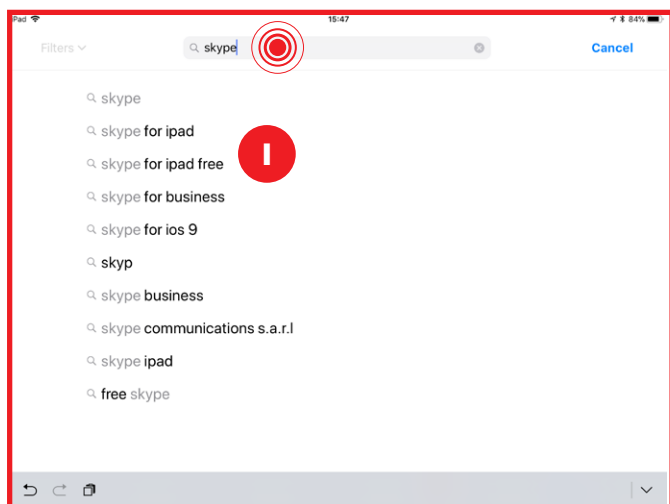
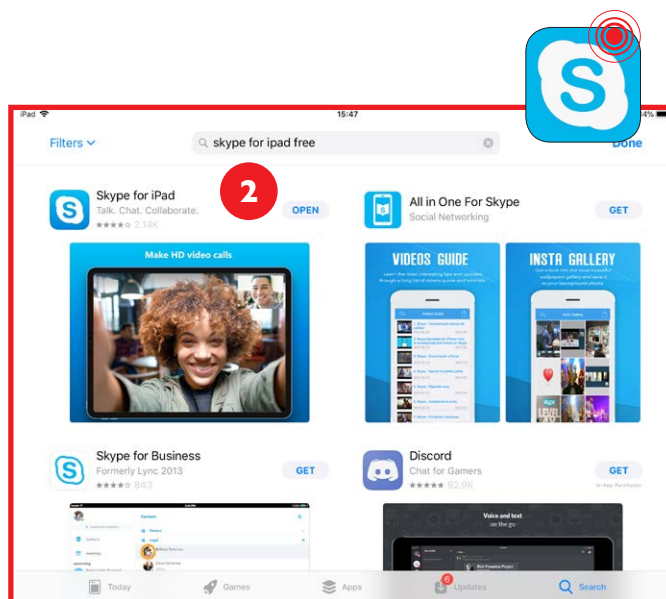


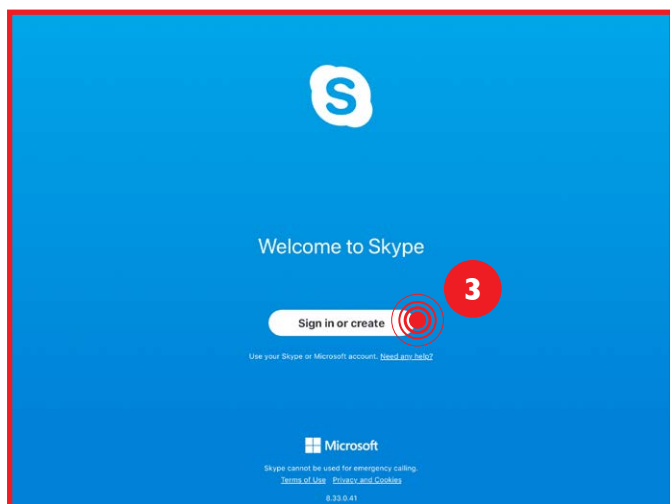
Using Skype on your iPad



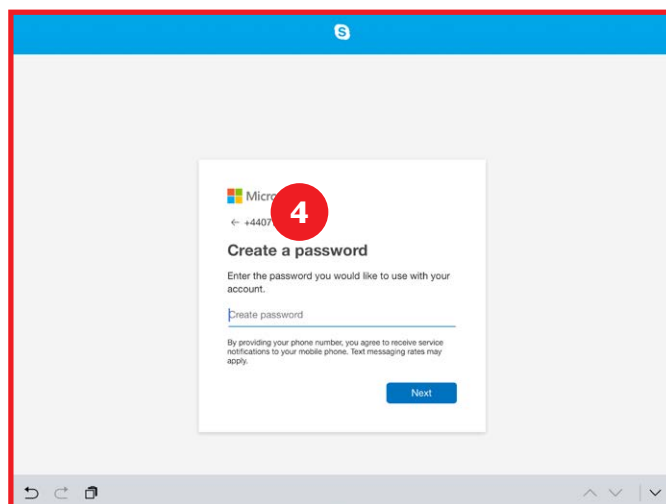
1 If you don't have Skype on your iPad already, search for "Skype for iPad Free" in "App Store" and download it. As with all downloads from the App Store, you may be asked for your **Apple PASSWORD**.



