

1

Skype Installation Instructions

Before starting it is advisable to check that you have a Windows 10 version equal or later than shown below; go to 'Settings' from the bottom LHS Start Button, then 'System', then 'About'. No damage will be done by just looking into Settings.
You should have the latest version because of Microsoft's automatic monthly updating.

Skype for Windows 10 system requirements

Windows 10

Version 12

Windows 10 (version 1607 and 1703)

Version 14

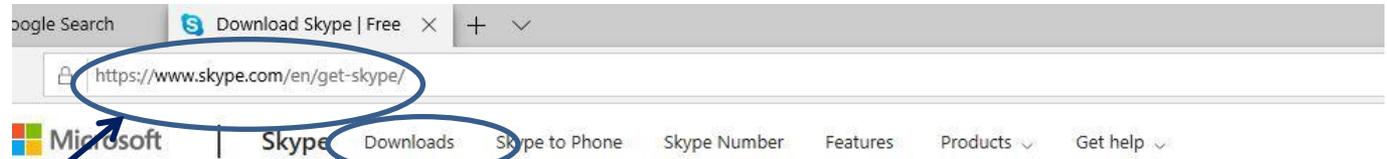
Windows 10 (version 1709) or higher

2

Use Google to find www.skype.com and click on the Downloads tab.

Then click on the 'Get Skype for Windows' blue tab.

This will reveal the next instruction 3 at the bottom of the screen.



Download Skype

Skype for Desktop

Available for Windows, Mac OS X and Linux.

By downloading Skype, you accept [Terms Of Use](#) and [Privacy & Cookies](#).

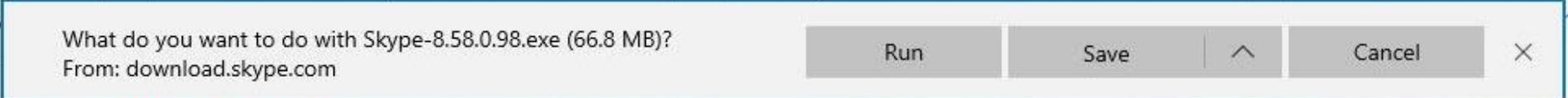
Get Skype for Windows

[See system requirements.](#)



3

The below caption will appear at the bottom of the screen:



What do you want to do with Skype-8.58.0.98.exe (66.8 MB)?
From: download.skype.com

Run

Save



Cancel



Click on 'Run' which should then install Skype

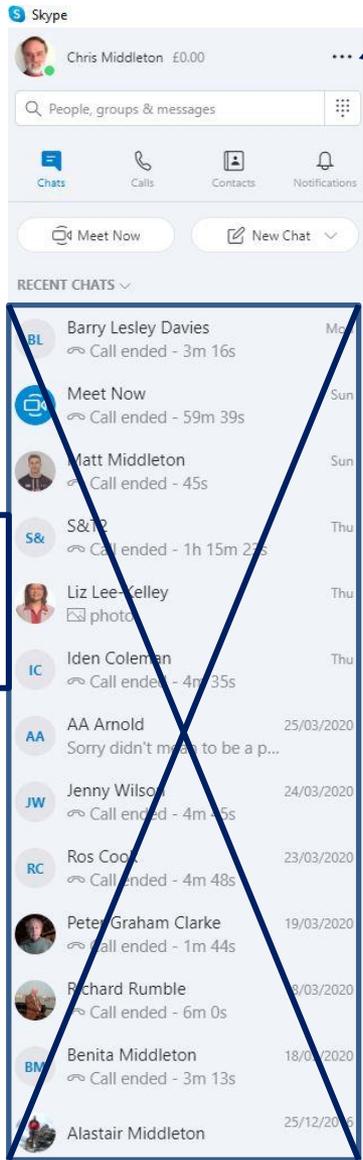
Continue to instruction 4

4

I can't replicate the next steps, as Skype is already installed on this PC, but I expect the following to occur:

- You will be asked for an email address and password which could be the same as your Microsoft account which you use to log into Windows
- You should also be asked for a Skype (or user) Name by which you wish to be called; suggest use something unique to you
- Finally you should be logged into Skype which should look like instruction 5

5



Click on the 3 dots and then 'Settings' to reveal instruction 6.

This area will be blank for you.

