

Microsoft Skype 6

Modality: On Demand

Duration: 1 Hour

About this course:

The online learning program will show you how to use Skype's essential features. Skype is an open source program that operates with your Internet connection and transforms your desktop into an Internet phone enabling you to make Skype-to-Skype calls free of charge. Including on tablets, mobile phones, and much more, Skype can be downloaded so you can contact anyone in the world instantly.

Course Objectives:

- How to download and install skype
- How to create, launch and signing an account on skype
- Understanding how to work with contacts
- How to rename, change, view, create, block, unblock, and delete contact
- How to send instant message to other users on skype
- Create and save a group
- How to make and answer video calls
- How to view your profile, change your profile picture, and change your password

Audience:

- IT Professionals

Prerequisite:

- This course required no prerequisite

Course Outline:

Downloading and Setting Up Skype

- What you will learn in this training
- Introducing Skype
- Downloading and installing Skype
- Creating an account
- Launching and signing into Skype
- Navigating the interface

Working with Contacts

- Adding a contact
- Adding a phone number
- Accepting or rejecting a contact request
- Renaming a contact
- Changing how the contacts are displayed
- Viewing contact lists
- Creating a contact list
- Renaming or deleting a contact list
- Blocking a contact
- Unblocking a contact
- Deleting a contact

Using Skype

- Sending an instant message to another Skype user
- Adding another person to an IM message
- Saving a group
- Creating a group
- Sending a file to another Skype user
- Receiving a file from another Skype user
- Calling another Skype user
- Using call options
- Making a video call to another Skype user
- Answering a video call from another Skype user
- Using video call options
- Viewing the recent tab

Customizing Skype

- Viewing your Skype profile
- Changing your Skype picture
- Changing your Skype password
- Setting Skype options