2 Once downloaded onto your iPad, the "GET" button (next to the Skype app details) will change to say "OPEN". Tap this to create your new Skype account



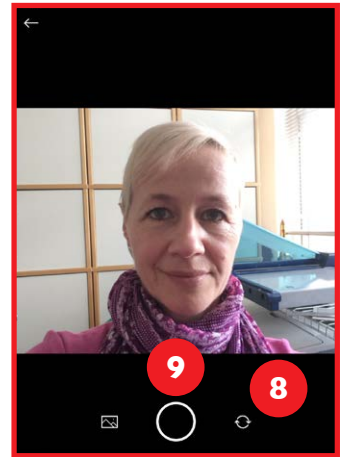
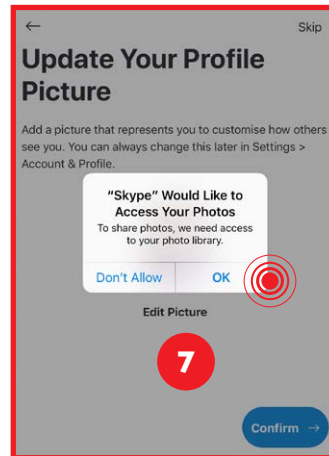
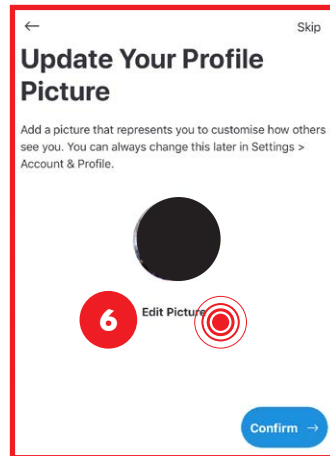
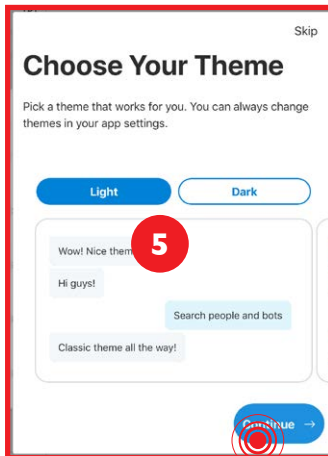
3 To create your new Skype account **use an existing email address**. Use one that you check regularly and have convenient access to. Where/when prompted, you should also **provide a mobile telephone number** for 2-factor authentication – this adds security to your account.



4 You must respond to the email Skype sends you, to verify your account, and you must create a password, exclusive to Microsoft, and store it safely.

[continued overleaf]

Using Skype on your iPad, continued ...



