

**Necessary Equipment:**

Microphone, ear phone and web-cam.

Minimum 2048 internet connections.

***How to download Skype onto your computer***

To download Skype to your computer;

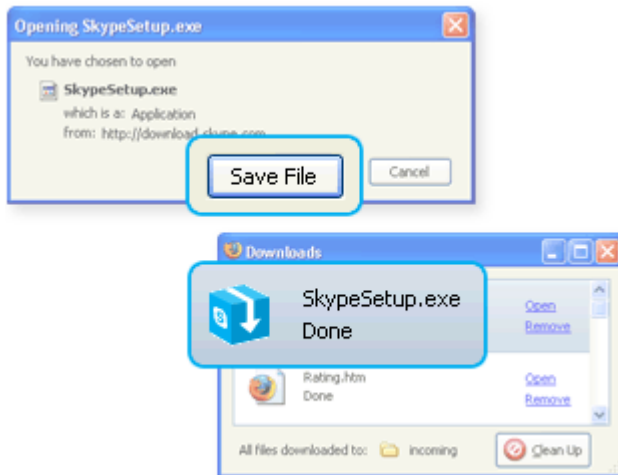
Click onto <http://www.skype.com/intl/en/download/skype/windows/> hyperlink.

Click onto the DOWNLOAD NOW which you will find on the window that opens.



***Run the Skype Setup application***

A window will open asking what you want to do with a file called **SkypeSetup.exe**. Click 'Save File'.

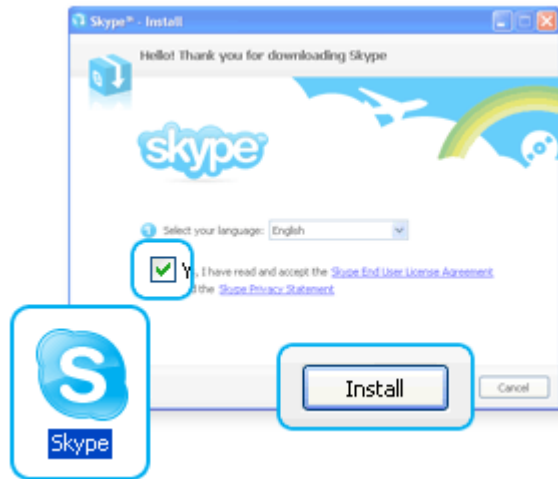


## ***Follow the Setup Wizard***

When the download is done, click on the **SkypeSetup.exe** file from **Downloads** window to open the Skype Setup application.

(Alternatively, you could open it directly from the location you saved it which is typically your desktop.)

The Skype Setup Wizard will appear and guide you through the rest of the installation.



## ***Launch Skype***

After the installation has finished, you can **open Skype** at any time by clicking the icon on your desktop or in your system tray.

## Get a new Skype account

After you have activated Skype, you will see a window (as below) open in front of you. Write down your full name and surname in the box provided. In the “choose Skype name” section you will locate which order you wish to take part in the conference. In the password section you should choose a minimum of 4 characters. Next to accept the proposal you click onto the next button.

Skype™ - Create Account

**Create a new Skype Account**

Full Name

\* Choose Skype Name   
Between 6 and 150 characters

\* Password   
Minimum 4 characters

\* Repeat Password

Yes, I have read and I accept the [Skype End User License Agreement](#) the [Skype Terms of Service](#) and the [Skype Privacy Statement](#)

\* Fields marked with an asterisk are required

Next \* Cancel

After clicking the next button, you will view a window as below. Here you will have to input your e-mail address, country and city you live in. Then you will click onto the sign in button. Now your Skype account has been activated.

