



Talk Don't Type

Communicating with Skype

<http://faculty.seattlecolleges.com/jkent/workshops/skype/>

Talk Don't Type: Using Skype

Talk Don't Type

Communicating with Skype

Agenda

- what is Internet Telephony?
- three **free** programs for free computer to computer calling
 - Skype - www.skype.com
 - Gizmo Project - www.gizmoproject.com
 - Google Talk – www.google.com/talk
- downloading and configuring Skype
- using Skype for calls, chat, conferences, and more!

Internet Telephony

- voice conversations that are sent through the Internet instead of phone lines
- Voice over IP or **VoIP** is another term
- VoIP residential phone service becoming popular
- some companies use VoIP instead of traditional phone systems

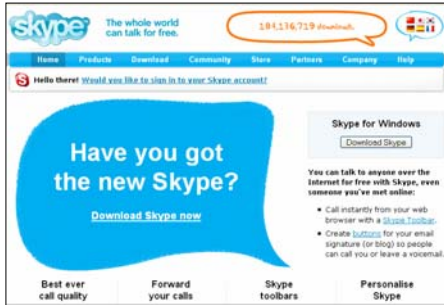
VoIP Phone Systems

VONAGE
THE BROADBAND PHONE COMPANY



Talk Don't Type: Using Skype

Skype (Free*)



*When calling computer to computer

Gizmo Project (Free*)



*When calling computer to computer

Google Talk *



*Free but must have Gmail account

Downloading & Configuring Skype

- download from www.skype.com
- Windows, Mac, and Linux versions
- after installing, create your account
- tip: Skype name can't have spaces
 - jean-at-nccc
 - econcoachnccc

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Setting Up Skype Account

Optional Information for Skype

Decide how much personal information you want to include.

Complete Test Call

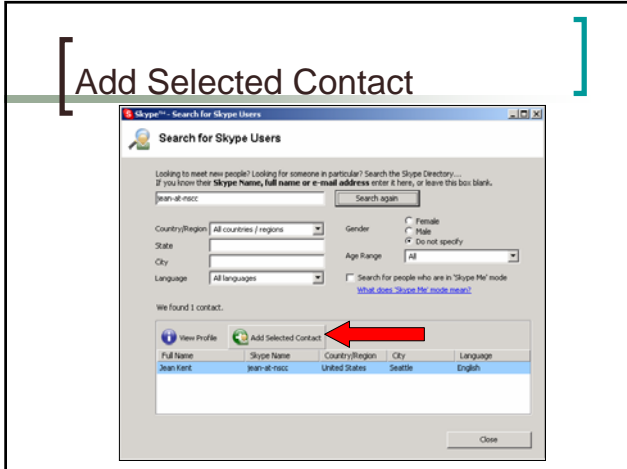
- To test sound settings, microphone, etc.
- Click the **green** call button to start call
- follow instructions for test

Add Skype Contacts

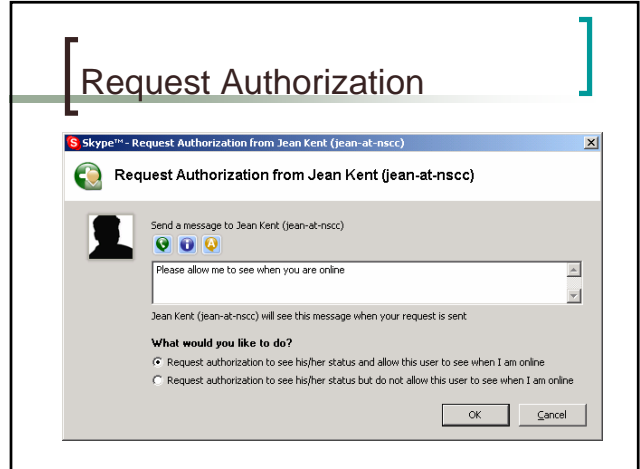
Feel free to add me using my Skype name "jean-at-nsc"