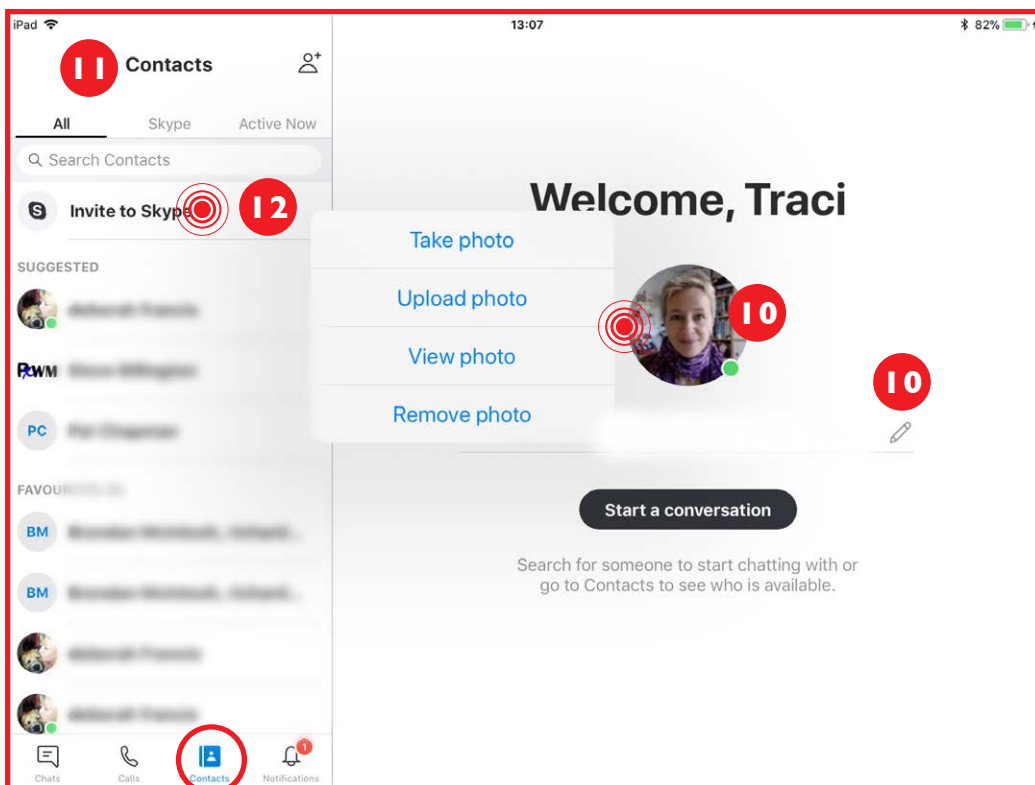
5 A few introductory screens will pop up ... Choose “Light” theme, for clarity.

6 If you want contacts to be sure they are connected to the right person, add a photo of yourself. To do this, tap the instruction on the “... Profile Picture” window ...

7 ... and then tap OK to allow Skype to take a photo with the camera.

8 Tap the ‘switch’ icon if you need to tell the iPad to use the forward-facing camera.

9 Tap the circle to take the snap.



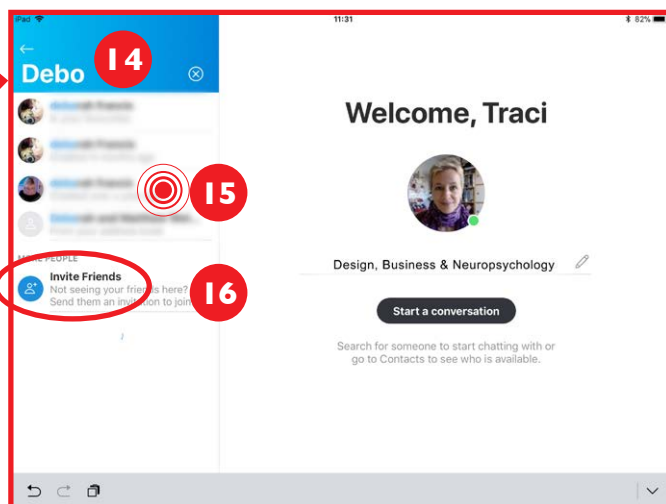
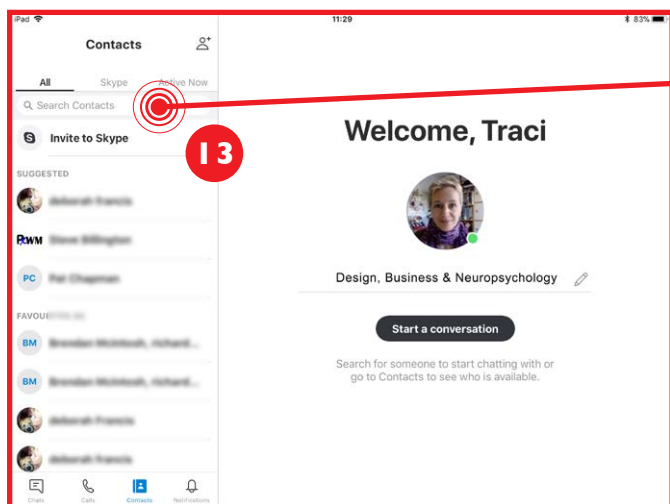
10 You can edit your details at any time by tapping the pencil or photo circle.

11 At first you will have no one in the contacts list ...

12 You can either import contacts from your “Contacts” app, or you can invite people individually by tapping here ...

[continued overleaf]

Using Skype on your iPad, continued ...

