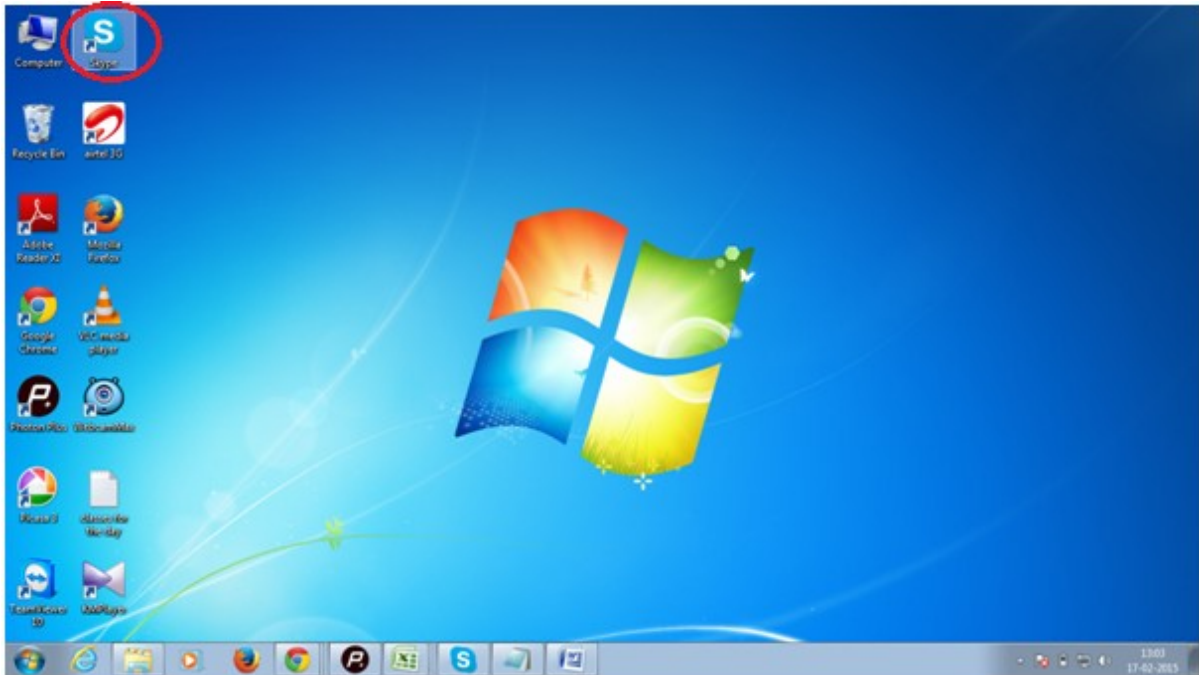
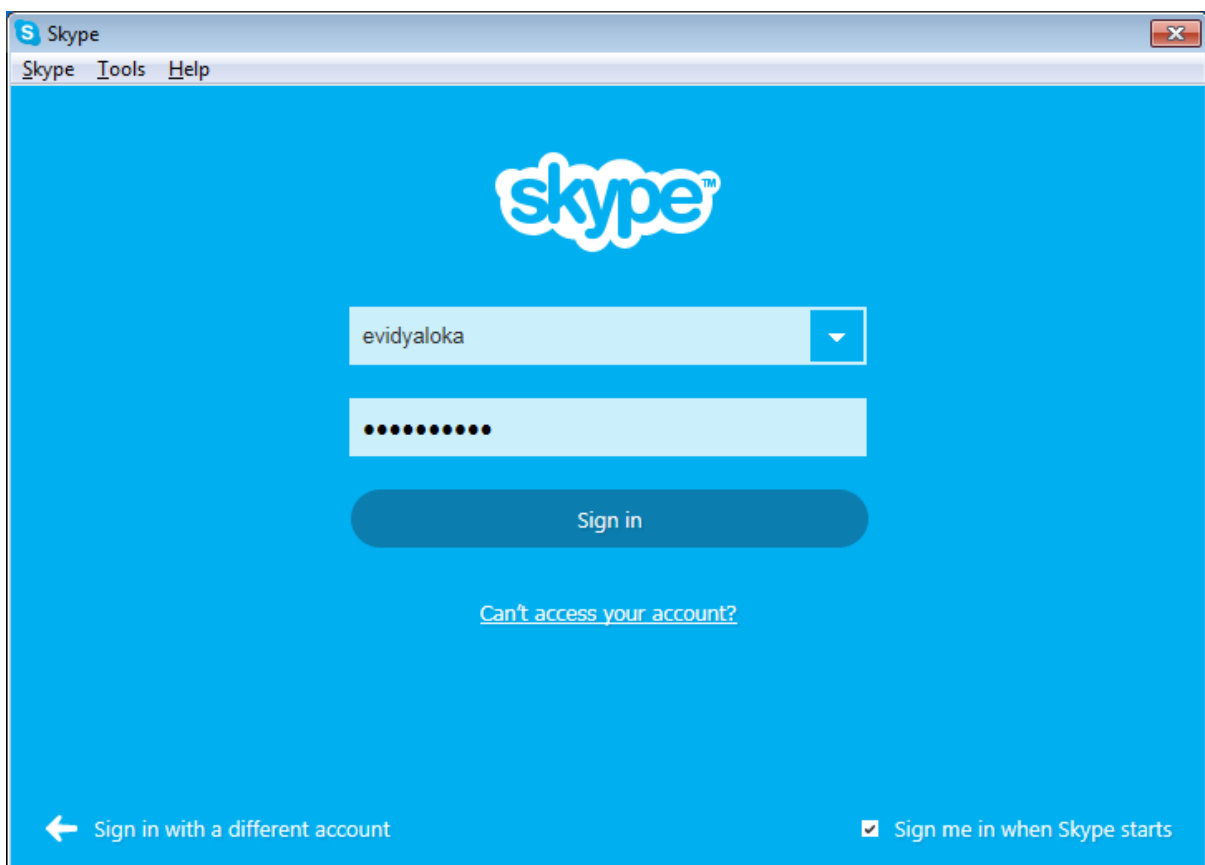


