

How to download and install Skype and setup your Skype account

If you do not already have Skype installed on your computer you will have to do so now (it's free!), please follow the instructions below from step 1.

If you already have an account with Skype, just sign in and then follow the instructions below from step 7.

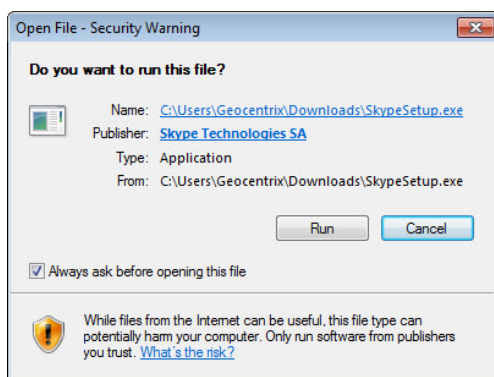
1. Go to the Skype website and download the SkypeSetup.exe executable (see below for links).

Download Skype for Windows
http://www.skype.com/intl/en-us/get-skype/on-your-computer/windows/
Download Skype for Mac
http://www.skype.com/intl/en-us/get-skype/on-your-computer/macosx/
Download Skype for Linux
http://www.skype.com/intl/en-us/get-skype/on-your-computer/linux/

The software is installed under the Program Files folder in a directory called Skype, which is automatically created.

2. Run the program SkypeSetup that you have just downloaded and you will get a security warning window asking if you want to run this file: SkypeSetup.exe.

Click **“Run”** and this will open the Skype Install wizard.

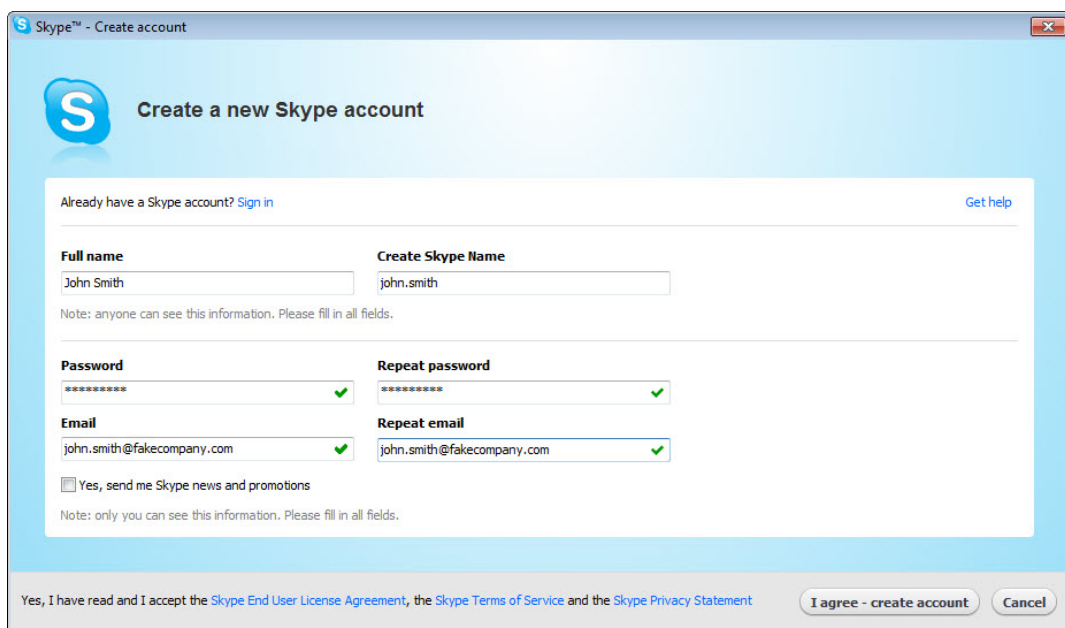


3. Follow the instructions on the Skype Install wizard to complete the installation of the Skype software.

- Once you have installed the Skype software, a welcome screen will appear asking you to sign in by entering your Skype name and password. This same screen will appear every time you open the program.



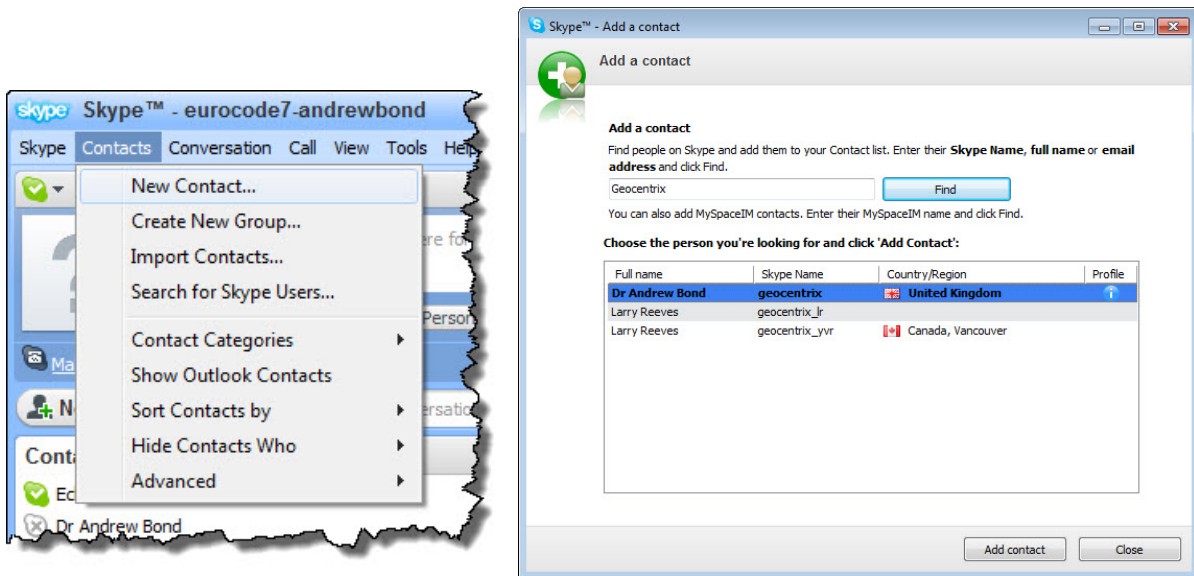
Click on the link **“Don’t have a Skype Name?”** to create a new account within Skype. The following screen will appear:



- Enter your full name, password, and email address, etc. Once you have done this and read the terms of agreement, click **“I agree - create account”**.

Note: Jot down your password as you will need this every time you open the Skype application. After having created your new Skype account for the first time, the next time you open Skype, your Skype name will automatically appear in the Skype name field. All you need to do is to type in your Skype password and click the "Sign in" button.

6. Click **“New contact ...”** on Skype’s Contacts menu to display the **“Add a contact”** box:



7. Type **“Geocentrix”** in the search box and click the **“Find”** button. Details of this account will appear highlighted in the lower box. Click the **“Add Contact”** button to add this person to your contacts list.
8. To use your Skype account, just make sure you sign in with the appropriate name and password. The meeting host will send you an invitation to join the conference call, which you must then accept to participate.

Note: You will need a microphone and headphones in order to use your Skype account.

If you have any queries regarding these instructions (or suggestions for their improvement), please contact support@geocentrix.co.uk.

Last updated 9/8/2010