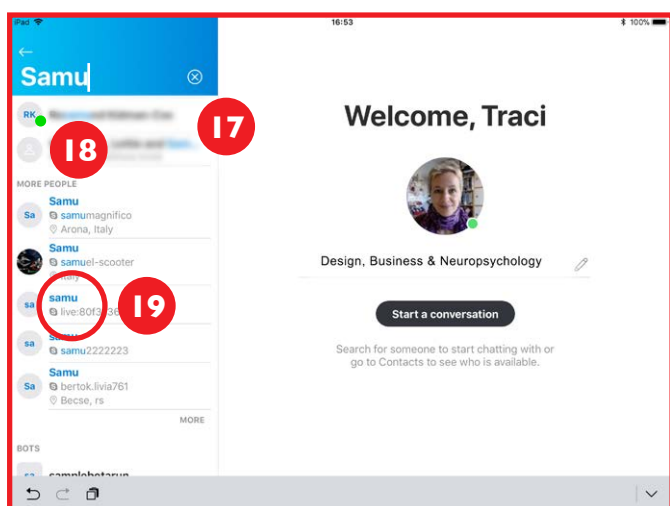


13 Tap in the search bar to find someone in your contacts list.

14 Your iPad's system will start to 'predict' who you might be looking for and present a drop-down list of suggestions.

15 If you see the person you want in the list, tap their name.

16 You can invite someone to become a contact, or to join a conversation (you can chat with multiple people at the same time).



17 As you search for someone, a list of 'good search matches' shows up in the top part of the search area.

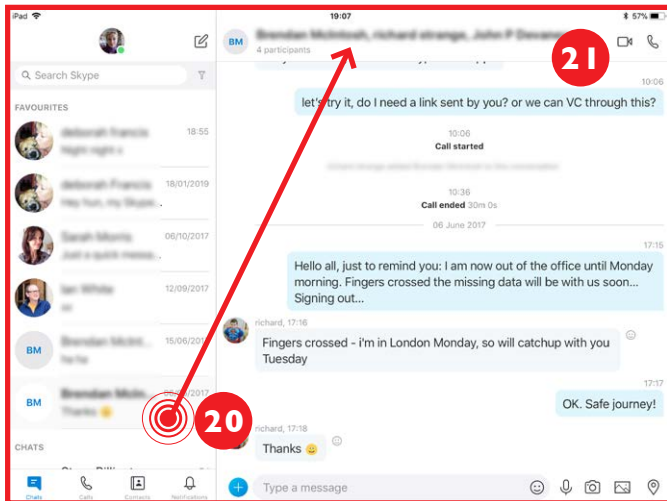
18 A green dot next to their name means you are already connected to them and they are currently signed in to Skype.

19 Strangers are listed beneath, under "MORE PEOPLE". The word "live:" in front of a name tells you that they are using Skype right now.

NOTE: An invitation must be accepted before two people can connect through Skype. This prevents unsolicited contact and spam.

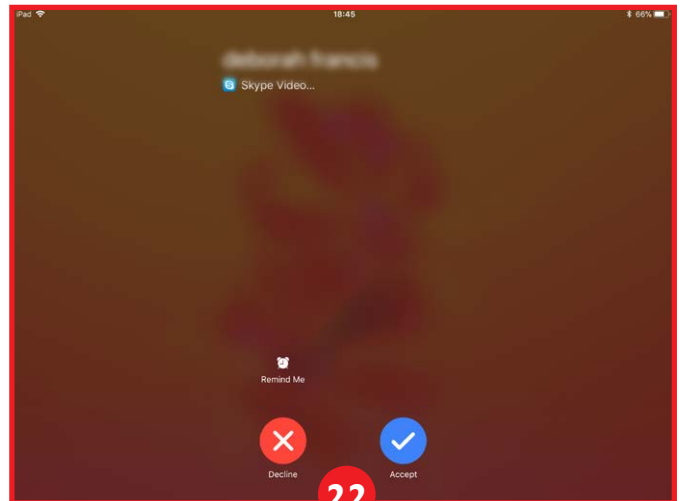
[continued overleaf]

Using Skype on your iPad, continued ...