## **HOW TO USE SKYPE**

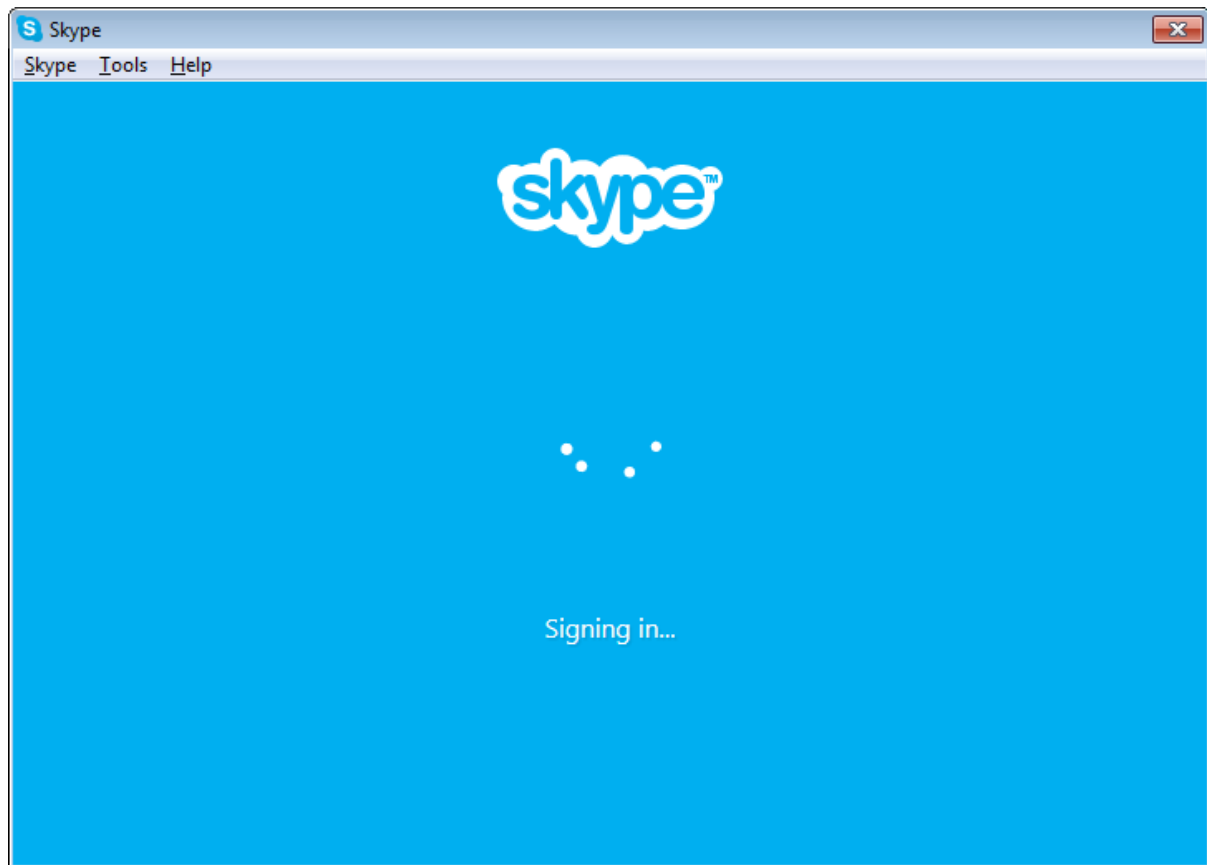
**STEP 1 :** open Skype by double clicking Skype icon