Welcome, Chris



Tell your friends what you're up to

Start a conversation

Search for someone to start chatting with or go to Contacts to see who is available.

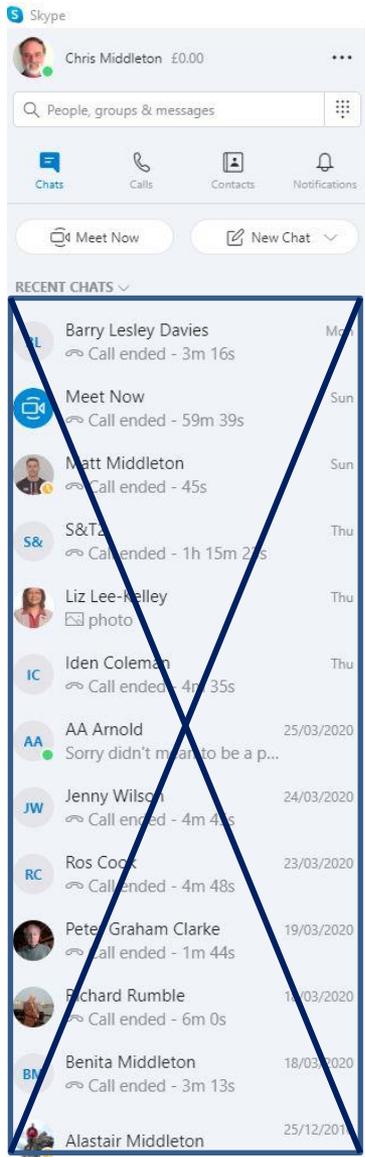
Your Skype Name should be here.

You are signed in as **chris.middleton75**

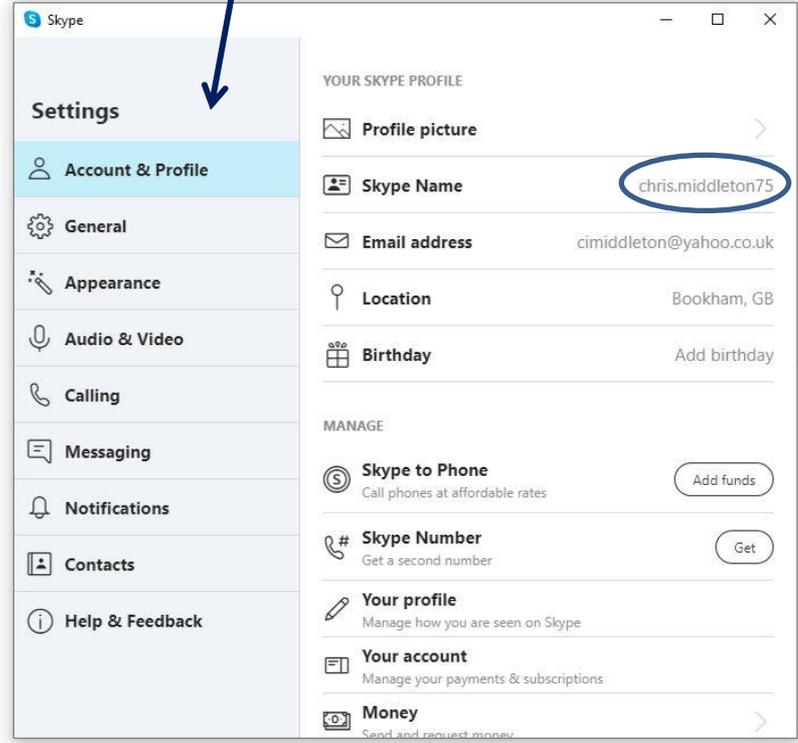
Try [switching accounts](#) if you cannot see your contacts or conversation history.

[Learn more](#)

6



You can look at each of the Settings topics in turn, but I suggest that initially at least you leave them as downloaded.



You are signed in as **chris.middleton75**.
Try [switching accounts](#) if you cannot see your contacts or conversation history.
[Learn more](#)

7

- It's now time to make a test video call, so please email me your Skype Name and the email address you used to register Skype
- I will then try and find you in the Skype database to add you to my Skype contacts (this can take up to 24 hrs to be included in the database)
- If successful we will agree a time for me to make a video call to you
- And then you are onboard!

PS. There is another way of inviting people into a video call but by going through the above, there is more assurance that the call will be connected to the right person.