20 To call a contact: tap their name in the list to view the conversation (the one shown above is a group chat).

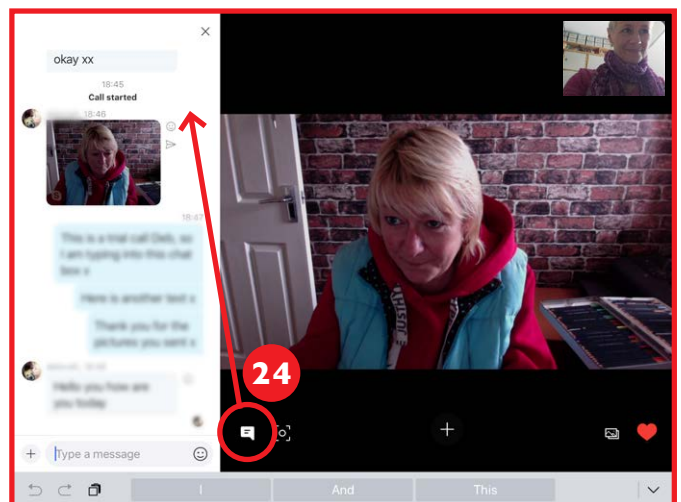
21 Then tap the video camera or handset.



22 The picture above shows someone trying to videocall. If someone tries to call you through Skype, you can decline or accept the call.



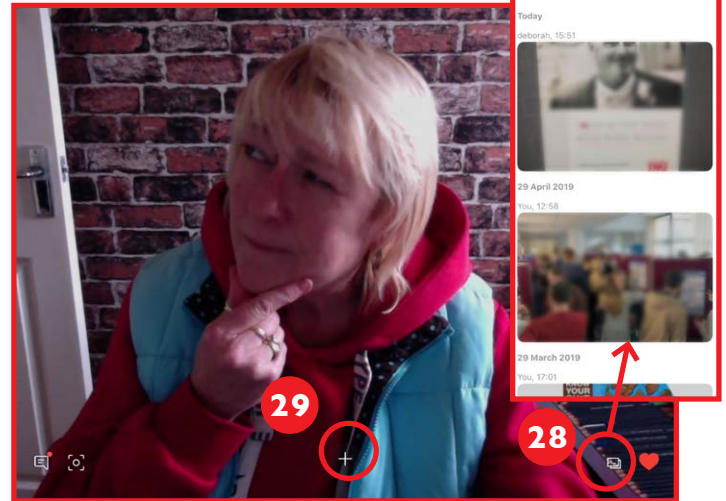
23 Once connected to a video-call, a video of you will be shown top right and the main screen will show a live video of your friend, plus a few options at the bottom of the screen



24 Tap the 'speech bubble' icon to display the chatbox while you're having a video conference.

[continued overleaf]

Using Skype on your iPad, continued ...



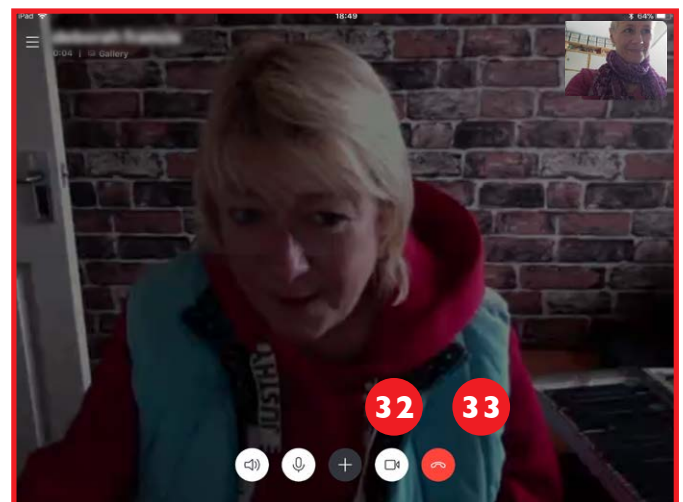
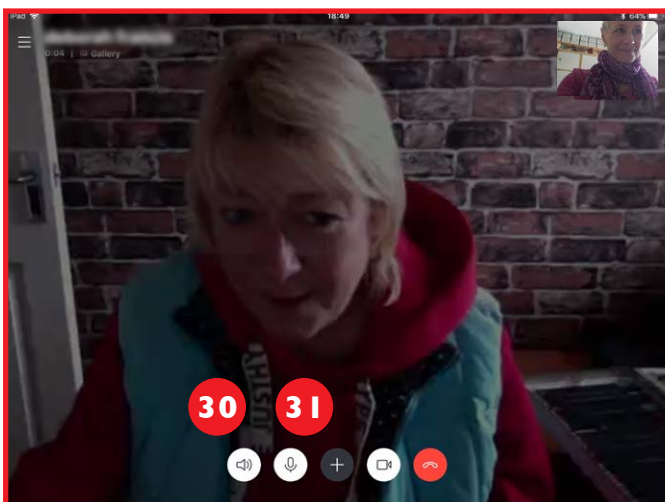
25 Tap the squares to take a screenshot.

