

Step 1

DOWNLOAD THE SKYPE APP

- For iPhone or iPad – Go to the Apple App store and search for Skype – Skype for iPhone or Skype for iPad
- For Android – Go to the Google Play store and search for Skype – Skype – free IM & video calls

Step 2

CREATE AN ACCOUNT

1. Click **Sign in or create**
2. If you have a Microsoft or Skype account already, enter your phone number or email address and skip to Step 3.
If you do not have an account, click **No Account? Create one!**
3. Enter your phone number (preferred) or email address
4. Create a password
5. Enter your first and last name
6. Enter your Country/Region and Birthdate
7. Verify your phone number or email address using the code that was sent to you

Your account has been created!

8. Choose a theme and click Continue.
9. Skip adding contacts (for now)
10. Allow Skype to access your Microphone – click OK
11. Allow Skype to access your Camera – click OK
12. Allow Skype to Send You Notifications – click Allow

Your account has been configured!

Step 3

FIND YOUR SKYPE CONTACT INFORMATION

13. Click the bubble with your initials on the top of the screen
14. Click **Skype Profile**
15. Under Profile, find your **Skype Name** – write it down. We'll use this to confirm that we're calling the right contact!
16. Click **Other ways people can find you**
17. Make sure your phone number is entered and it says 'Enabled'

That's it! Your account has been set up.