ON LINE CLASSES
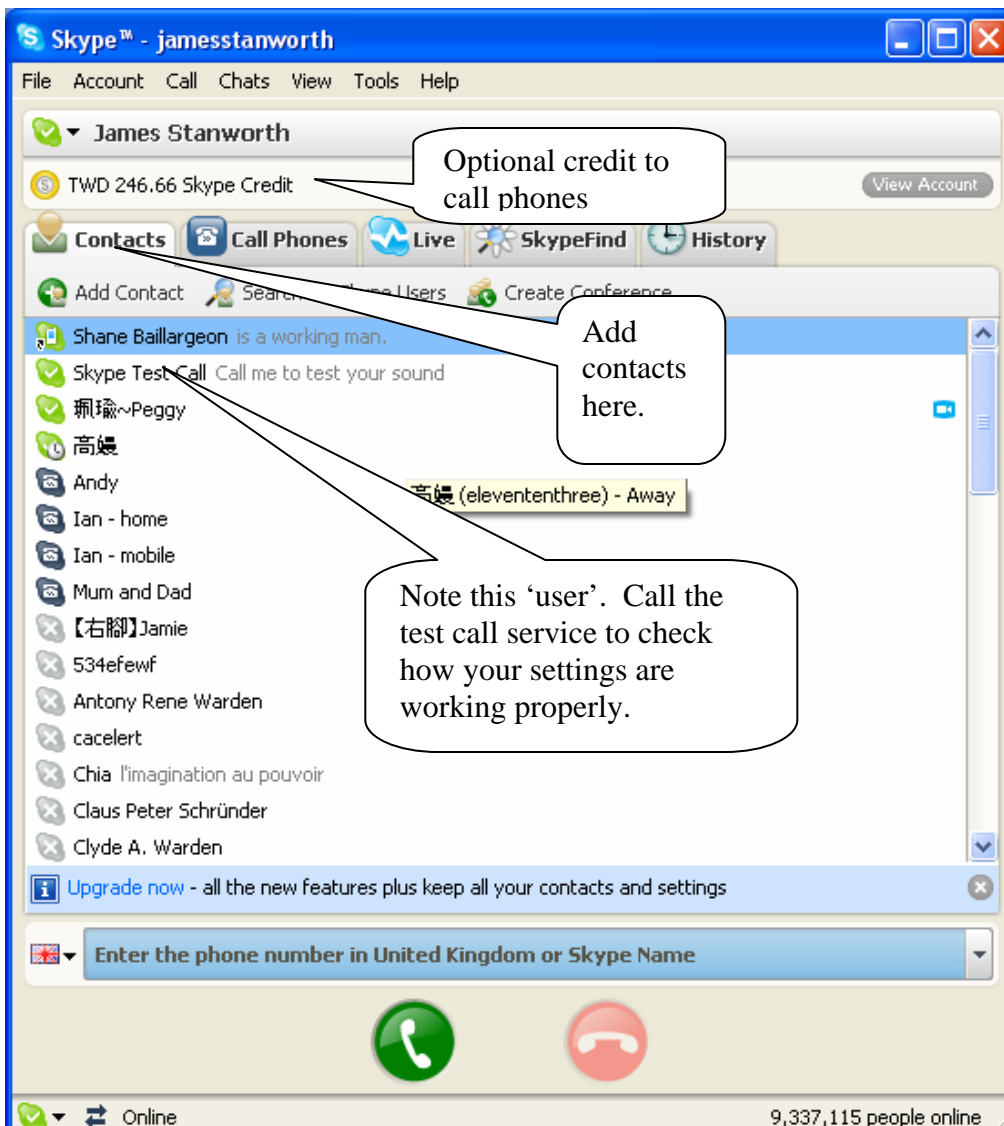-USING SKYPE
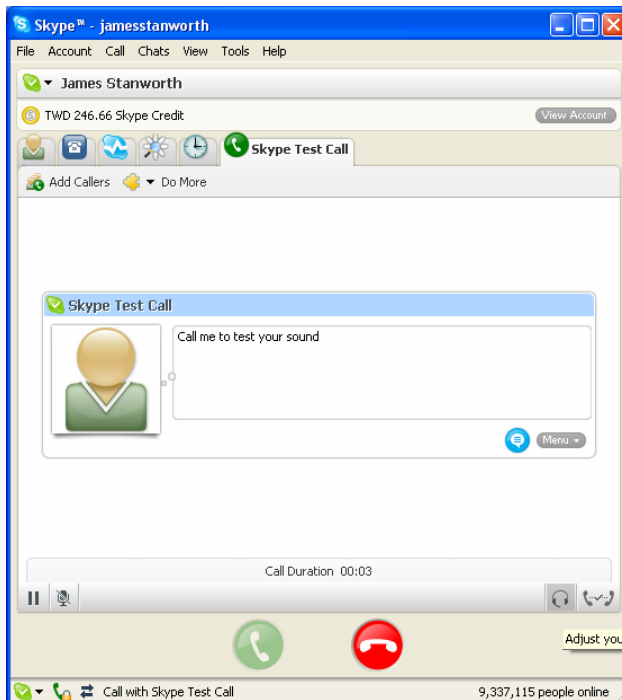
James Stanworth
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Skype – getting started

