



# Intel® Easy Steps

**Make Voice Calls and Share Documents using  
Skype\***




# Using Skype for making Voice Calls and Sharing Documents

In the previous activity 'Using Skype to Communicate' you learnt how to create a Skype account, sign in to Skype, add contacts, use it for sending instant messages and sign out of Skype. In addition to instant messaging, Skype offers many features for communication with your friends, colleagues and business associates. You can send files and have voice and video calls on Skype with individuals and groups. In this activity, you will share your financial spreadsheet on Skype and also have discussions through a voice call with other participants.

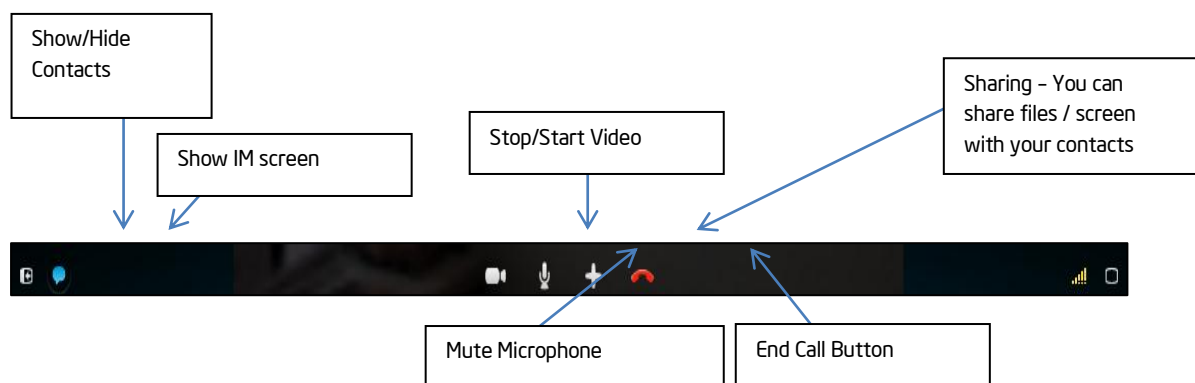
## Sign in to Skype

1. Double click on the Skype icon  on your desktop to start Skype.
2. Enter your Skype name and password and click on 'Sign me in'.

## A. Make a Voice Call

1. In the contacts tab click on the contact with whom you want to initiate the voice chat.
2. Click on the Call  button. A voice chat is initiated with the contact. If the contact accepts your call, you may proceed with the call.
3. If you want to add more persons to initiate an audio conference, you may click on the second contact and click on 'Add to Conference'  button. Now you can listen to the voice of the two contacts and they can listen to you.
4. To end the call, click on the End Call  button.

While you are communicating using Skype, you can use the buttons given in the picture below for the following activities.

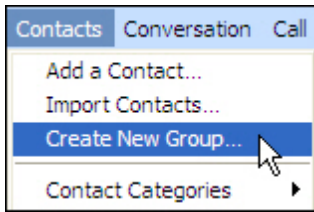


- Show or Hide your contact list. You will need to see the contact list if you want to have an audio or video conference.
- Show or Hide IM screen. If you want to do a text chatting while having the audio or video conference, you may use the IM screen.
- Stop/Start Video.
- Mute your microphone.

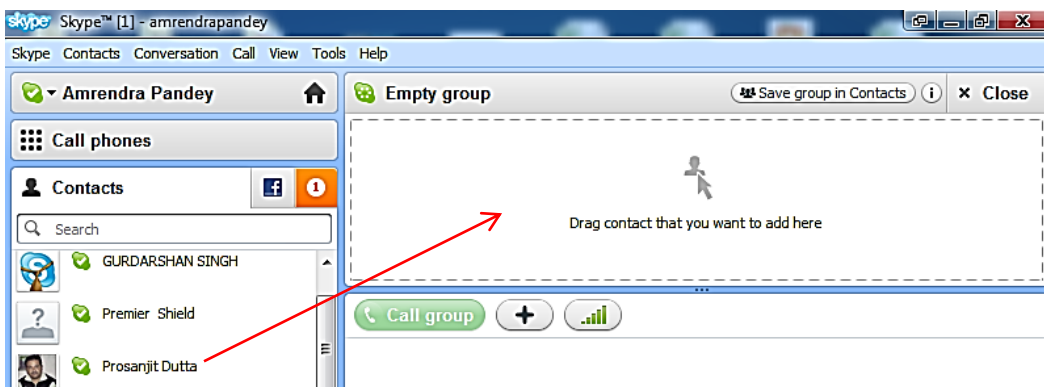
- Share content. You may share a file by sending it to others. Alternatively, you may open the file on your computer and share your screen.
- End Call.

