

Communicate / Train for free!



A screenshot of the Skype website homepage. The top navigation bar is blue and contains the text "English (American)", "Special offers", "Buy Credit", "Sign In", and "Join Skype". Below this is a secondary navigation bar with "skype" logo, "Features", "Get Skype", "Prices", "Accessories", "Business", "Support", and a search bar. The main content area features a large image of a woman talking on a mobile phone. To the left of the image, the text reads "Skype from your home phone" and "Free Skype-to-Skype calls plus unlimited** calls to phones. No computer required to call." Below this is a green "Learn more" button. To the right of the main image are three smaller promotional boxes: "Skype from your home phone", "Skype Premium just got better", and "Get up to \$50 in Skype Credit".



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“Tech Tools with Tine” Webinar Series Presents:

Skype

Making communication free

Tine Walczyk – November 4th, 2011
tine@trainers-r-us.com



What is it?

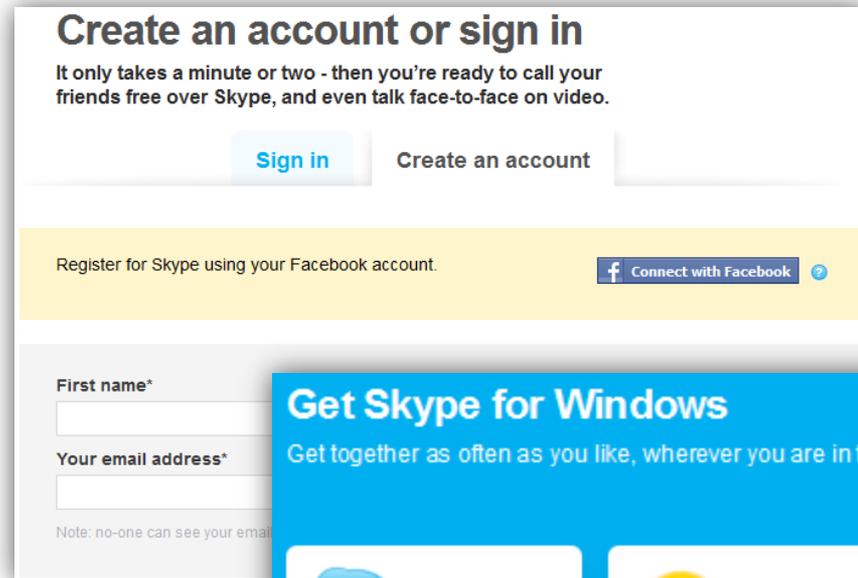
What do I need to use it?

- Skype is an internet-based communications tool. Possible uses: phone, video conference, SMS/txt, Voicemail, IM and more
- If you have a computer with internet access and headphones/speakers with a microphone, you can get started!!



Getting started

- Go to skype.com.
- Create an account.
 - Make the username something easy to remember.
- Download skype!
 - Choose Free or Premium version
- It's that easy!



Create an account or sign in
It only takes a minute or two - then you're ready to call your friends free over Skype, and even talk face-to-face on video.

[Sign in](#) [Create an account](#)

Register for Skype using your Facebook account. [Connect with Facebook](#)

First name*

Your email address*

Note: no-one can see your email address



Get Skype for Windows
Get together as often as you like, wherever you are in the world.

Skype Free

New features:

- See Facebook friends in your Skype contact list
- Instant message with your Facebook friends
- New and updated emotions
- Easier, smarter call controls

[Download Skype](#)

Skype Premium
\$4.49/month*
regular price \$8.99

up to 50% off*

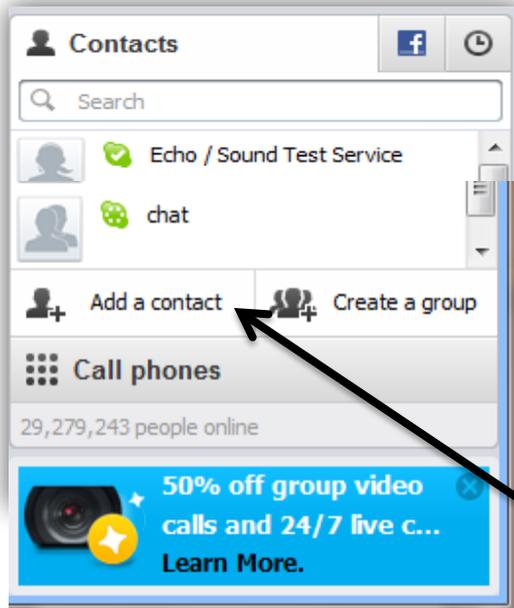
All the great free features PLUS:

- Group video calls with up to 10 people**
- Unlimited** calls to phones in US and Canada with 3 and 12 month subscriptions
- Live chat customer support
- 25% off an HD webcam

[Get Skype Premium](#)

Make the Video CALL!