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Add Selected Contact



Request Authorization

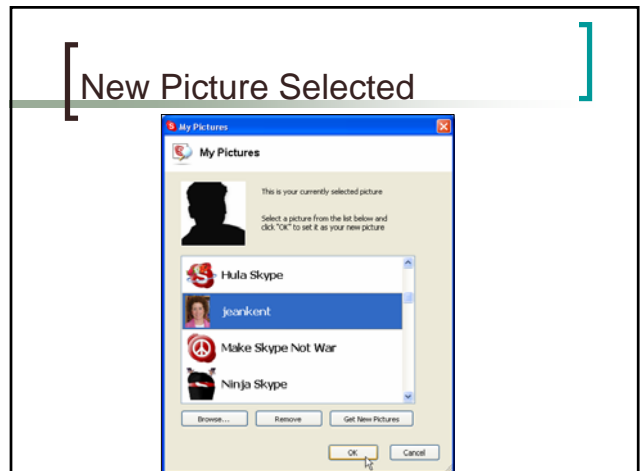


Update Profile

- File → My Profile...
- Select new graphic
- Add your picture to "My Skype Pictures" folder if you want to use a personal picture

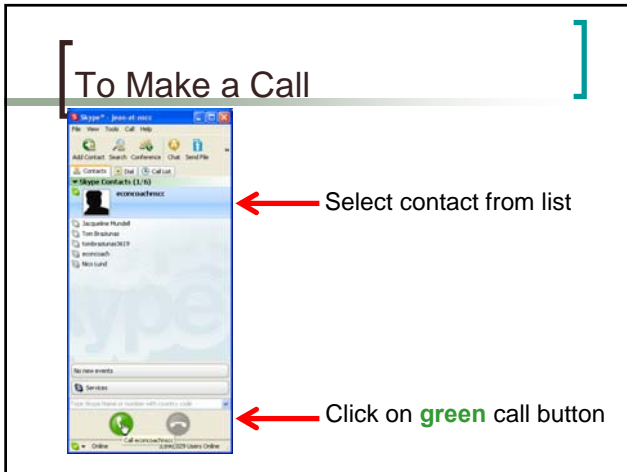


New Picture Selected

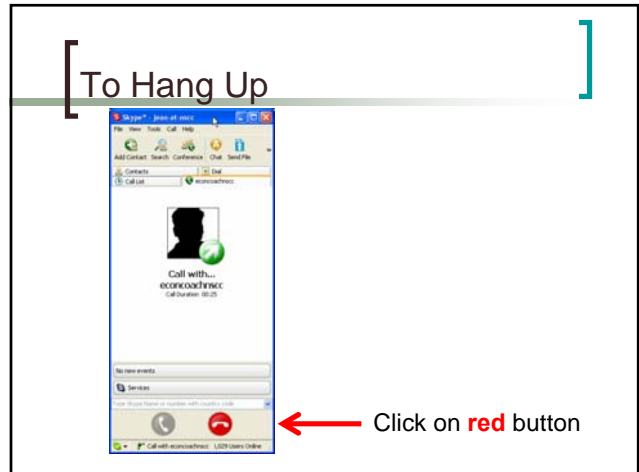


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To Make a Call



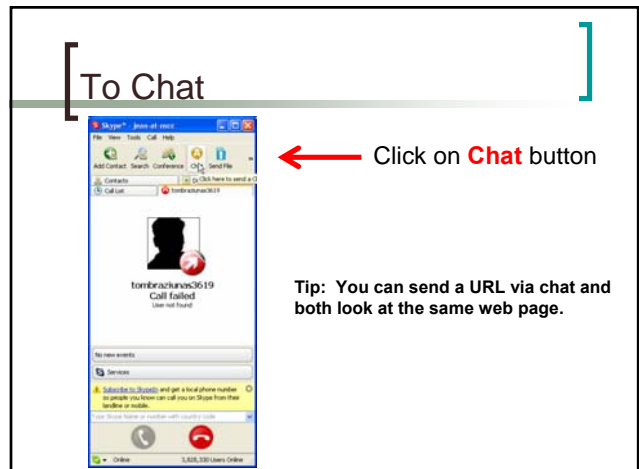
To Hang Up



Skype Allows You To:

