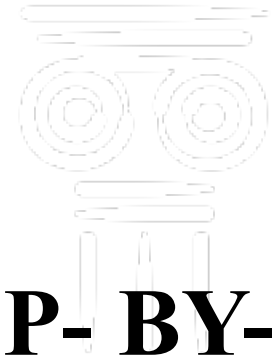




GUIDELINES TO USE SKYPE FOR CLASS INTERACTIONS



THE FOLLOWING SLIDES INCLUDE STEP-BY-STEP PROCEDURE TO USE SKYPE

1. GOTO MICROSOFT STORE AND TYPE SKYPE. THE WINDOW APPEARS AS GIVEN BELOW. CLICK “GET” AND DOWNLOAD STARTS

The screenshot displays the Microsoft Store interface. At the top, there are navigation tabs for Home, Gaming, Entertainment, Productivity, and Deals. A search bar is visible on the right. Below the navigation, a download progress bar is shown, indicating that Skype is being downloaded (195.0 KB) at a speed of 385.8 Kb/s. The progress bar includes a pause button and a close button. Below the progress bar, the Skype app page is displayed. The app icon is a blue square with a white 'S' on a speech bubble. The app name 'Skype' is prominently displayed, followed by 'Skype • Social' and a rating of 2,048 stars. A description states: 'Skype keeps the world talking. Say “hello” with an instant message, voice or video call – all for free, no matter what device they use Skype on. Skype is available on phones, tablets, PCs, and Macs.' Below the description, the word 'Free' is displayed. A blue 'Get' button is highlighted with a red dashed box, and a grey 'Add to cart' button is visible below it. A 'Wish list' link is also present. At the bottom of the app page, there are tabs for Overview, System Requirements, Reviews, and Related. The Windows taskbar is visible at the bottom, showing the search bar and various application icons. The system tray on the right shows the date and time as 1:21 PM on 3/29/2020.


2. WHEN THE DOWNLOADING IS COMPLETE CLICK ON THE “LAUNCH” OPTION

Microsoft Store

← Home Gaming Entertainment Productivity Deals

Search 1

↓ This product is installed.



Skype

Skype • Social

★★★★★ 2,048 Share

Skype keeps the world talking. Say “hello” with an instant message, voice or video call – all for free, no matter what device they use Skype on. Skype is available on phones, tablets, PCs, and Macs.

- Video calls – Don’t just hear the cheers, see it! Get together with 1 or 24 of your friends and family on a HD video