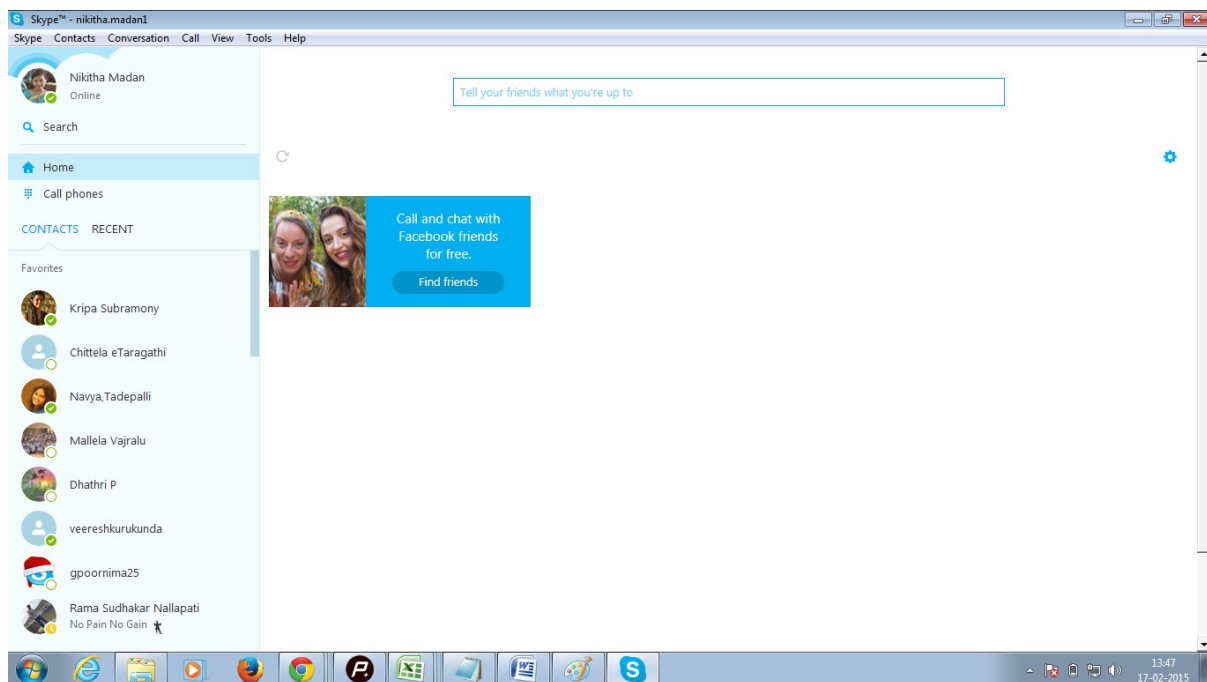
**STEP 2 :** Skype window will open and you need to type your username and password and click sign in



