
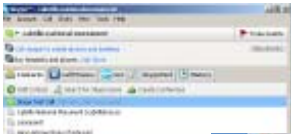


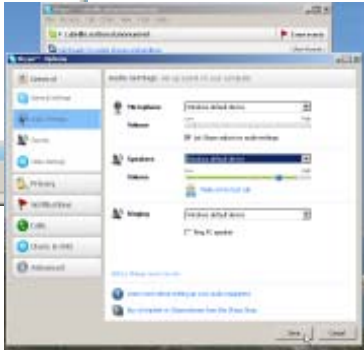
# Using Skype for StSS LIVE Activities

 **Open Skype.** Double-click on the Skype icon found on the left of the desktop. Enter your user id and password at the applicable prompts.

**Make sure you are online.** You will see a green circle with a checkmark as well as the word “online” in the lower left corner of the Skype window.



**Test your audio.** Once you are online, ensure that your headset is working properly. Double click on the “Skype Test Call” and follow the automated operator’s instructions. You can then adjust volume and re-test (if necessary).



If your audio is not working, open the Tools->Options->Audio Settings in the Skype window. Ensure that the microphone is the “Windows Default Device”; then, click “Save”. If your audio is still not working, reboot your computer. Upon rebooting, you may see a screen that requires you to select “microphone” and then click on Okay. You can now re-test your audio.

**Test video.** Once you are sure that your audio is working properly, make sure that your video is working.

**Select Tools -> Options -> Video Settings** and you should see your video on the right side of the window.



 **Place Call to Audience.** To connect with a Skype user, either double-click on the user name or highlight the user name and click the green telephone icon on the bottom of the window.



**Start Video.** When the person answers the Skype call, “Start my Video” so that the user can see your video.



**Using Chat.** Place your cursor in the text box at the bottom of the chat window and start typing your message; then click “Enter” on your keyboard. You will then see your chat message display under a gray heading. The person on the other end will reply and their text will display under a blue heading.

The chat feature is very useful if you are having microphone issues as you can communicate with the user via text.



**Questions?** Contact Susan Teel at 805-370-2332 or 954-647-5261.