More

Free

Launch

Get

Add to cart

Wish list

Overview System Requirements Reviews Related

Available on

Xbox One PC Mobile device

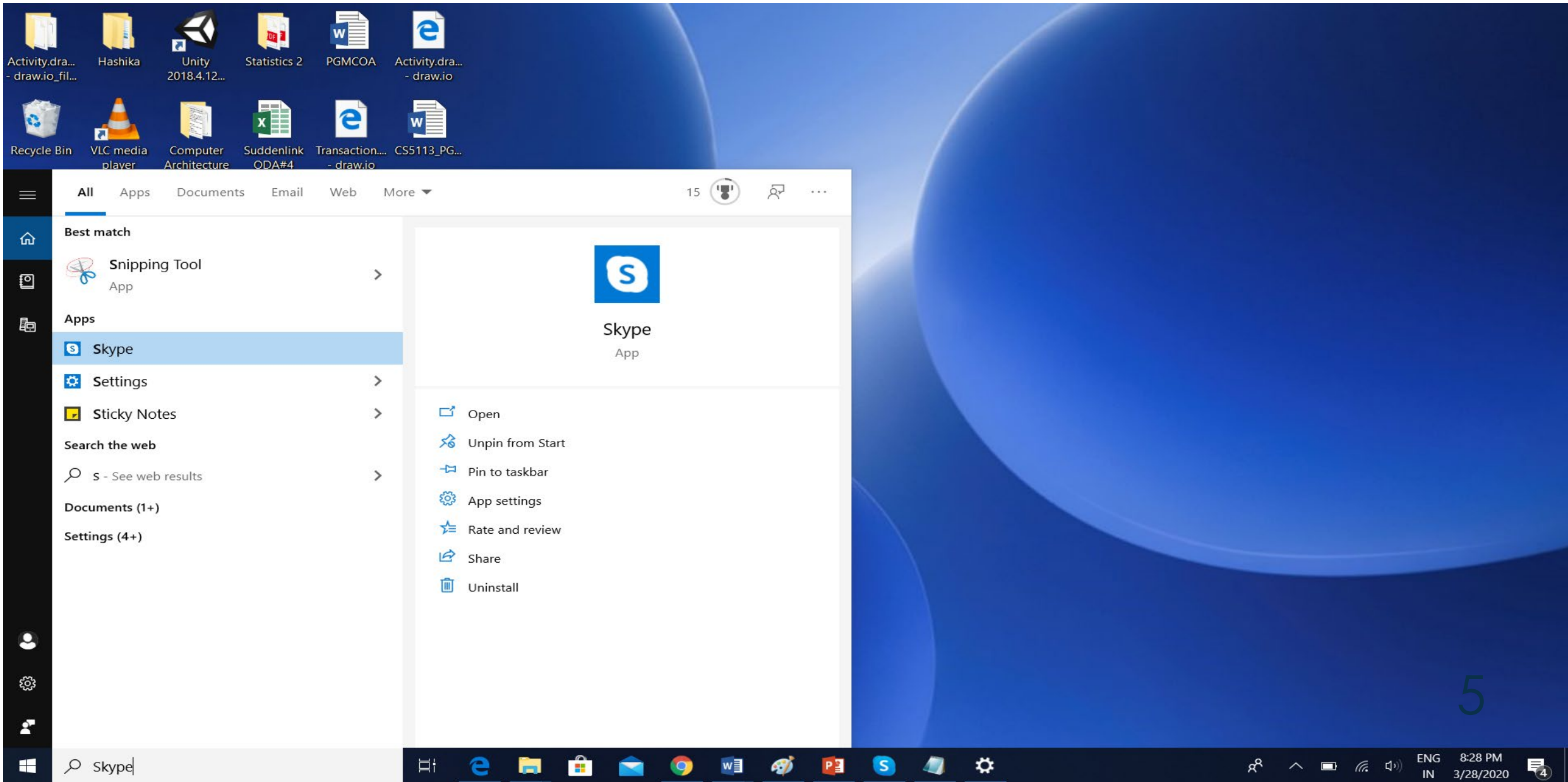
Description

Skype keeps the world talking. Say “hello” with an instant message, voice or video call – all for free, no matter what device they use Skype on. Skype is available on phones, tablets, PCs, and Macs.

Type here to search

ENG IN 1:26 PM 3/29/2020

3. OPEN THE SKYPE APPLICATION AS SHOWN BELOW



4. SIGN IN TO SKYPE USING THE EXISTING EMAIL ID

The screenshot displays the Skype web application interface. On the left is a sidebar with navigation options: Chats, Calls, Contacts, and Notifications. Below these are 'Meet Now' and 'New Chat' buttons. A 'RECENT CHATS' section shows a 'Meet Now' missed call from 1:28 PM. The main content area features a large 'Welcome, User name' message with a profile picture placeholder 'KV'. Below this is a 'Start a conversation' button and a search prompt. At the bottom, it states 'You are signed in as Your email id' with a 'Learn more' link. The Windows taskbar at the bottom shows various application icons and system information like 'ENG IN', '8:31 PM', and '3/28/2020'. A red box highlights 'Your name' in the top left, and another red box highlights 'Your email id' at the bottom.

Skype

kv Your name

People, groups & messages

Chats Calls Contacts Notifications

Meet Now New Chat

RECENT CHATS

Meet Now Missed call 1:28 PM

Start chatting on Skype

Use Search to find anyone on Skype.

Welcome, User name

KV

Tell your friends what you're up to

Start a conversation

Search for someone to start chatting with or go to Contacts to see who is available.

You are signed in as Your email id

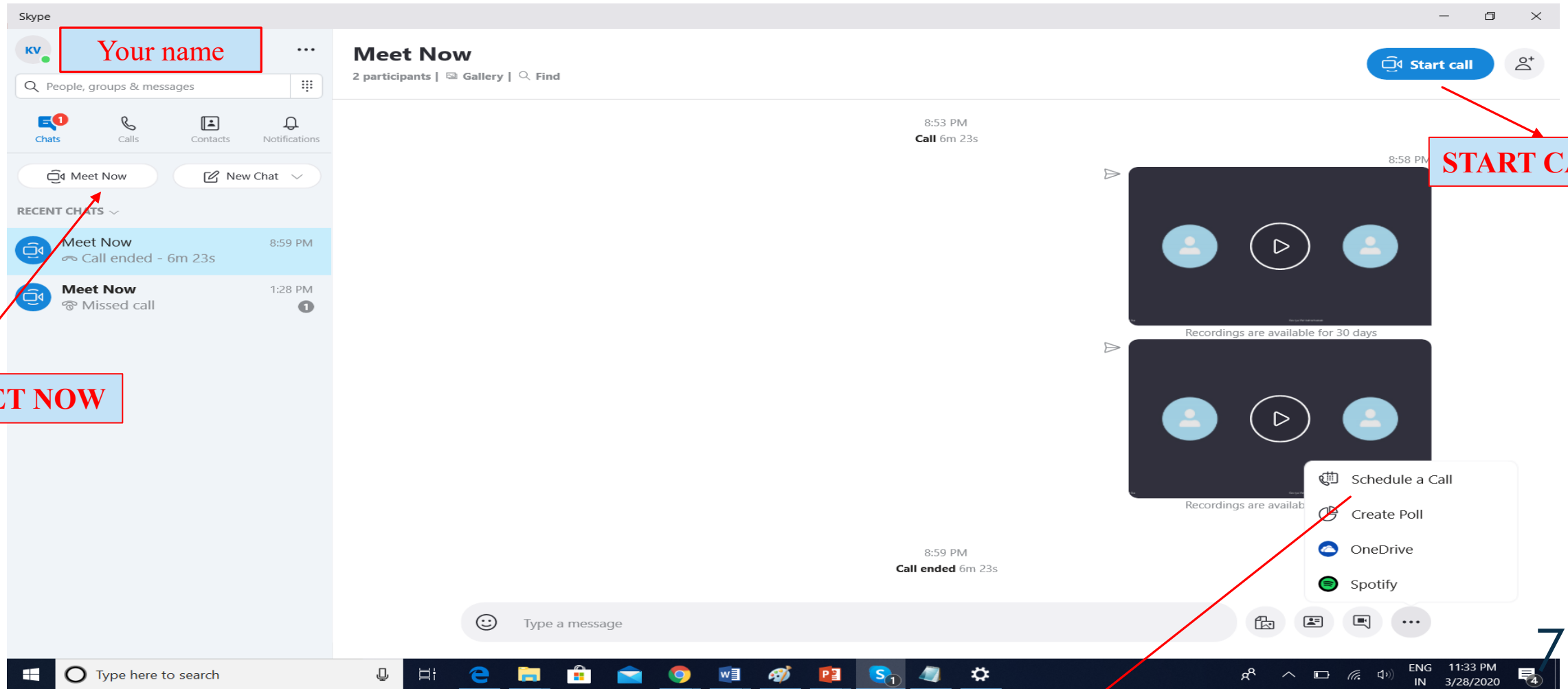
Try [switching accounts](#) if you do not see your contacts or conversation history.