## B. Create a Group

1. To create a new group from your contact list, click on Contacts -> Create new group from menu.



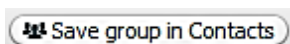
2. From the Contacts tab, select the contact you want to add in the group and drag it on top of the main chat window as shown with the red arrow in the figure below.



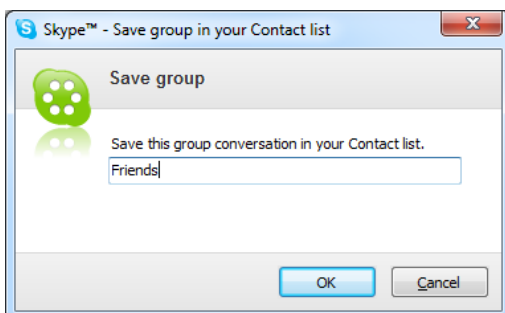
3. Repeat Step 2 for the people you want to be included in the group.

Note: You can add a maximum of 24 contacts in the group.

4. Click 'Save group in contacts'. This opens a Save group dialog box.



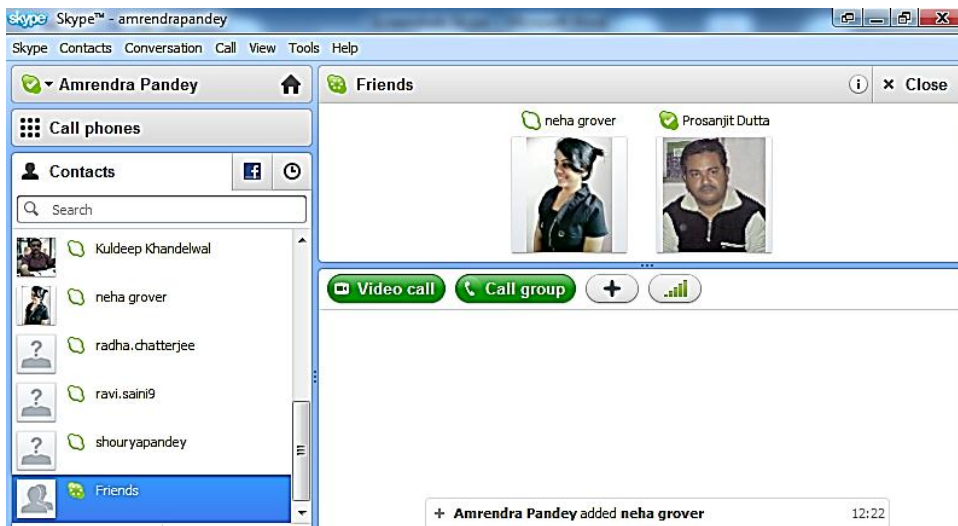
5. Type a name for your group in the box and Click OK.




6. A group named 'Friends' will be created and appear in your contact list using which you can make group calls.

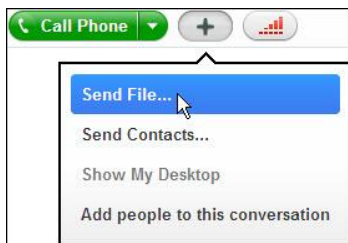
## C. Share files with people and groups in contacts

1. In your Skype window, go to the Contacts tab. Click the name of the person or the group to whom you wish to send the file. You will notice that a chat window with the person's or group's name will appear.

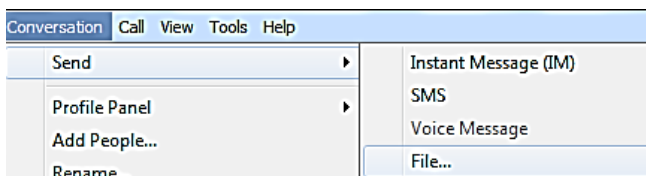


Note: Before you send a file, check if the person you wish to send the file to is online. Usually, the online status of a contact on your list is indicated by a green check mark next to the contact's name.