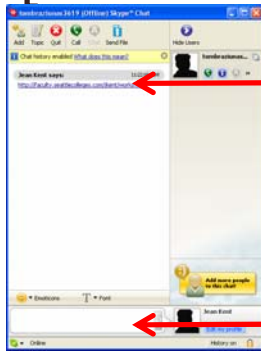
- chat (text)
 - exchange URLs
 - click to open the web page
- exchange files
- create conference calls with up to 4 other people
- block callers

To Chat



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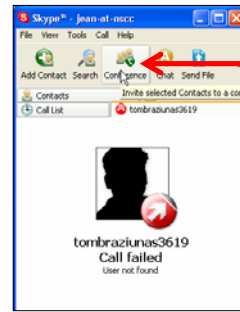
Chatting with Skype



Clickable link appears

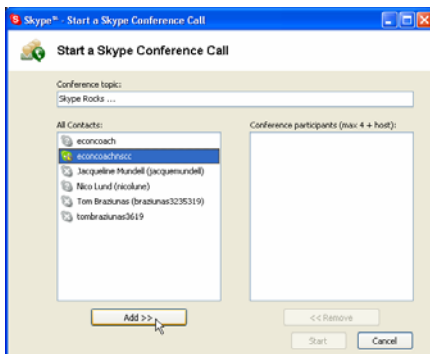
Chat message does here

Conference Calls



Click on **Conference** button

Invite Contacts



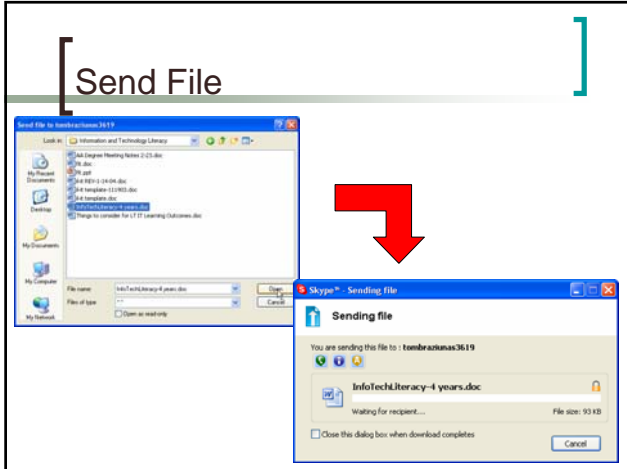
Send Files



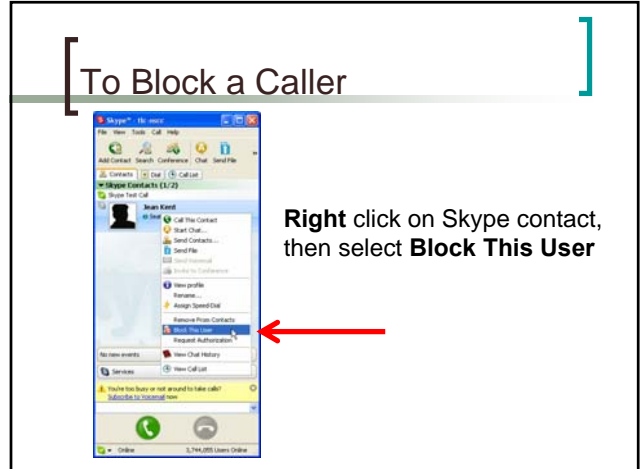
Click on **Send File** button

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Send File



To Block a Caller



Questions?