[Learn more](#)

6

ENG IN 8:31 PM 3/28/2020

5. TO INITIATE A VIDEO CALL CLICK ON “MEET NOW” OR CLICK ON CONTACT/GROUP AND SELECT “START CALL”. A CALL CAN BE SCHEDULED BY CLICKING ON THE “SCHEDULE A CALL OPTION”.



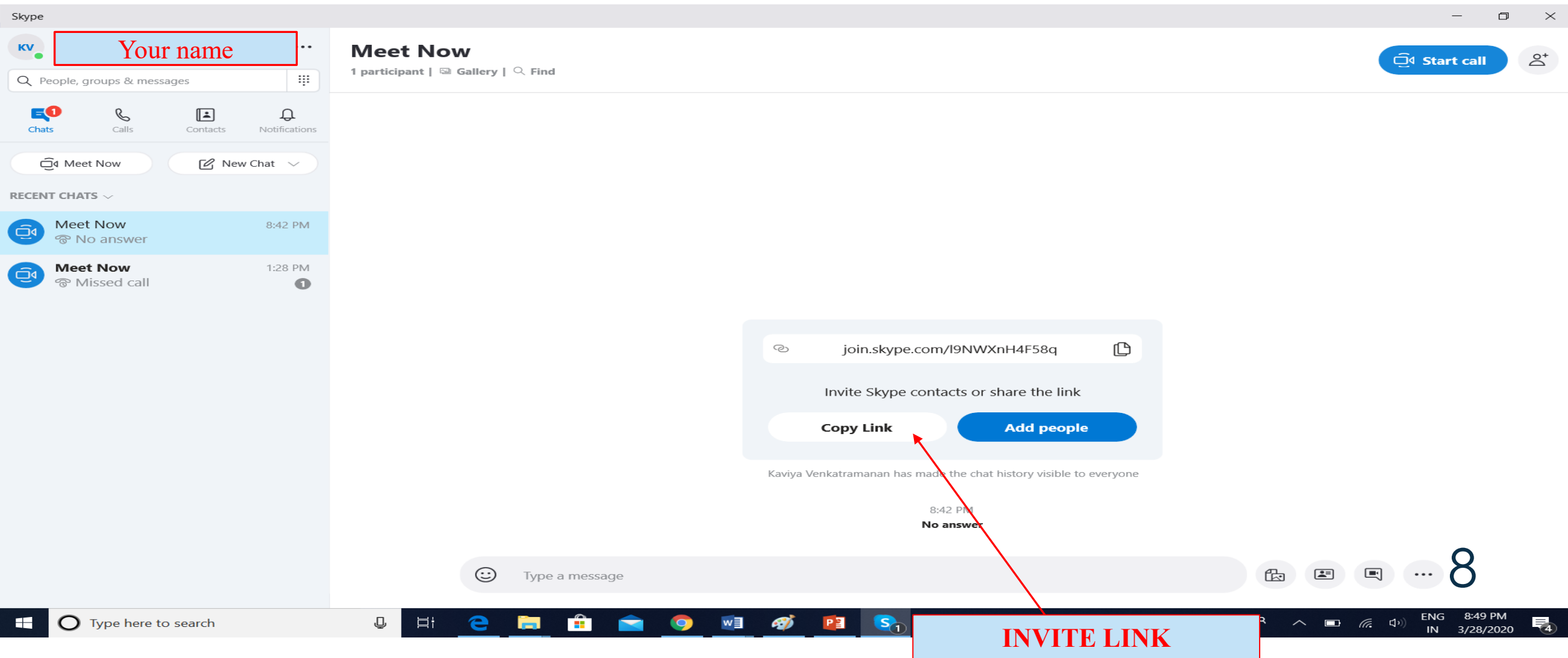
MEET NOW

START CALL

TO SCHEDULE A CALL

7

6. SKYPE LINK WILL BE AUTOMATICALLY GENERATED WHEN YOU INITIATE A SESSION. THE LINK CAN BE SHARED THROUGH GMAIL (OR OTHER EMAIL) BY COPYING IT USING “ COPY LINK” OR PARTICIPANTS CAN BE INVITED DIRECTLY BY SELECTING “ADD PEOPLE”.



7. WHEN YOU SELECT OR CLICK 'Share group via link', HERE IS WHAT YOU WILL SEE.

The screenshot shows the Skype interface with a 'Meet Now' group. A dialog box titled 'Share and connect' is open, displaying the following options:

- Share group via link** (highlighted with a red circle and a red arrow pointing to a text box)
- Copy to clipboard** (with the URL: <https://join.skype.com/mPpEH21CZ7ZE>)
- Email**

The text box pointed to by the red arrow contains the following text:

