**Creating a Skype account**

**Downloading Skype**

1. Open your Internet browser (e.g. Google Chrome, Internet Explorer etc.)
2. Enter [www.skype.com](http://www.skype.com) in the address line to open the Skype website
3. Click the ‘download’ button at the top of the Skype home page
4. Using the drop-down menu, select which Skype you would like to download – e.g. Skype for Windows
5. After you click to download the program, you may be prompted to save or open the programme SkypeSetup.exe. ***Always*** choose to save the file to your hard drive.
6. Select ‘save to disk’
   1. Choose an easy-to-remember location, such as Windows Desktop and click OK.
   2. Remember this location so that you can double-click the file after it is saved

**Installing Skype**

1. Double-click the SkypeSetup program that you just saved or just click Run if you have that option. If a User Account Control windows pops up asking you for permission, just click Continue.
2. When the installer program launches, it asks you to choose a language; select it from a drop-down list.
3. Read and accept the End User License Agreement
4. The program may also ask if you want to install certain other programs or browser add-ons. You are under no obligation to install these. If you don’t want the extras, just uncheck the box and click on Next.
5. Click ‘I agree – Install’ and Skype will open automatically once it is installed – if not, go to where you saved it and double click

**Setting up a Skype account**

1. Skype will then ask you set up an account:
   1. Enter your phone number or click ‘use your email address instead’ and click ‘next’
   2. Enter a password and click ‘next’
   3. Enter your first name and surname and click ‘next’
   4. Select your country and date of birth and click ‘next’
   5. Verify your email address and click ‘next’
   6. Enter the characters to prove it’s a real person creating the account and click ‘next’
2. You can now personalise your account
   1. Upload a profile picture and click ‘continue’
   2. Test your microphone and speakers and click ‘continue’
3. Start adding your contacts
   1. Click ‘contacts’ and ‘+ new contact’
   2. Enter their Skype address

**If you need any help setting up your Skype account, please call Jake on 01474 853 856 and he will be able to support you.**