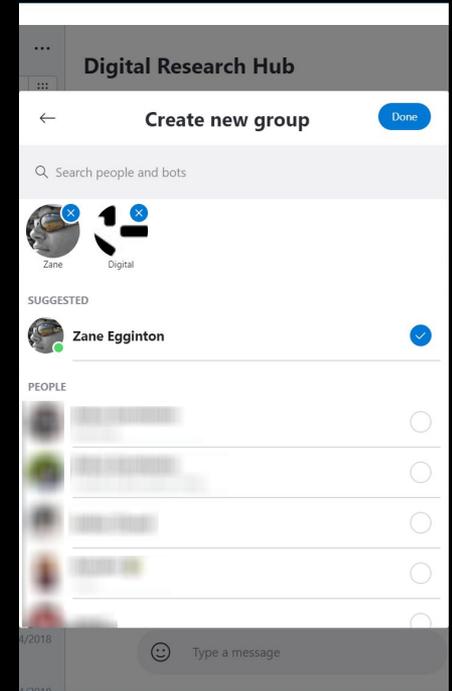
**Part 3:**  
**Creating group chats and  
scheduling calls**



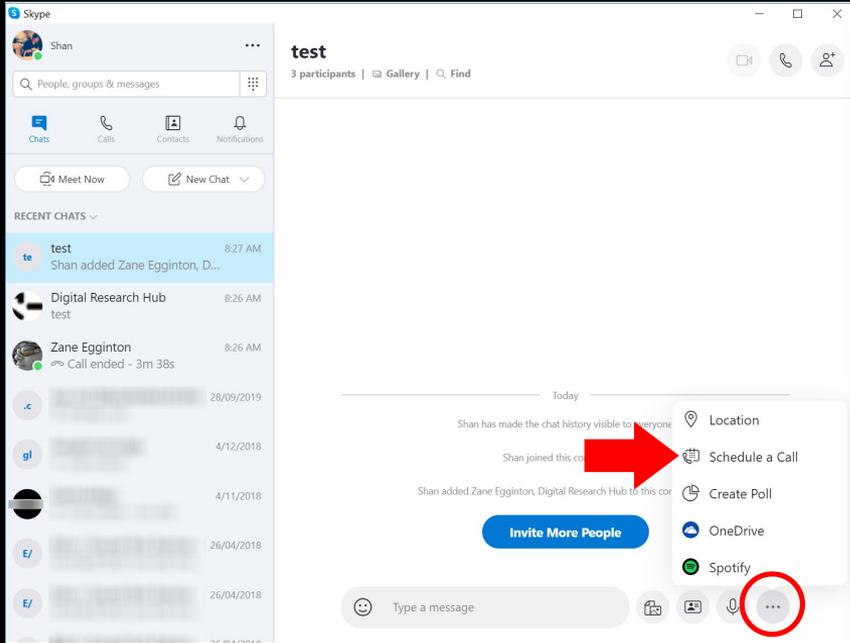
To start a group click into 'New Chat' and you will be given the option to start 'New Group Chat'



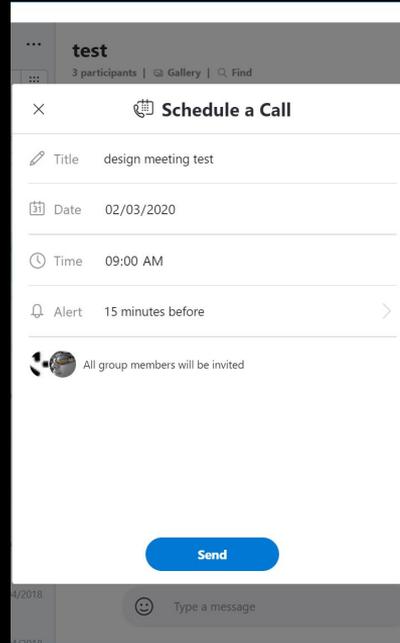
A separate pop up will appear letting you name the new group



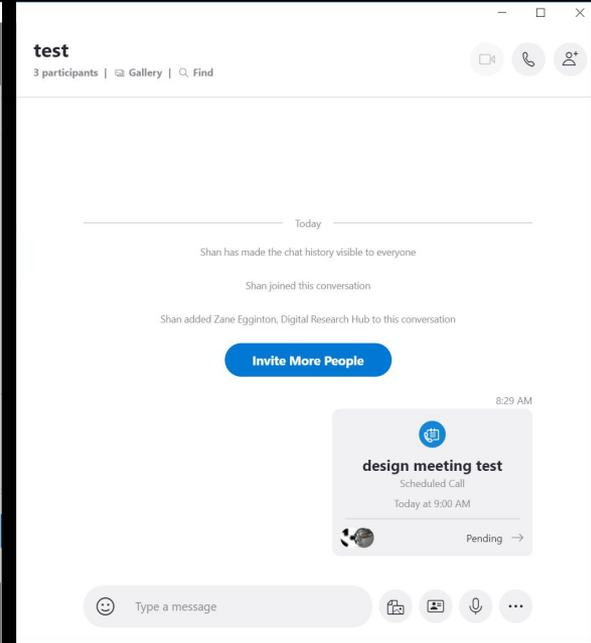
Select the relevant people from your contacts then click 'Done'



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](mailto: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](mailto:li.yan@auckland.ac.nz)
- Video Support - Shan Yu - [syu756@aucklanduni.ac.nz](mailto:syu756@aucklanduni.ac.nz)
- Phone - x82457
- AskIT - <http://askit.auckland.ac.nz>

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