WHEN THIS OPTION IS ENABLED THE LINK SHARE IS POSSIBLE TO ADD ANYONE TO EXISTING GROUP

Meet Now

2 participants | Gallery | Find

Start call



Your name

has made the chat history visible to everyone

Your name

1:56 PM

KV



Skype
<https://join.skype.com>

**HERE IS THE VIEW SEEN BY THE PARTICIPANT,
(WHEN THEY CLICK ON THE THE LINK
JOIN THE SESSION)**

Participant name

joined this conversation

KV

1:59 PM



<https://join.skype.com/mPpEH2ICZ7ZE>

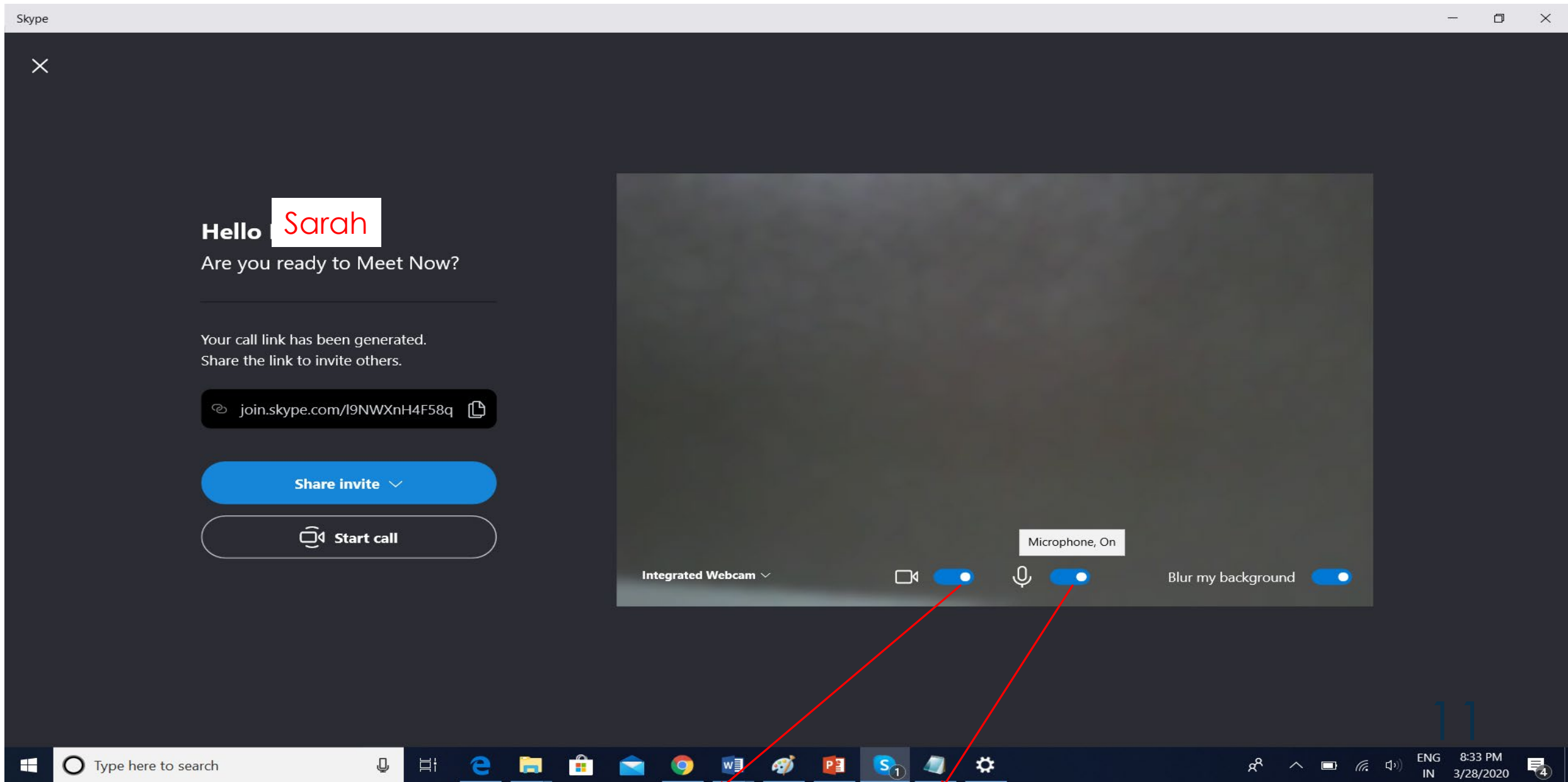
<https://join.skype.com>

Type a message



PARTICIPANTS JOIN THE SESSION BY CLICKING ON THIS LINK

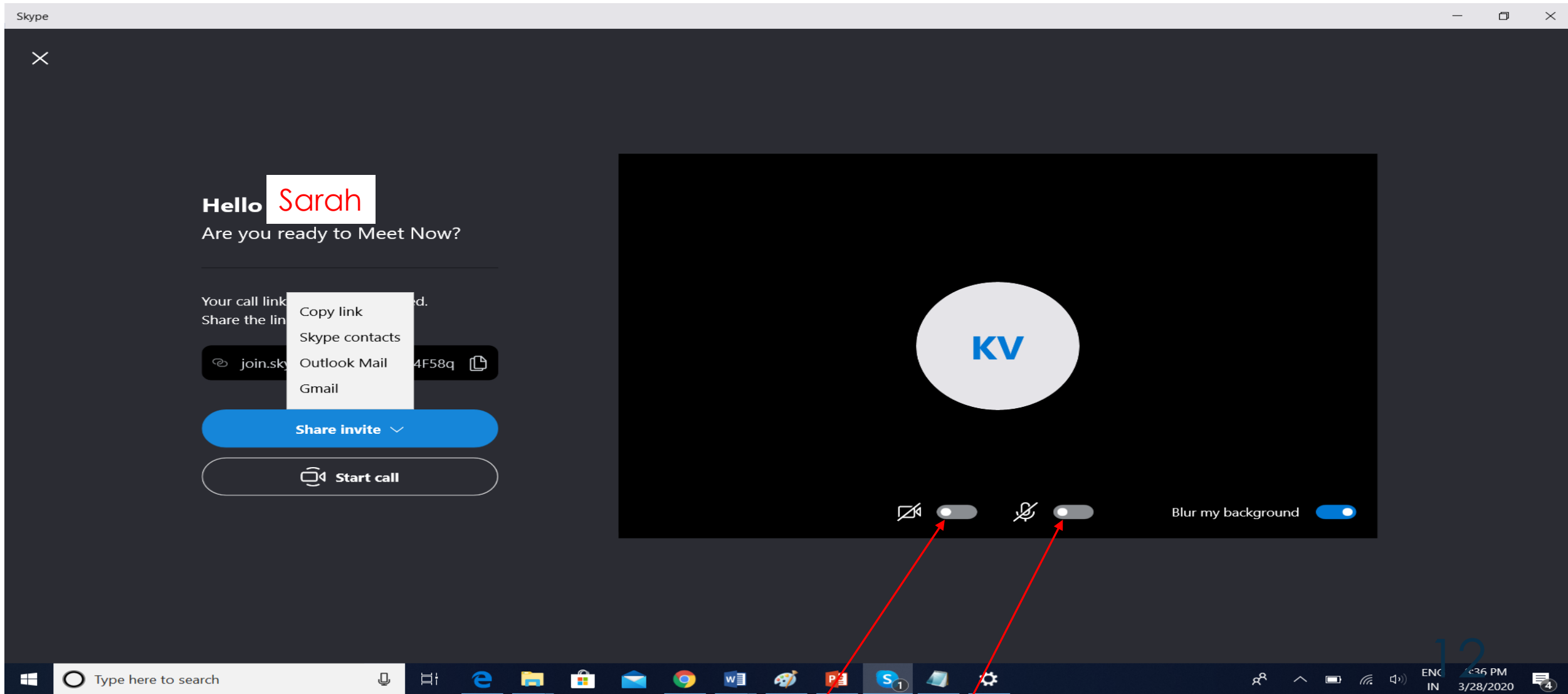
8. TURN ON THE VIDEO AND THE MICROPHONE OPTION AS NEEDED



VIDEO ON

MICROPHONE ON

9. TO TURN OFF THE VIDEO AND THE MICROPHONE OPTION SLIDE OF THE OPTION TO OFF



VIDEO OFF

MICROPHONE OFF

10. TO SHARE THE CONTENTS ON YOUR SCREEN CLICK ON “SHARE YOUR SCREEN OPTION”

The image shows a Skype window titled "Skype" with a "Meet Now" call in progress. The call title is "Meet Now" and it shows "2 of 2 in the call | 0:26 | Gallery". The interface includes a sidebar on the left with navigation