Your skype will load

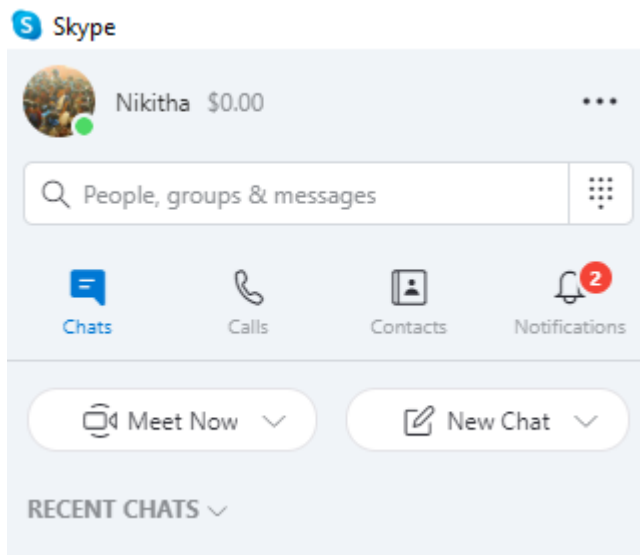


**STEP 3:** your Skype page will open

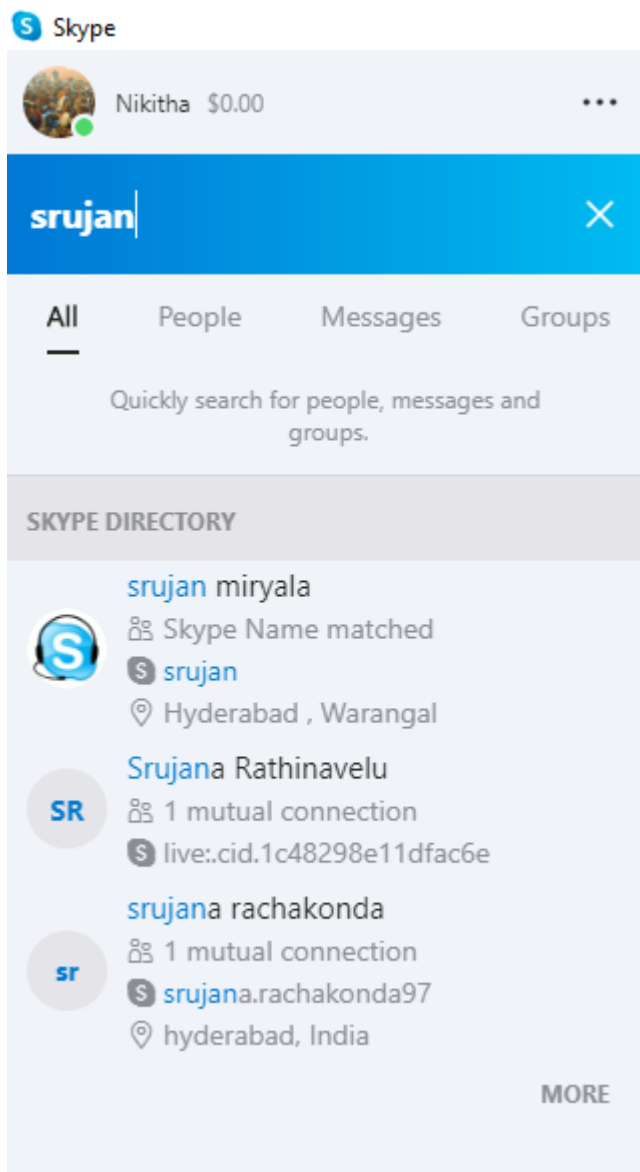


## **FOR ADDING CONTACTS:**

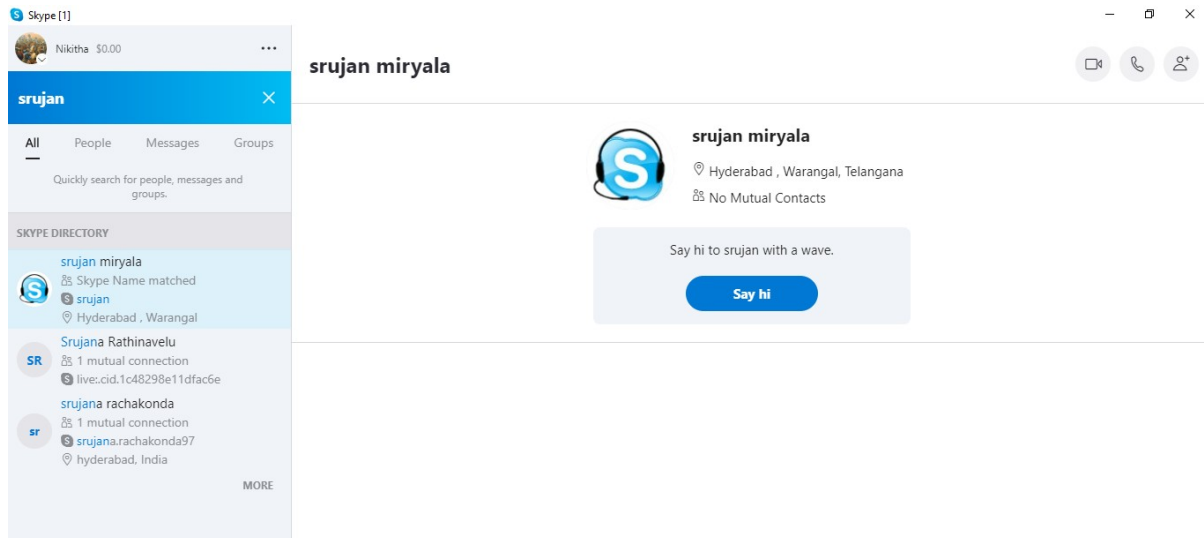
**STEP 1** – Click on the search where u can find on left side



**STEP 2-** Type the name in search and click on