**Skype 101 Outline and Summary Handout**

1. **Introductions 3 minutes**
2. **Skype Introduction 3 minutes**

* Software program that works on Desktops, Mobile, Tablets, Alexa Devices.
* Allows communication through text, voice or video phone calls.

1. **Important Features to Use Overview 5 minutes**

* Screen Sharing
* Call Recoding
* File Sharing

1. **How to Get Started Using Skype 5 minutes**

* Go to <https://www.skype.com/en/> and click the download button.



* Once the download is complete you will need to add/create an account.
* Once signed in to add contacts click in the contact button, click +Contact button, then type in the person’s name (email can also be helpful).
* To start a conversation click on the chat or call button, depending on what you want to do. Then click on the person you want to talk to.

1. **Closure and Question/Answer Session 2 minutes**

**Notes:**