options like "Chats", "Calls", "Contacts", and "Notifications". The main area displays a large circular profile picture with the initials "kv". At the bottom, there is a control bar with icons for "Share c...", "Start...", "Microphone", "Mute", "End Call", "Chat", "Shar...", "Re...", and "More". A blue tooltip box titled "Share your screen" is visible, listing options: "Browse the web", "View documents together", and "Start a presentation". A red box highlights the "Share c..." icon, and a red arrow points from a box labeled "SCREEN SHARING" to this icon. Another red box highlights the "kv" profile picture, labeled "Participants name". A third red box highlights the "Your name" field in the top left, labeled "Your name". The Windows taskbar is visible at the bottom, showing the search bar and various application icons.

Skype

kv **Your name**

Meet Now
2 of 2 in the call | 0:26 | Gallery

Share your screen

- Browse the web
- View documents together
- Start a presentation

Got it!

Participants name

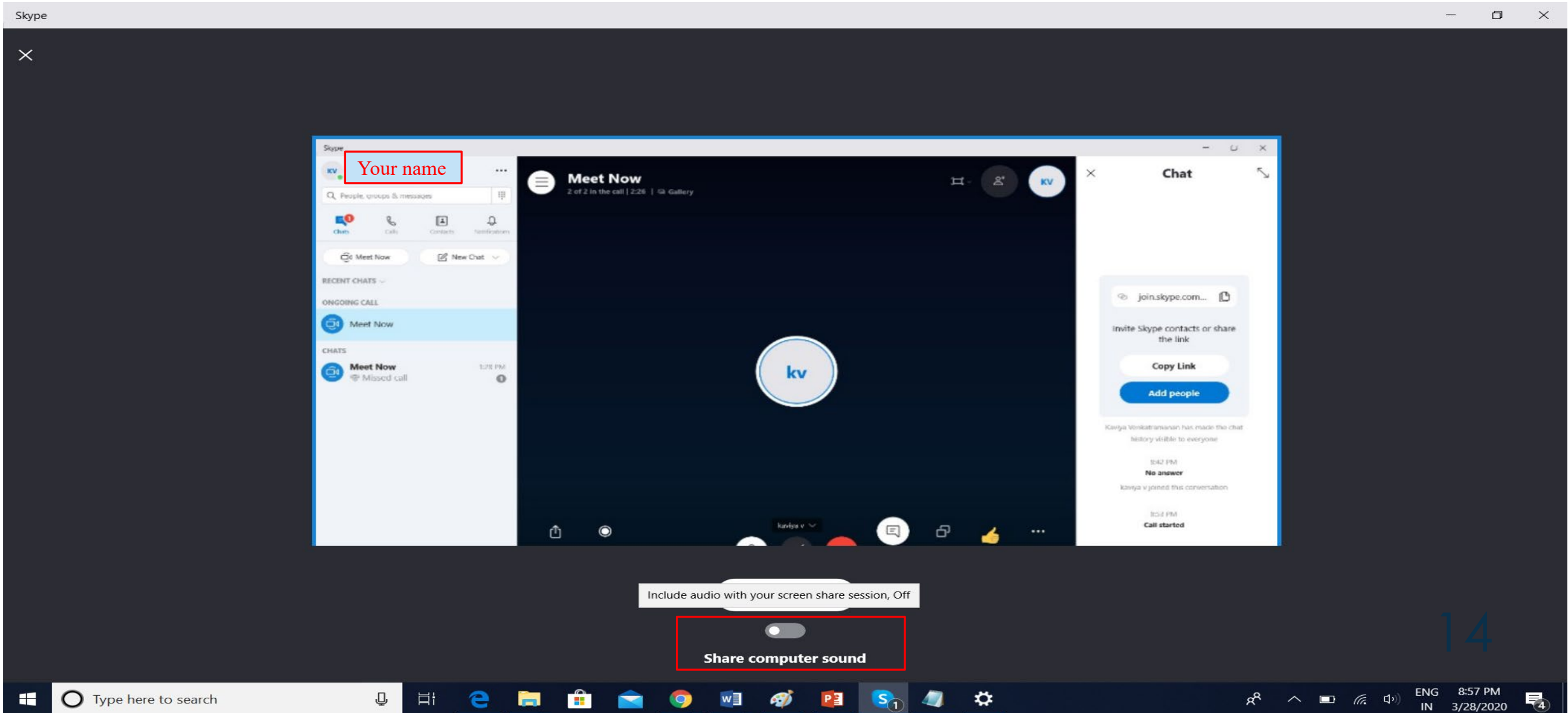
Share c... Start... Microphone Mute End Call Chat Shar... Re... More