search Skype



**STEP 3 :** Once you click on name, you can add to your contact by clicking on say hi

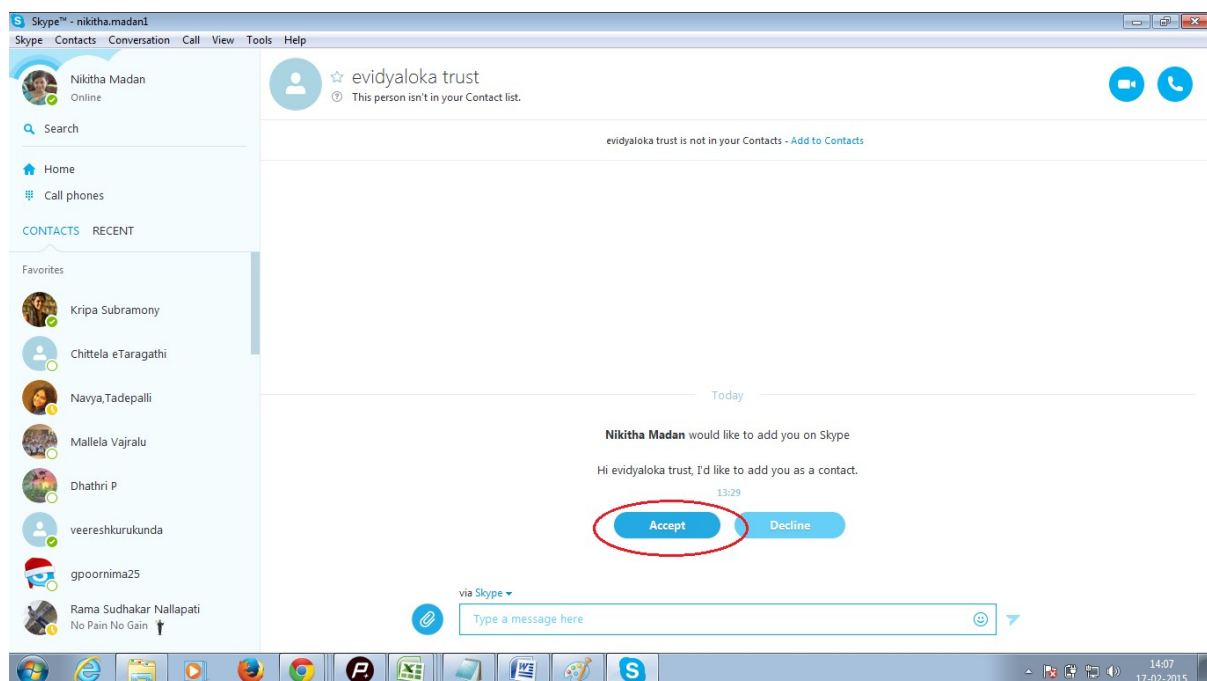


Your request will be sent to that person.

## **HOW TO ACCEPT REQUEST:**

If you get any request you can find in **recent**. Click on that contact. You will find **accept and decline**.