Phase 1 - Contacts

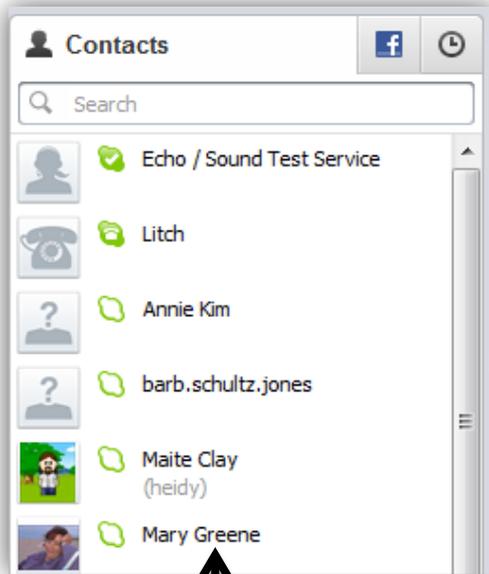


- Start Skype
- To reduce confusion, choose View | Compact View.
- To connect with someone who already has Skype, create a contact.

– You'll need their skype name, email address, or phone number.

Make the Video CALL!

Phase 2 – Dial!



Double click here



Wait to be connected

Enjoy your call



While on a call...

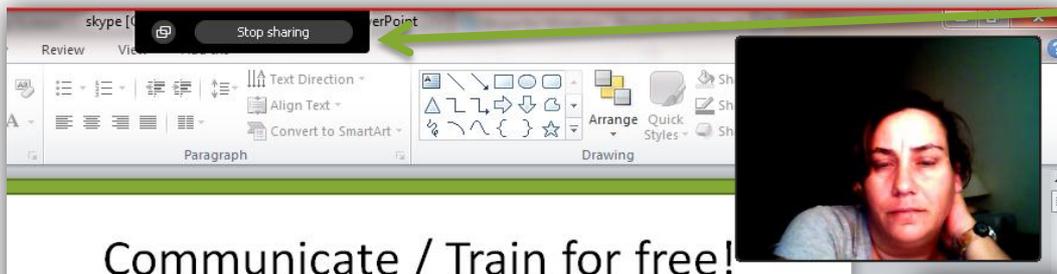


- Use the bottom toolbar to accomplish tasks
 - Turn IM on/off
 - Turn your video on/off
 - Turn your mic on/off
 - Add participants, send files
 - Hang up
 - Call quality and Options

Share more than your face!

You can share your screen by using the menu -
Call | Share Your Screen.

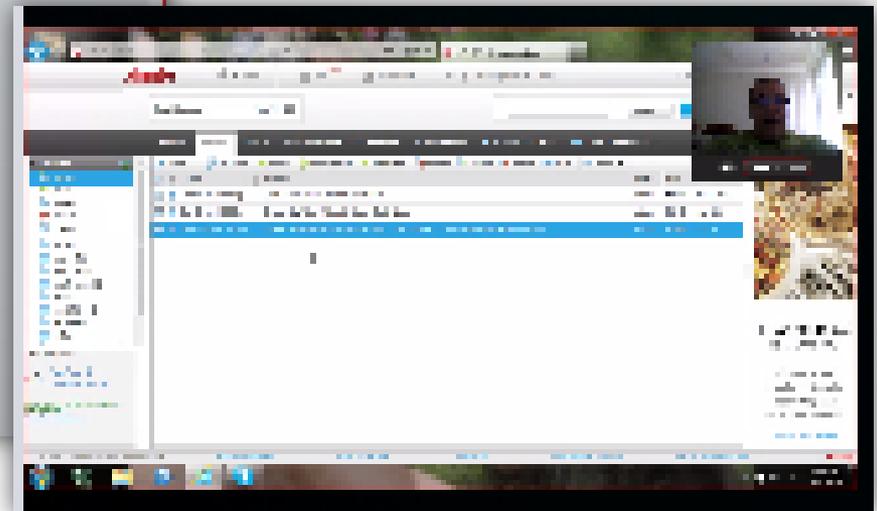
*Click here to
Stop Sharing*



Audience View



Presenter View



What else is possible?