26 To send 'emojis', tap the heart.

27 If you change your mind, tap the "x" at the bottom of the emoji list.

28 Tap the 'picture' icon to see a gallery of all the images that have passed between you during your chats.

29 For call options, tap the "+" (see step 30 to 33, below).



30 To mute/unmute *the caller*, press the speaker icon.

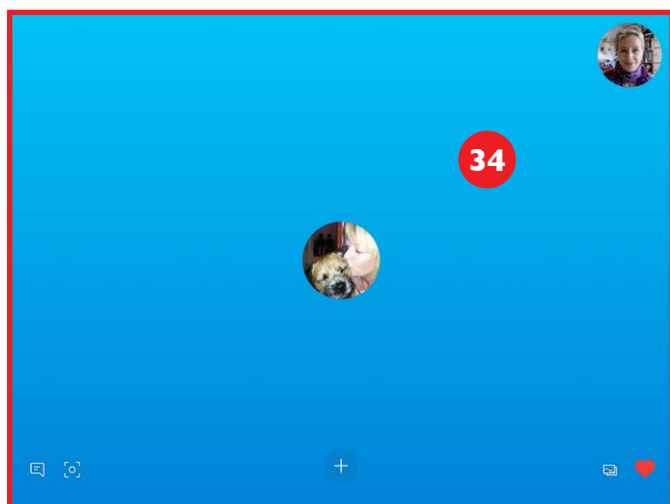
31 To mute/unmute *yourself*, tap the microphone icon.

32 To display/hide video, tap the video-camera icon.

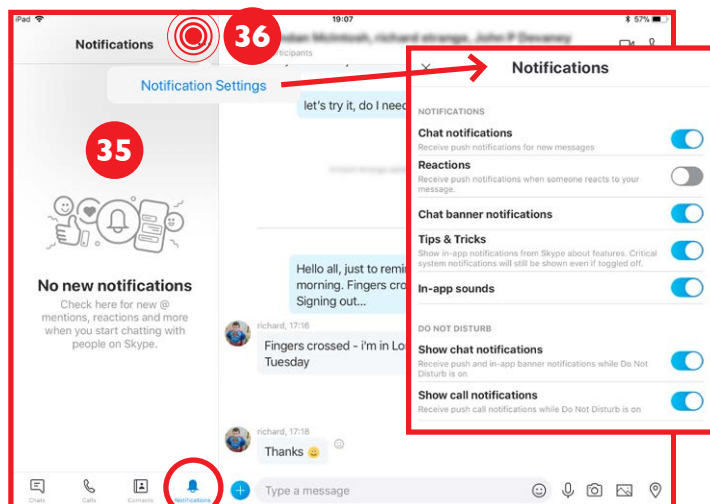
33 To hang up press the red receiver icon.

[continued overleaf]

Using Skype on your iPad, continued ...