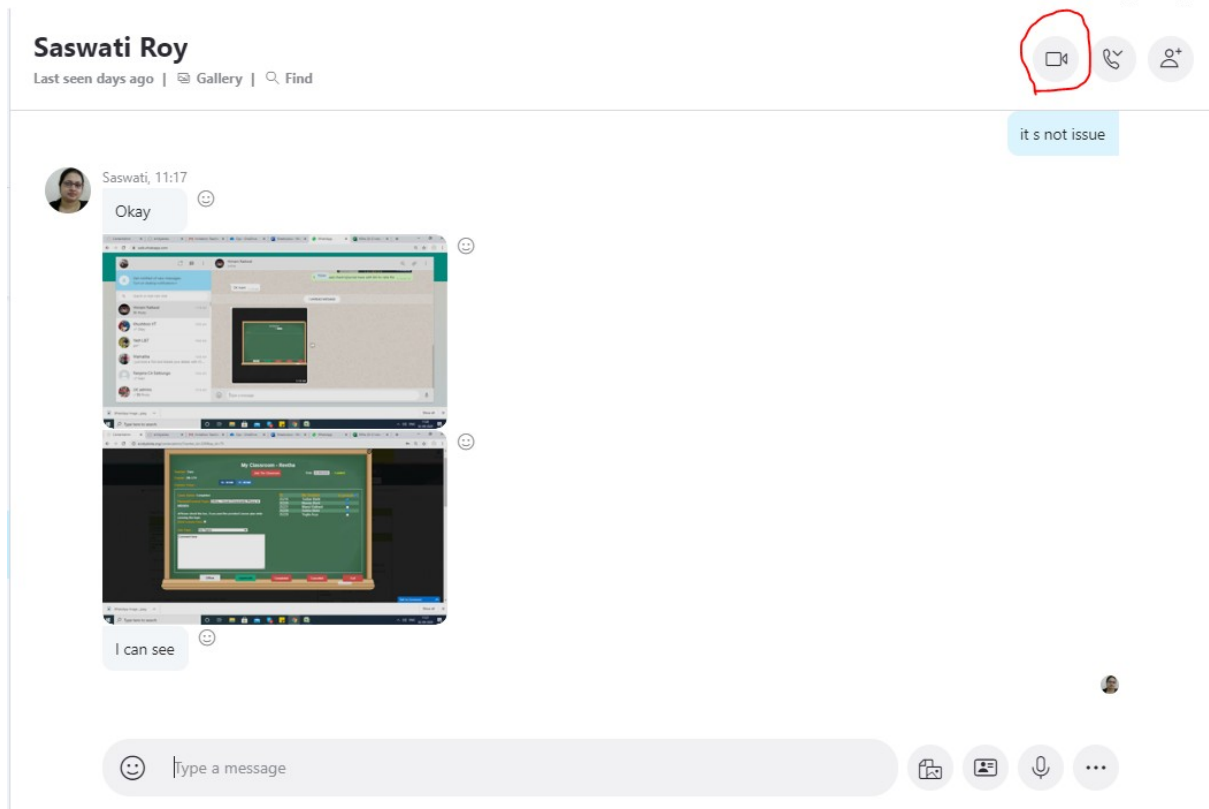
You can click accept if u know that person.



