Getting Started with Skype Articulate Script

How familiar are you with Skype?

* Welcome to the getting started with skype training. Before we begin how familiar are you with Skype?
* Not at all
* I have heard of it
* I use it in my personal life

Introduction to Skype

* What is Skype?
* Skype is a software programs that works on multiple devices that allows you to communicate through text, voice, or phone calls with others on your contact list.
* The main three platforms that this works on are computers, cellphones, and tablets.

Intro to Skype Quiz

* What is Skype?
* Software program that will allow you to communicate in various ways with contacts.
* Software program that will analyze data and generate reports.
* Software program that keeps track of your internet history.

Important Features of Skype for

* Skype has a lot of different features. Today we will cover three that should be very useful to you. Need to hold a conference with a co-worker in a different state to explain your project that you are working on? You can utilize skype screen sharing. This feature will allow you show your screen to your co-worker and you can in real time show them what they need to know. Have a third co-worker that needs the same information but is not available at the same time. Use the call recording feature to record your screen share with your first coworker and then use the file share feature to send the recording to your third co-worker.

How to get Started with Skype

* Do you know how to install Skype, add a contact, and start a conversation?
* Yes
* No

Setting up Skype Quiz 1

* How do I install Skype?
* Go to the Skype website and download the program.
* Contact the IT support team.
* Open the start menu, type Skype, and click on it.

Setting up Skype Quiz 2

* How do I add a contact in Skype?
* Click on the +Contact and then type in their name.
* Click on the People, Group, and Message box and type in their name.
* Click on the triple dot, click on Settings, and then click on Contacts.

Setting up Skype Quiz 3

* How do I start a phone conversation in Skype?
* Click on their name and start typing.
* Click on contacts, click on their name, and click the phone button.
* Click on calls, click on their name, and click on the video button.

Setting Up Skype Video

* Already recorded.

Training Completed

* Congratulations!!
* You have now completed the getting started with skype training.