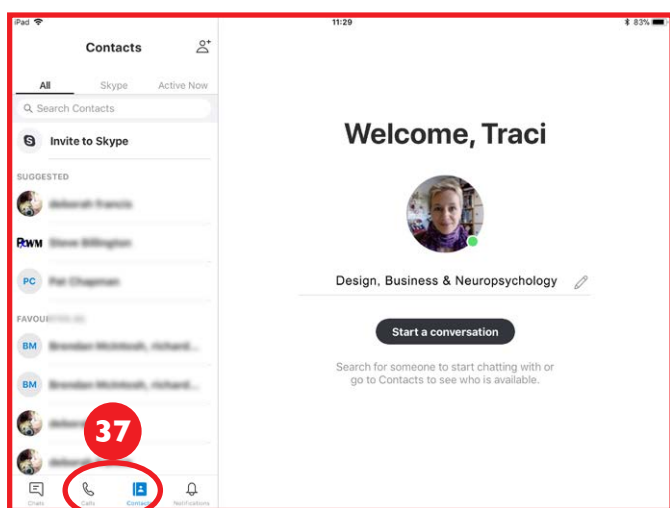


34 An audio call simply displays the profile pictures of the people involved in the conversation.

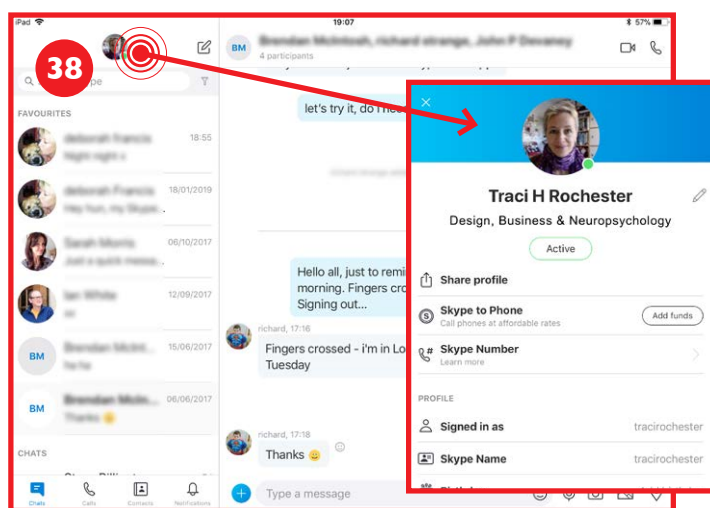


35 Any new notifications will be visible in the notifications panel and the number of alerts will show in a red circle at the bottom.

36 To switch notifications on/off, or tailor them, tap “...” and “Notification Settings”.



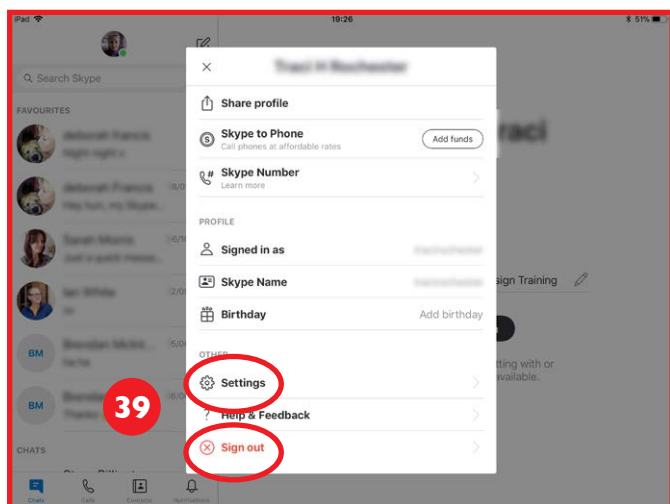
37 You can display calls made and received, and your list of contacts, in the left panel.



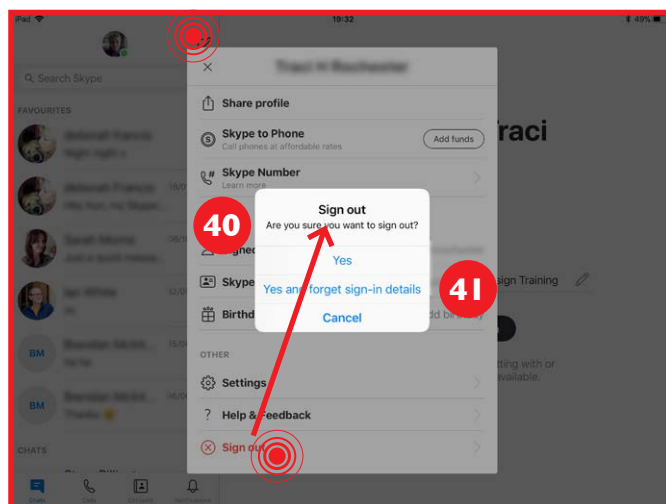
38 You can add details to your profile info by tapping your profile picture.

[continued overleaf]

Using Skype on your iPad, continued ...