## **HOW TO MAKE VIDEO CALL:**

**STEP 1 :**First find the person's contact from your contact and click on it.

**STEP 2:** You will find video button on right hand side top corner.



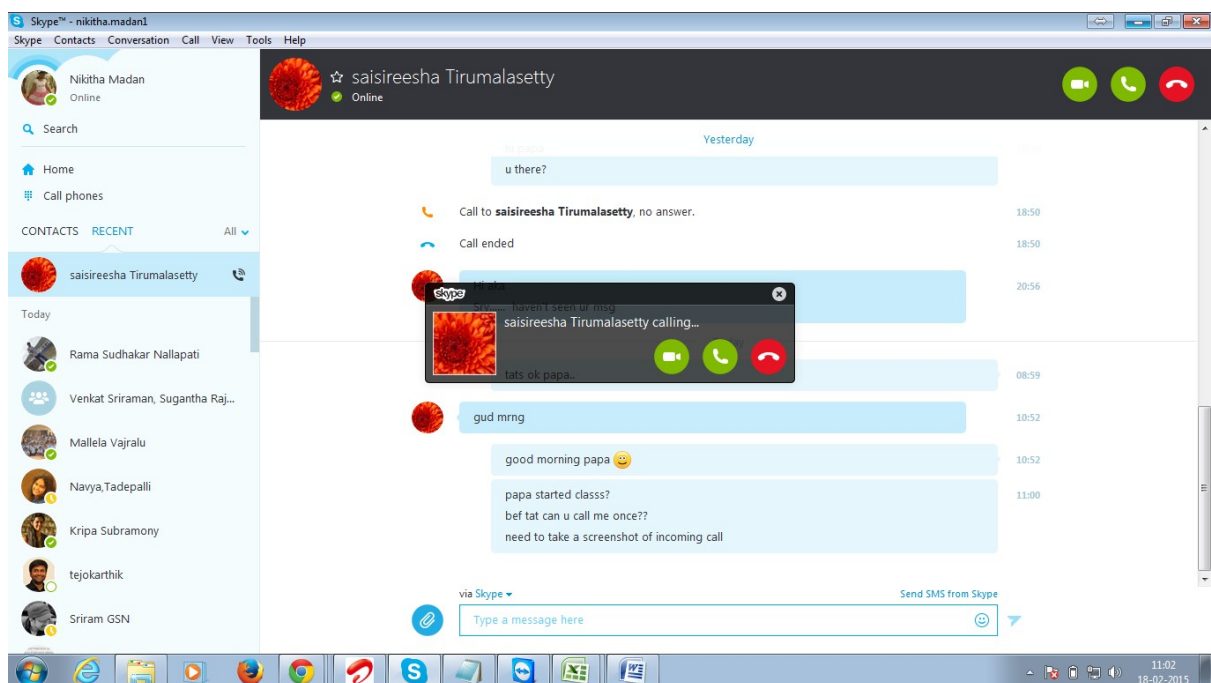
once the other person attends your call you can see them.

**STEP 3:** If you want to end call just click on red button where you will find at bottom.

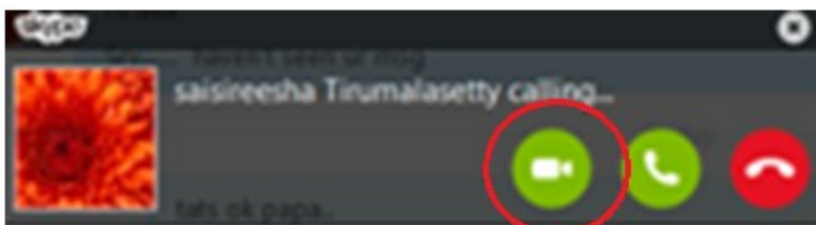


## **HOW TO ATTEND(RECIVE) THE CALL**

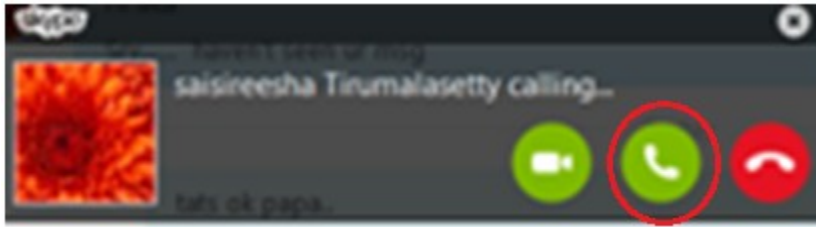
**STEP 1 :** You will hear a music and see the name of the person calling.



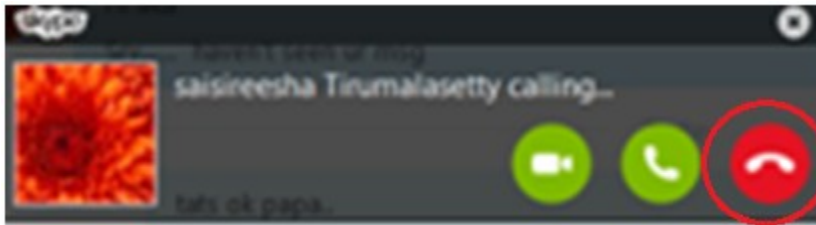
Just click on First green button for video call



Click on second green button for voice call.