Other features



Conference calls

Talk to more than one person at once. It's free if you're all on Skype.



Skype To Go numbers

Call people at great value rates from your mobile with special access numbers.



Online Numbers

One number anyone can call you on, wherever you are in the world - and you answer in Skype.



Voicemail

Let Skype take a message when you're not free to talk.



Call forwarding

Forward your Skype calls to any phone you choose when you're not online.



Call transfer

Transfer a Skype call to anyone else on Skype, or to a phone number.



Caller ID

Show it's you when you call a phone number from Skype.



Screen sharing

Show presentations, photos and more over a Skype call.



Instant messaging

The quick way to chat without having to make a call.



Send files

Send documents, video clips or photos - any size for free.



SMS

Send great rate text messages to friends' mobiles with SMS on Skype.



Skype WiFi

Get online with public WiFi using Skype Credit so you only pay for what you use.



Facebook News Feed

See your friends' latest Facebook news in Skype.



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Connect with Multiple People

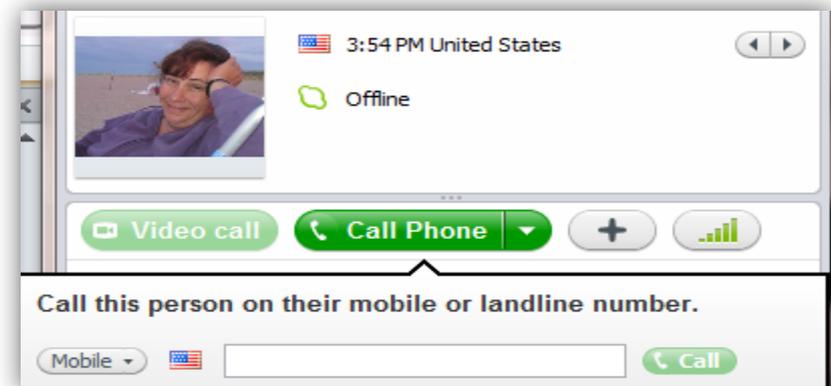
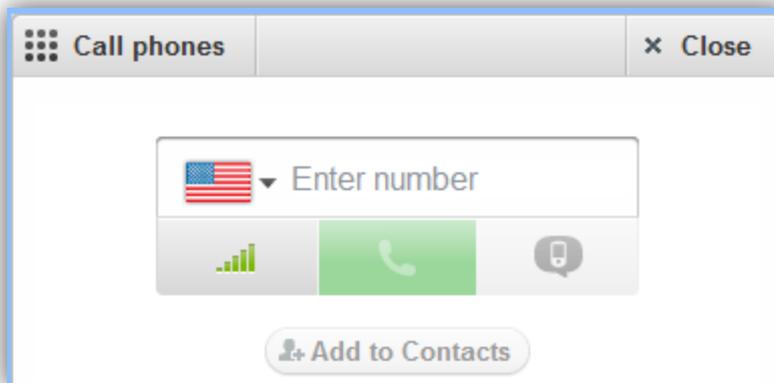


- Add your contacts
- Create a Group
- Double click the Group name
- Wait for your connection

- *Only one person has to have group calling feature.*
- *Group screen share is only available with a MAC*

Call any phone anywhere...

- Making a one-time skype call is possible
- In the contacts list, click Call Phones.
- Enter the number and click phone icon
- Regular non-skype user calls are also possible
- Double click the contact in list.
- Click Call Phone



Your own number and voicemail

- You can pick a local or international number

Step 1: State

Texas

→ Step 2: Number

Select your local area and choose a number

Area code | Local area Local number

(512) | Austin ***8463

[\(512\) 961-8463](#)

Enter your favourite combination:
Use the character '*#' to represent any digit

Click on an Online Number above to select it.

Display this number when I call phones from Skype

Continue

- Friends use it like your regular phone
- Voicemail comes with your number!