SCREEN SHARING

13

ENG IN 8:54 PM 3/28/2020

11. TO TURN ON THE COMPUTER SOUND WHILE SHARING ENABLE THE SHARE SOUND OPTION. TO START A CHAT CLICK ON THE TEXT CHAT OPTION



12. ON SHARING SCREEN, THE CONTENTS ON YOUR SCREEN BECOMES VISIBLE TO THE PARTICIPANTS

YOUR SCREEN HERE

kv

kv



join.skype.com...

Invite Skype contacts or share the link

Copy Link

Add people

Your name has made the chat history visible to everyone

8:42 PM

No answer

participant name joined this conversation

8:53 PM

Call started

Type a message

15

https://www.youtube.com

Banner

Redirecting

coronavirus tips

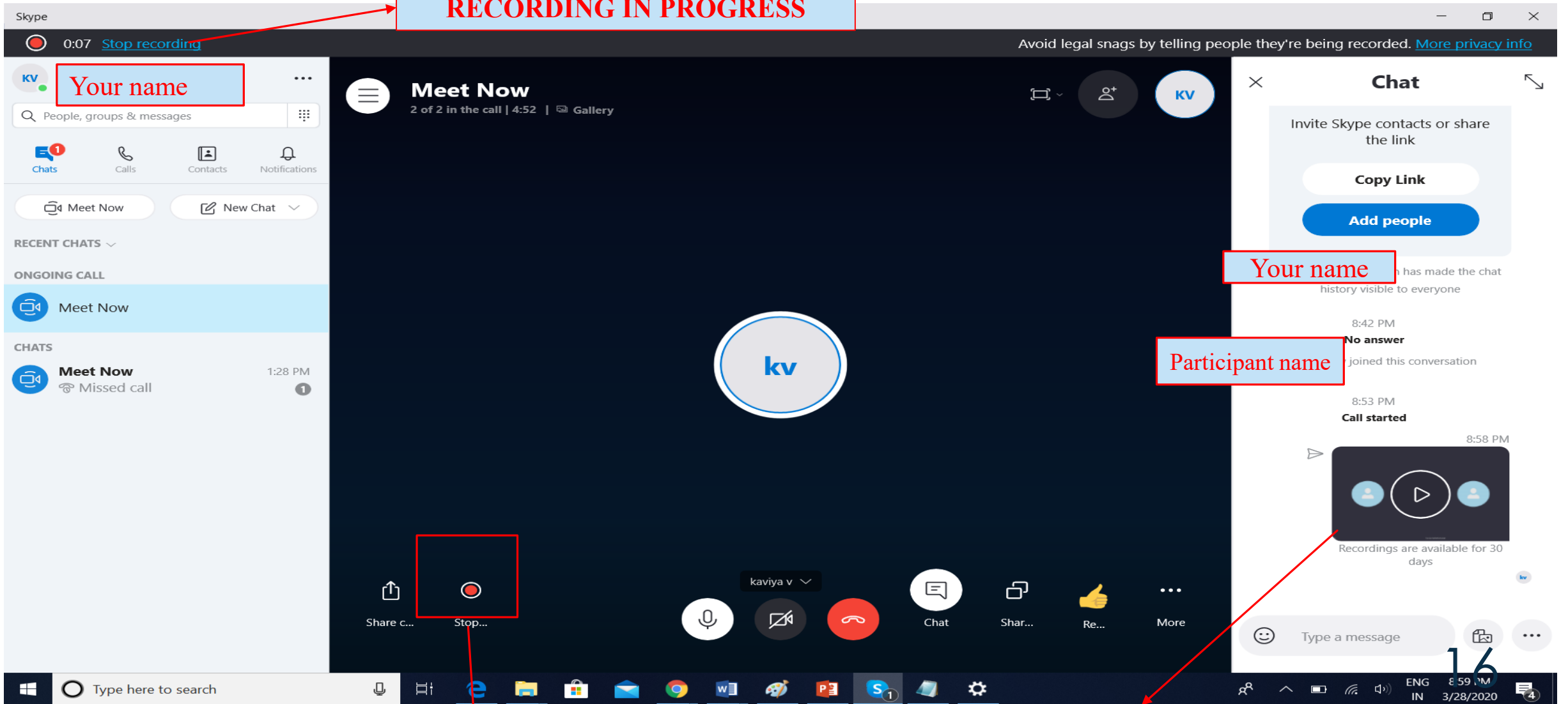
Amazon.com

Add shortcut

Type here to search

ENG 8:57 PM
IN 3/28/2020

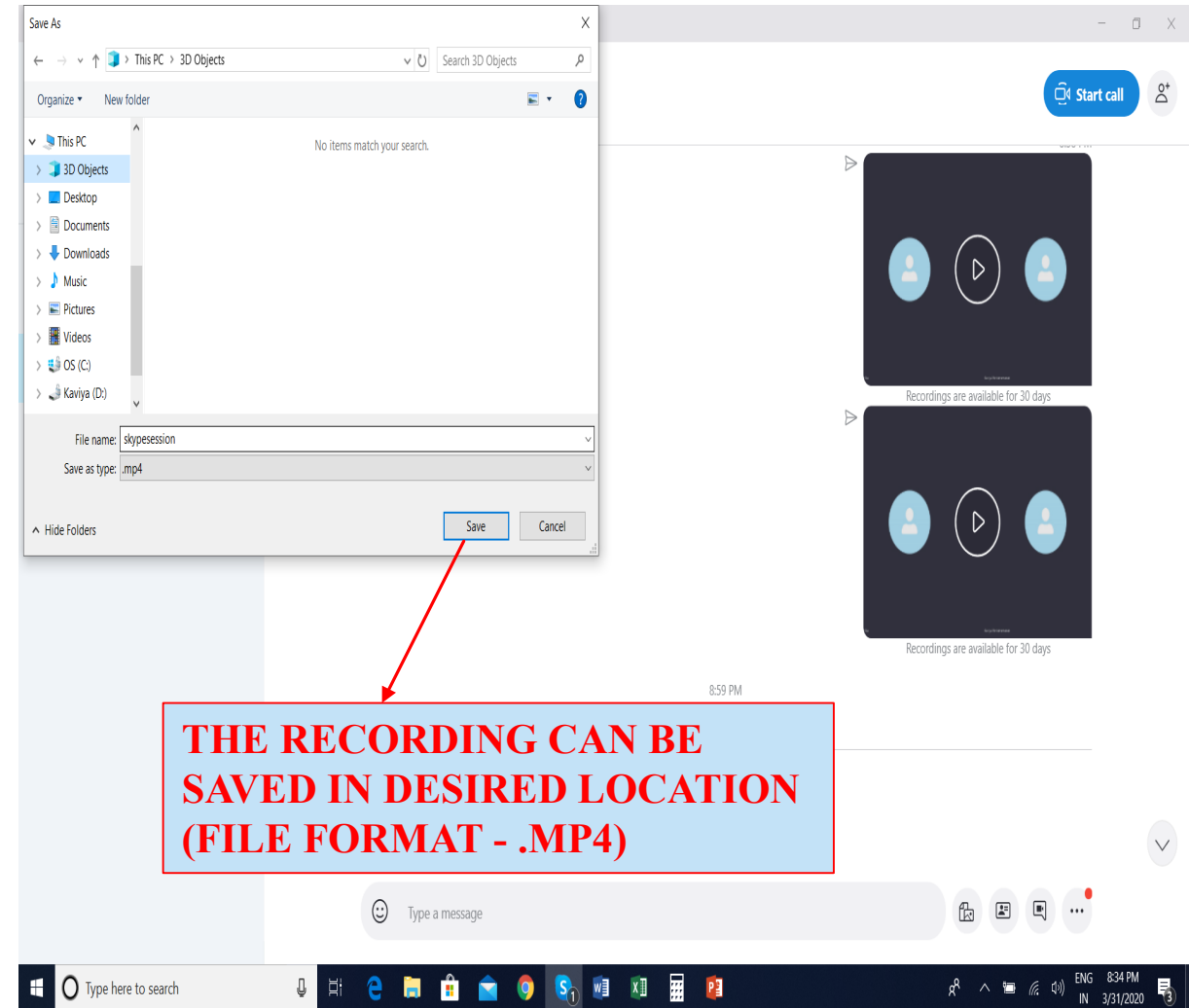
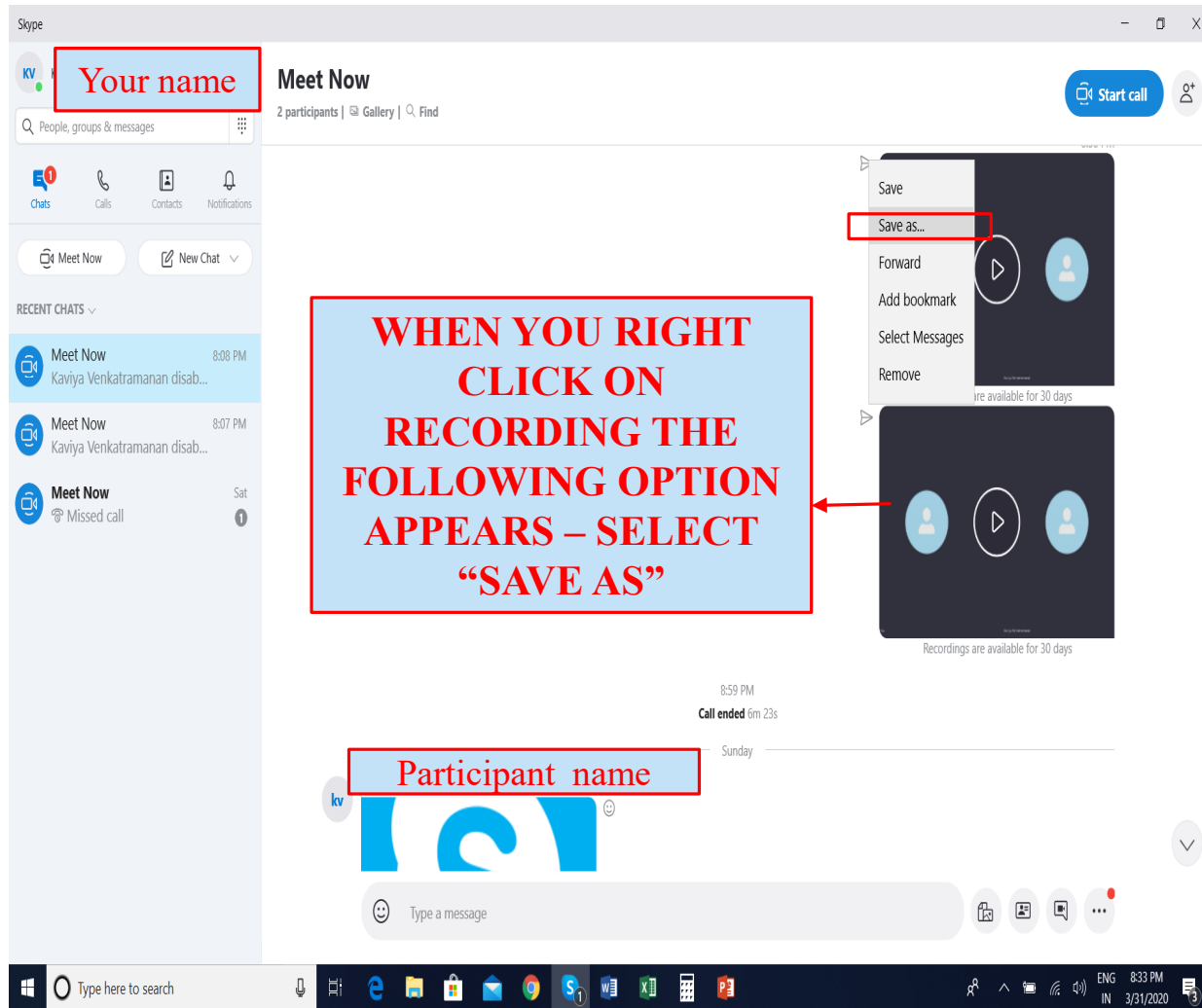
13. TO START/ STOP RECORDING THE SESSION CLICK ON THE BELOW OPTION