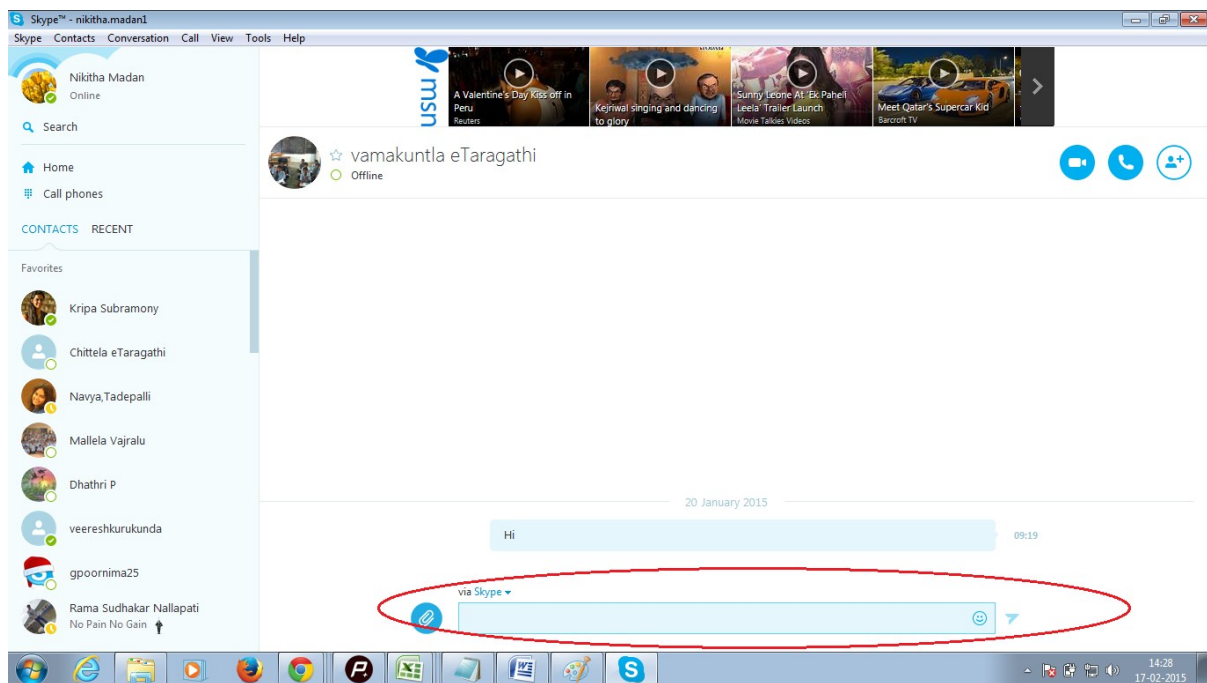


Click on red button for ending the call

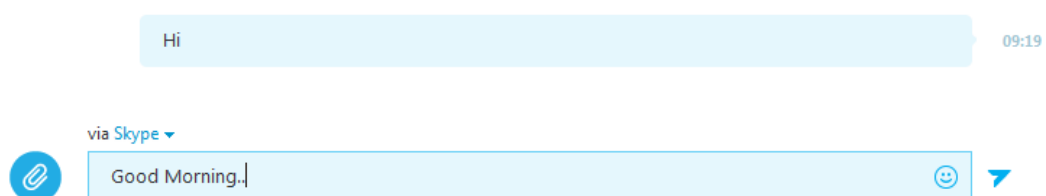


## **HOW TO MESSAGE :**

**STEP 1:** On every contact you will find text box to type message



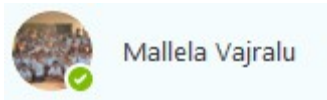
**STEP 2:** You can type messages there.



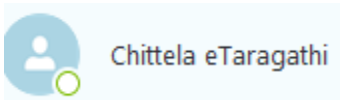
## **Tips:**

How to find person is in online or not:

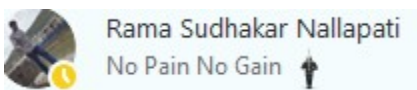
1) green with tick mark means online..ready to call her/him



2) Green circle, but no tick mark means offline..cant call her/him



3) If it is yellow color means away..you can message him and then call him/her



Reference:

<https://www.youtube.com/watch?v=36uuCa8vEFY>

<https://www.youtube.com/watch?v=7M5yOYqwCXo>



