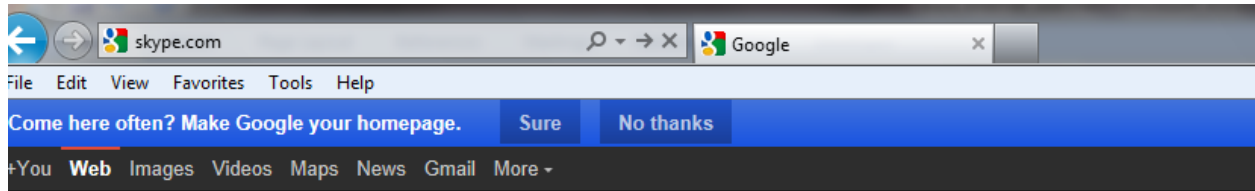# How to set up a Skype account

On your desktop, open (left-click or double left-click) the icon for internet

explorer In the address bar, type skype.com

. Hit enter on your keyboard In the top right corner,

click join Skype

Enter all of the required info in the available fields (name, email address, etc.)

In the field for Skype name, chose one of the suggested names by clicking the radio button beside it or enter your own. Enter a password twice (must be 6 characters including at least 1 letter and 1 number), unclick the radio buttons offering advertising and enter the captcha (funny looking word that ensures you are a human and not a robot signing up)

Click the I agree
button

Yes, I have read and I accept the Skype Terms of Use and the Skype Privacy Statement
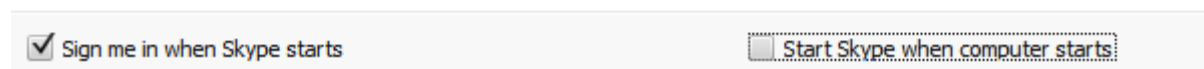
I agree - Continue

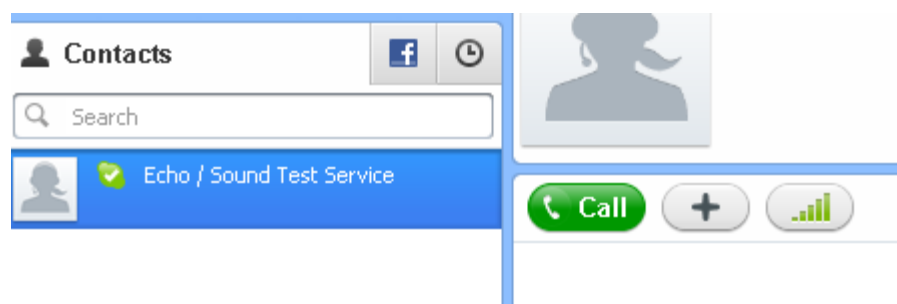Congratulations, you have now made a Skype account!

Now you need to follow the prompts (declining any advertising offers) to install Skype – you may have to click on the flashing bar at the top to see the download link. Click download file, then run. After downloading is complete hit run again.

Click 'I agree-next', unclick any marketing offers, and click next. Skype will now continue to download and install. This will take several minutes to complete
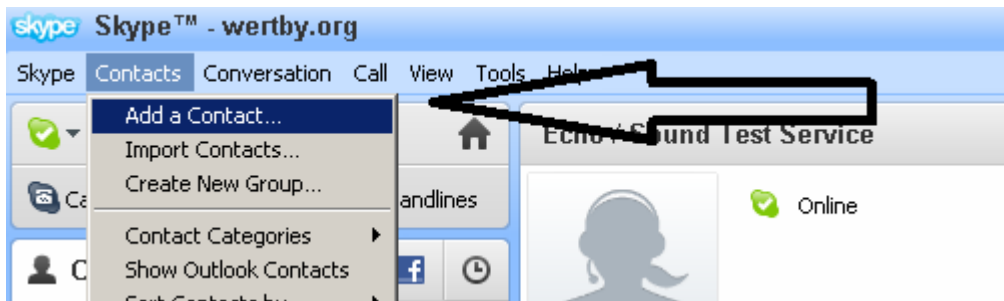
Use the Skype name and password you just created to log on to Skype for the first time. Be careful to uncheck the radio button for starting Skype automatically (Skype is a resource hog and will significantly slow down your computer when running. It's best to run Skype only when you need it.

☑ Sign me in when Skype starts   ☐ Start Skype when computer starts

To test your equipment, you can make a test call by clicking on the Echo/Sound Test Service name in your contact list then clicking call.
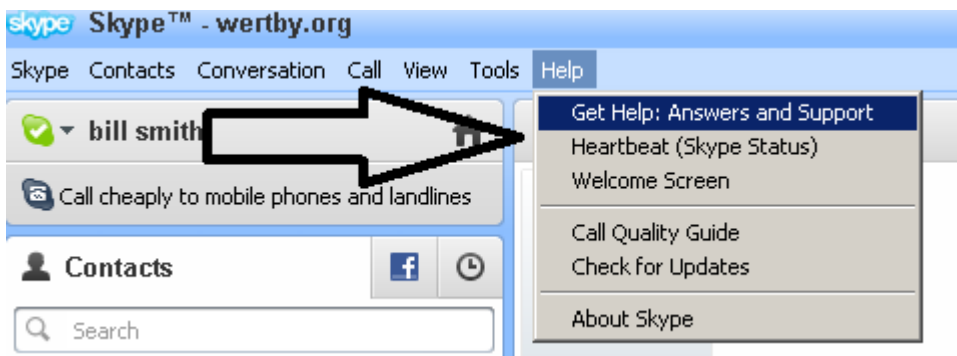
Lastly, give your Skype user name to the people you'd like to talk to (by phone or email) or search for contacts under the Contacts/add a contact menu.

Enjoy using Skype – video calling is free and you should not be asked for a credit card # or for money at any time (although Skype does offer some paid services, this is not the focus of this tutorial)

If you need some hands-on help, Skype offers many good tutorials/how-tos and FAQs (frequently asked questions) that can be found under the Help/Get Help menu

Note that to setup and use Skype, you require a microphone, camera and administrator privileges for your computer (meaning you are allowed to install a program).