Skype™ - Create Account

**Create a new Skype Account**

\* E-mail   
**A valid e-mail address is the only way to retrieve lost passwords.**

Yes, send me Skype news and special offers

Country/Region

City

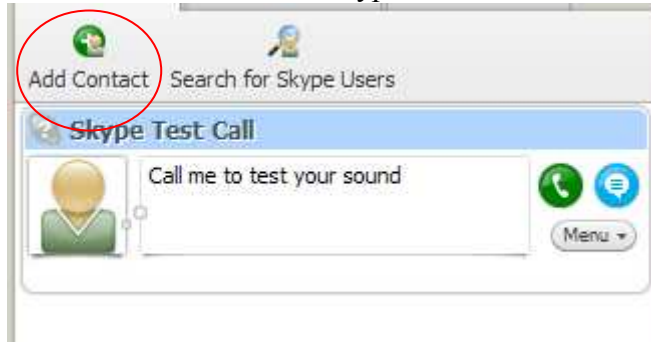
Sign me in when Skype starts

\* Fields marked with an asterisk are required

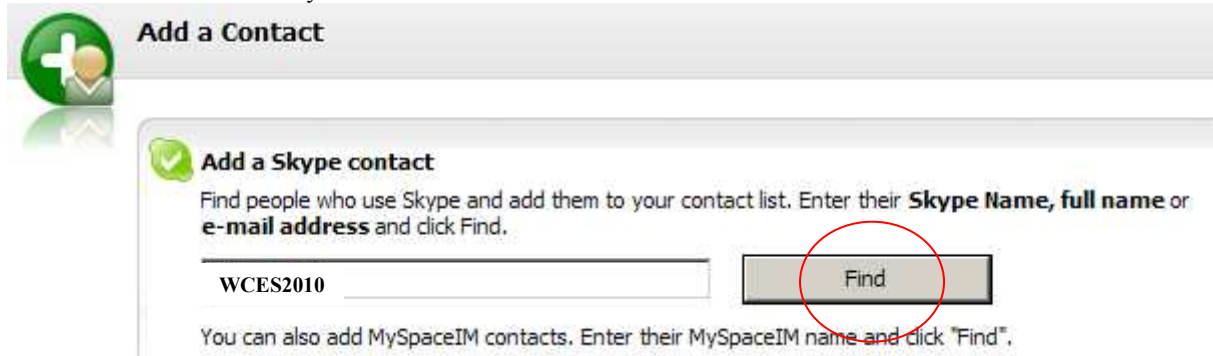
< Back Sign In Cancel

## Adding a contact to Skype

To add a new contact to Skype click onto the add contact button.




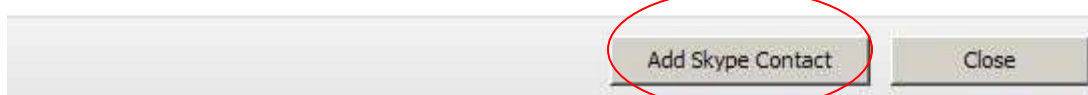
In the ADD contact section you should write **wces2010** and click onto the find button.



The results will be in a list as below. Clicking on the Add Skype Contact button will allow you to add a list.

**1 people on Skype**

Full Name	Skype Name	Country/Region	Profile
WCES	WCES2010	Cyprus	



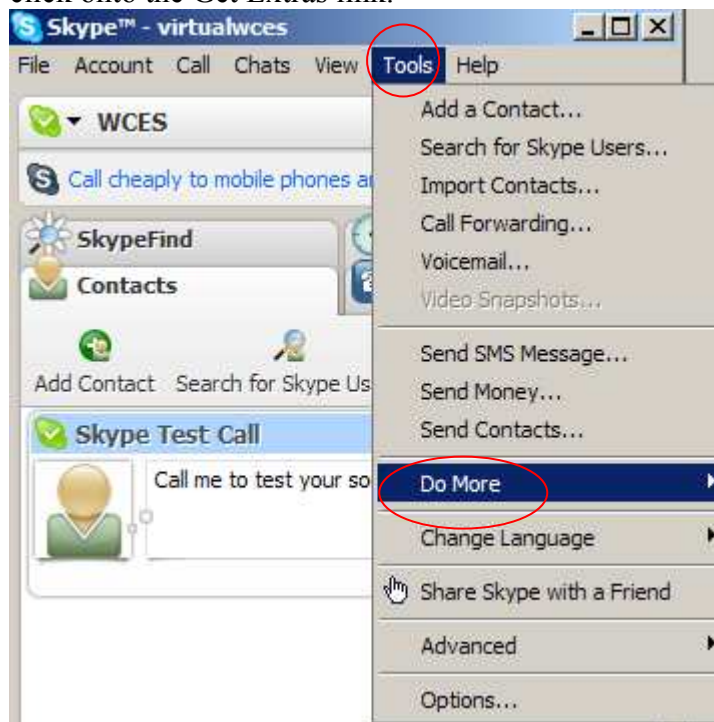
## Getting in contact with the

By adding the **wces2010** to your contact list, you can get in touch through speaking by clicking onto the telephone icon. Communication will then begin. You may also view each other while speaking by clicking onto the camera icon.