If you do not have Skype already installed please go to www.skype.com and download and install it. This programme allows you to call other users for free who are on Skype. You can, if you wish, add credit and then call to landlines or mobiles phones as well. Generally the cost is quite competitive with other low cost telecom providers.

Skype can be used for one to one calls with video. Also it can be used one to many (conference calls) and generally the quality is reasonable. Please make sure you have you *headset plugged in*.
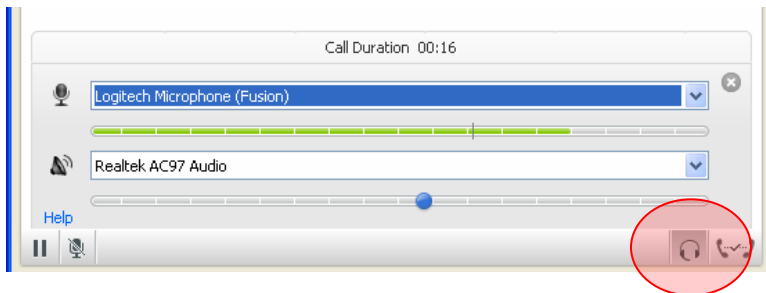
When you set up a user name create something that is obvious and easy to find. (For example Jamesstanworth in Taiwan is easier to find than j18011972 in Switzerland for James Stanworth who lives in Taiwan.) Once installed you should see something similar to the window below.

ON LINE CLASSES
-USING SKYPE

James Stanworth
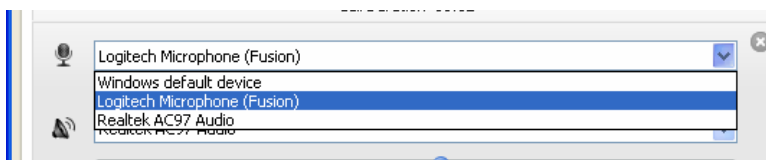e-mail: jamesstanworth@btinternet.com
web: www.j--s.net

Checking your call settings

- For all calls test to see if your microphone and sound is set up correctly.

- The Skype test call service supports this check.

- Select this users and press on the green call button.

- You should hear the sounds of the system connecting and a women prompting you to talk.

- Start talking then…

- click on the 'headset' icon to open up the sound and microphone settings (see left).

- You should see the green bar move as you talk. If you do not check the microphone options (next picture).

- If needs be change the microphone settings until you find an option that works (green bar moving).

- Note! Sometimes the computer re-sets this microphone setting part way through a call. So if someone cannot hear you check this setting *during* the call.

- Once you hear a 'beep' your message will be played back. If you can hear your sound *through the headset* no problem. If you can got to the speaker icon and change the setting until you can hear your message.