You are buying the Online Number +1 512 961 8463

- Online Number, 3 month subscription, \$ 18.00
- Online Number, 12 month subscription, \$ 60.00

Online Number, 3 month subscription	\$ 18.00
0% VAT	\$ 0.00
Total	\$ 18.00



From your Smart Phone



Manage your account

- Login at skype.com or choose Skype | Account

The screenshot shows the Skype account management interface. At the top, it says 'Welcome, Tine' and shows a balance of '\$0.00' with a 'Buy Skype Credit' button. A yellow warning banner states 'Your Skype Credit is inactive. Reactivate it now'. Below this, there are two sections: 'You have' and 'Also available'. 'You have' includes 'Free calls and video' and 'Group video'. 'Also available' includes 'Call phones', 'Online Number', 'Skype To Go Number', 'Voicemail', 'Send SMS', and 'Call forwarding'. A large section titled 'Call landlines and mobiles worldwide' features an illustration of a computer monitor and a telephone. It offers two options: 'PAY AS YOU GO FROM 2.3¢ /min¹ (2.6¢ /min incl. VAT)' with a 'Buy Credit' button, and 'PAY MONTHLY FROM 1.2¢ /min (1.38¢ /min incl. VAT)' with a 'See subscriptions' button. A yellow 'Special offer' box on the right encourages buying a subscription at a discounted rate with a 'Find out more' link.

Welcome, Tine tine.skype

\$0.00 [Buy Skype Credit](#) [Show purchase history](#)

! Your Skype Credit is inactive. [Reactivate it now](#)

You have

- Free calls and video
- Group video

Also available

- Call phones
- Online Number
- Skype To Go Number
- Voicemail
- Send SMS
- Call forwarding

Call landlines and mobiles worldwide

You can Pay As You Go with Skype Credit or get a monthly subscription of minutes and save even more.

PAY AS YOU GO FROM
2.3¢ /min¹
(2.6¢ /min incl. VAT)

[Buy Credit](#)

PAY MONTHLY FROM
1.2¢ /min
(1.38¢ /min incl. VAT)

[See subscriptions](#)

Special offer

Buy a subscription now at a discounted rate.

[Find out more](#)

¹A small [connection fee](#) applies.

Skype for Business

- Skype can be setup at the organization level
- Individual accounts and numbers are created
- Skype credit comes from a pool
- Reports and other tools are available to manage usage and accounting

Skype Manager™

The simple way to manage Skype in your business.
One tool to create accounts, allocate credit and assign features.



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Finally... what's the catch?

Not everything is free, but enough is that it's worth checking out!!

Free	Skype Credit / Subscription / Premium
Computer to computer voice calls	Group Video / Group screen share
Skype from Smartphones	Phone number – anywhere
1-to-1 video calls	SMS (text messages)
Conference calls (everyone on skype)	Skype to Landlines / Mobile phones
Instant Messaging (IM)	Online phone number
Screen sharing (1-to-1)	Voicemail

In case you need to know...

	12 month subscription 50% off *	3 month subscription 25% off *	1 month subscription	Day pass	Skype Free
 Unlimited* calls to US & Canada	✓	✓	×	×	×
 Group video calling	✓	✓	✓	✓	×
 No partner advertising	✓	✓	✓	✓	×
 Group screen sharing (Skype for Mac)	✓	✓	✓	✓	×
 Live chat customer support	✓	✓	✓	✓	×
 30% off a HD webcam	✓	✓	✓	×	×
 Conference calls	✓	✓	✓	✓	✓
 Instant messaging	✓	✓	✓	✓	✓
 Skype-to-Skype video and audio calls	✓	✓	✓	✓	✓
	\$8.99/month \$4.49/month Save \$53.94	\$8.99/month \$6.74/month Save \$6.74	\$8.99/month	\$4.99/day	



Libraries using Skype

- Author Visits by Skype --
<http://skypeanauthor.wetpaint.com/>
- Skype a Librarian --
<http://lonewolf librarian.wordpress.com/2009/03/13/library-reference-service-using-skype031309/>
- Skype Explained on YouTube--
<http://www.youtube.com/watch?v=m1mflr-kQlk>
- School Library Journal article --
[http://www.libraryjournal.com/slj/printissuecurrentissue/886352-427/an author in every classroom.html.csp](http://www.libraryjournal.com/slj/printissuecurrentissue/886352-427/an_author_in_every_classroom.html.csp)



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Next time...

Zotero!

Special Thanks to: Betty Lynn Turpin, Ted Wanner, Chris Jowaisas, Dawn Krause, Rodney Greensage, Mary Greene, and Michael Litchfield

Tech Tools with Tine Webinar presented on November 4th 2011.



Answers to Webinar Q & A

Question	Answer
Can you add a phone number to a skype contact?	Yes. Double click on the contact so a window for them appears. Click the down-arrow next to "Call Phone". Choose "Add Phone Number".