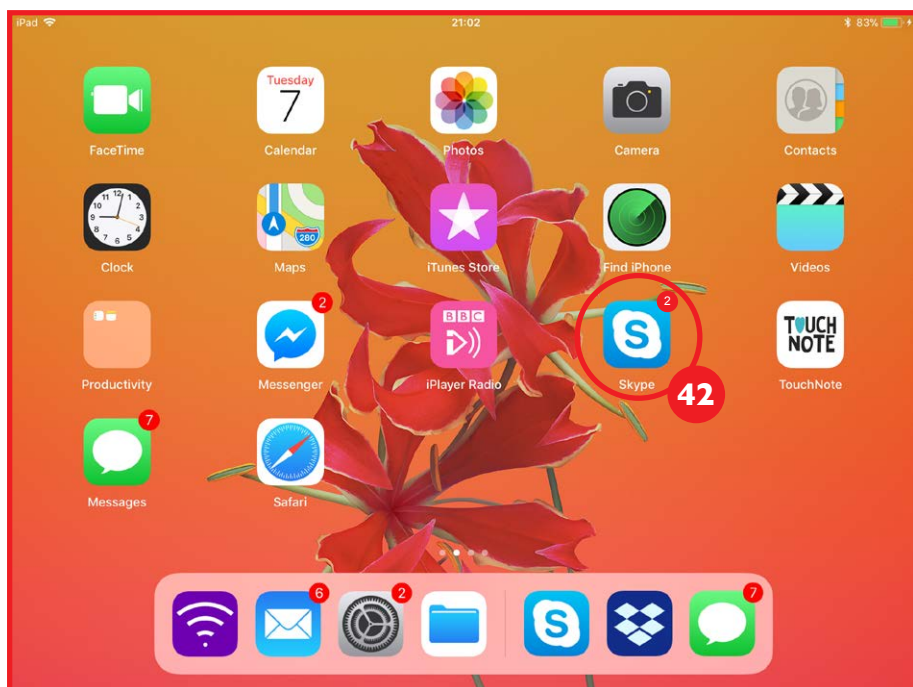


39 You can also change Skype settings and sign out of Skype, if you swipe down to the bottom of the profile window ...



40 If you sign out, you can choose whether or not to have Skype remember your details for next time.

41 If you are borrowing someone else's iPad, it's best to press "...forget sign-in details".



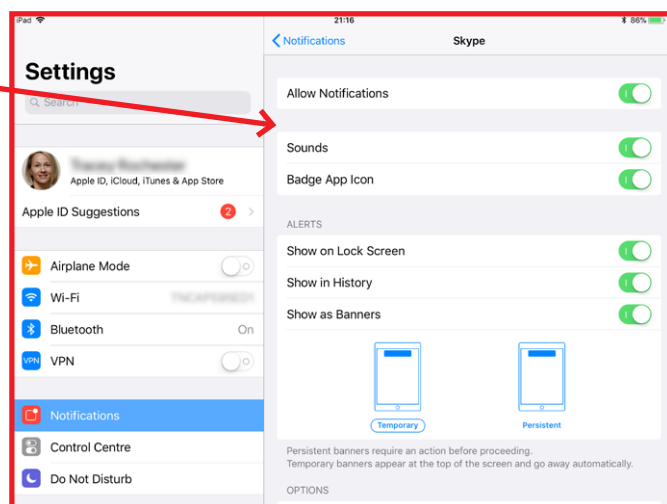
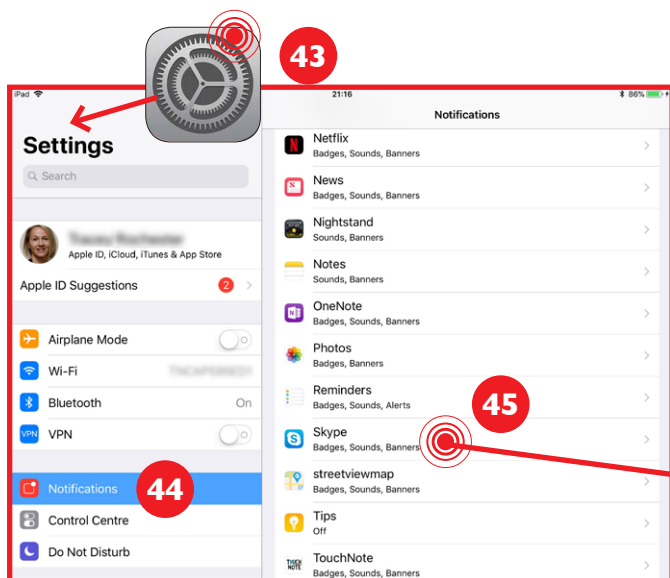
NOTE: If you wish to be notified when someone tries to contact you on Skype: 1) turn on notifications (see step 36), and 2) do not sign out of Skype – simply press the iPad's home button.

42 In "Settings" you can ensure that you will see any notifications and alerts from apps like Skype – even on the Home screen.

You have to tailor alert styles per app ...

[continued overleaf]

Using Skype on your iPad, continued ...



43 Open “Settings” ...

44 and swipe down to “Notifications” on the left ...

45 and swipe down to “Skype” on the right and tap.