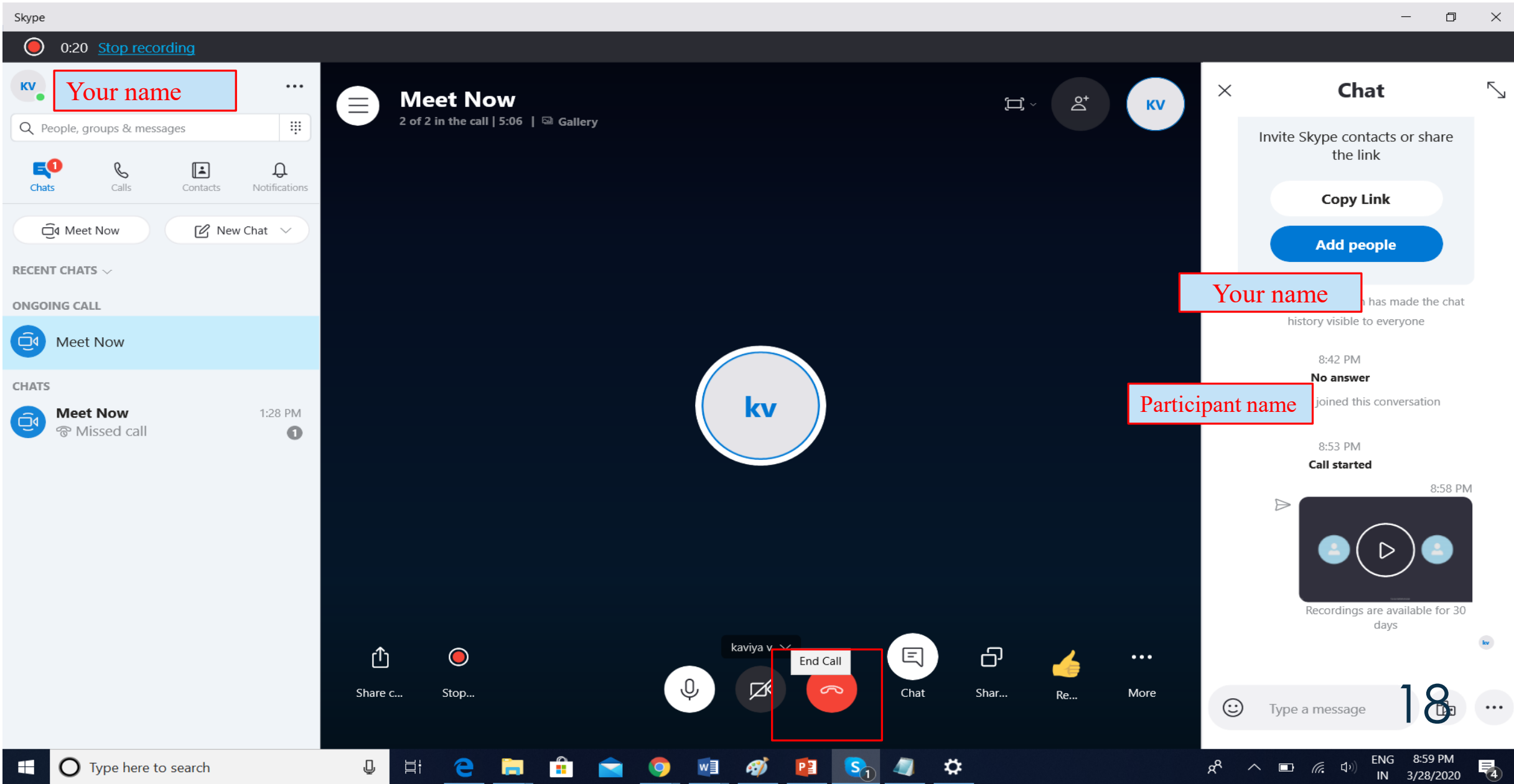
RECORDING

THE SESSION RECORDING (VIDEO) WILL BE SAVED IN THE CHAT HISTORY AND IS AVAILABLE FOR 30 DAYS

14. TO ACCESS THE RECORDING OF THE SESSION FOR FUTURE USE IT CAN BE SAVED



14 . TO END THE SESSION CLICK ON THE “END CALL” ICON



THANK YOU !!!