## Sharing your slide show

From the Skype window click onto the Tools drop down list and choose Do More from there click onto the Get Extras link.

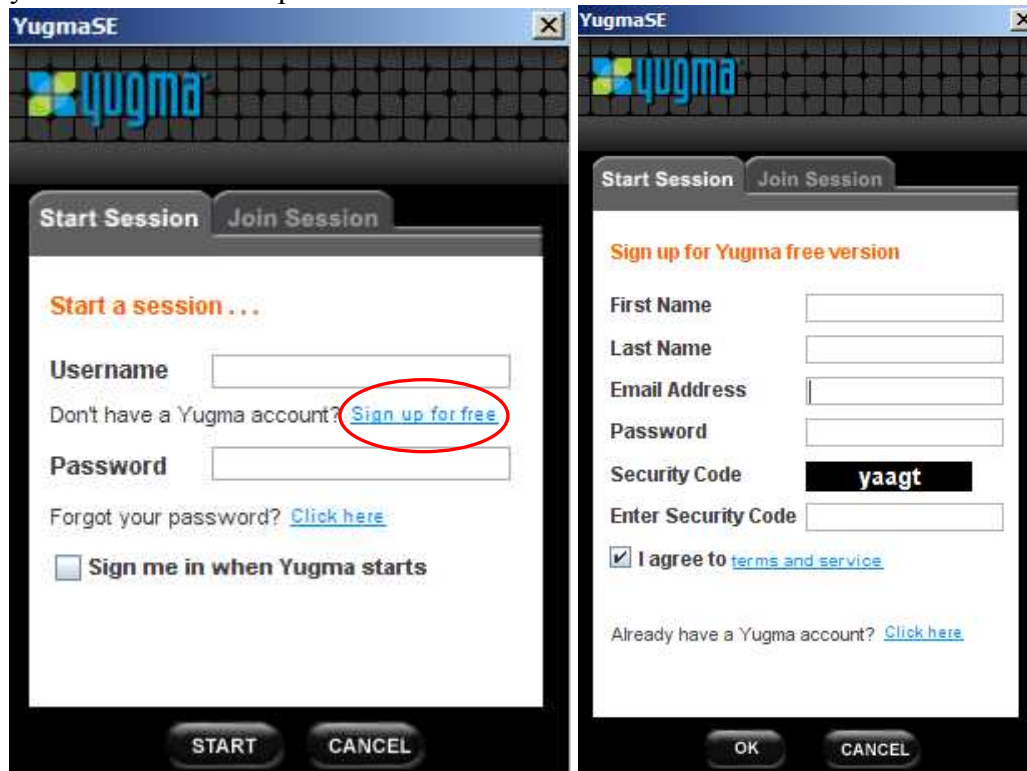


On the window which opens in the **Search** section, you should write **yugma** and click onto the enter button on your keyboard. On the right hand side of the window you will be able to

view the results. At the end of the YugmaSE Team Collaboration **Open the Plug-in**  button to activate the downloading procedure.



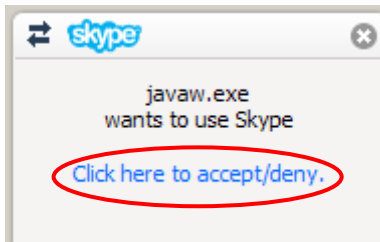
After Yugma being set up onto your computer click on the **sign up for free** link and input your user details to open a new account.



After getting your new account, to begin the conference you should click onto the start button.



You will need to pass a security check to be able to enter the conference. Therefore you should click onto the **Click here to accept/deny** link. Then by opening the Skype program a click onto **javaw.exe**.



After the program opens by using the Program **invite contacts** button you may invite others through **wces2010** to your conference. Once you have finished your invites to begin sharing your PowerPoint show you should click onto the **Begin Sharing** button.



Then click onto the **Application** button from the window that opens in front of you. By the list which you will face, you should choose show my PowerPoint presentation then click onto the **START** button to begin sharing.

