



# Skype Video Conferencing

## What is it?

Skype is a downloadable program that allows you to use a head set, webcam, your computer, and the Internet to talk to friends and family around the world. Skype allows video conferencing, voice calls, and instant messaging. You can also call land lines and cell phones.



## Skype Features

Video and audio calling \* Skype-to-Skype \* Call land lines \* Call cell phones \* Group video calling \* Online number \* Voicemail \* Call forwarding \* Caller ID \* Call transfer \* Screen sharing \* Instant messaging \* Sending files \* Text messaging \* Connect to Facebook

## How do I use Skype?

1. Open an Internet browser window and go to <http://www.skype.com>
2. Click the **Join** button in the middle of the page.
3. On the page that loads, fill out the required information to create an account and click **I agree - Continue**
4. Click the **Download Skype for (Mac or Windows)** button.
5. Click on the application file to install. Uncheck any boxes to install Google chrome and to make it your default browser. Then click the continue installing button. Installation processes work in different ways on certain computers.

If you need further assistance, don't hesitate to:

- Email or call **Jason Pinshower**, **Instruction and Technology Librarian**, at [jpinshower@indiantrailslibrary.org](mailto:jpinshower@indiantrailslibrary.org) or **847-279-2255**
- Call us at **847-279-2240** for over the phone support or to set up a one-on-one session.
- Stop by **the 2<sup>nd</sup> floor Information Desk** for assistance.

Also, don't forget that all of the services offered by the library are free of charge. You can check out a full listing of our computer classes and registration options at <http://www.indiantrailslibrary.org/events/>



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