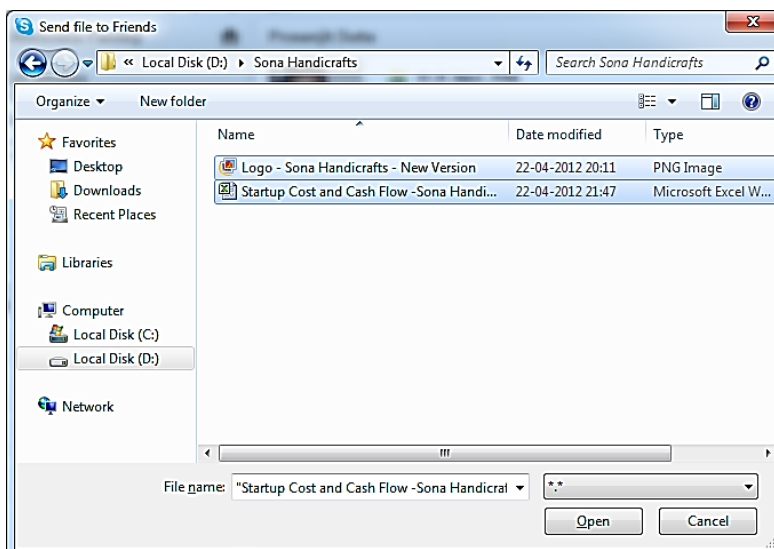
2. Click the  button in the chat window. Then click 'Send File'.



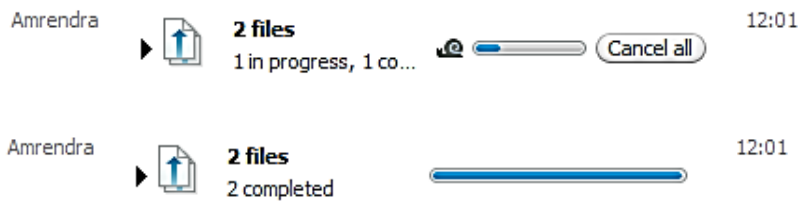
Note: Alternatively, you may click on Conversation -> Send -> File in the Skype menu to get the file selection dialog box. You may also right click on the Contact or Group and then click on 'Send File'.



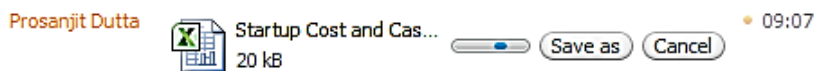
3. Browse and select the file you want to send. If you want to send multiple files simultaneously, hold the 'Ctrl' key on your keyboard for each file you select. Click 'Open' to send the file.

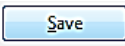


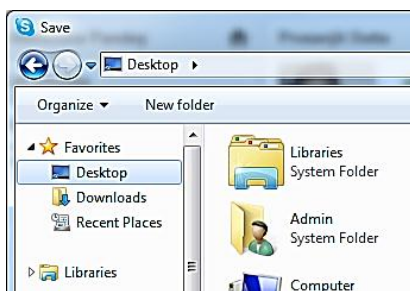
- You will see a notification on the chat window with the file or files sent, whether the contact has accepted the files and the progress of the file transfer.



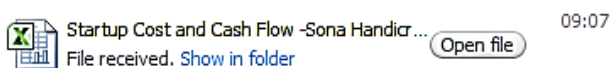
- Receive files that have been sent to you. When a contact, sends you a file or several files, you will see a notification in the conversation window. You will also see the orange notification against the contact's name that sent you the file.



- In the conversation window, click 'Save as' to receive the file. If you do not wish to save the file, click 'Cancel'. The Save dialog box will pop-up. Choose a location where you want to save the file and click on the  button.

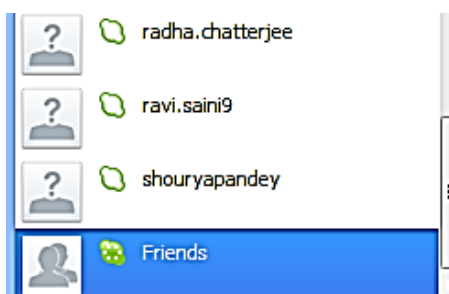


- You will see a notification on the chat window with the file or files received and the progress of the file transfer. Once a file has been downloaded, you will see a notification 'File received' next to the file. To open the file, click 'Open file', or click 'Show in folder' to open the folder in which the file has been saved.



#### D. Make a group call to discuss.

- Go to the Contacts tab and click on the group name that you want to call.



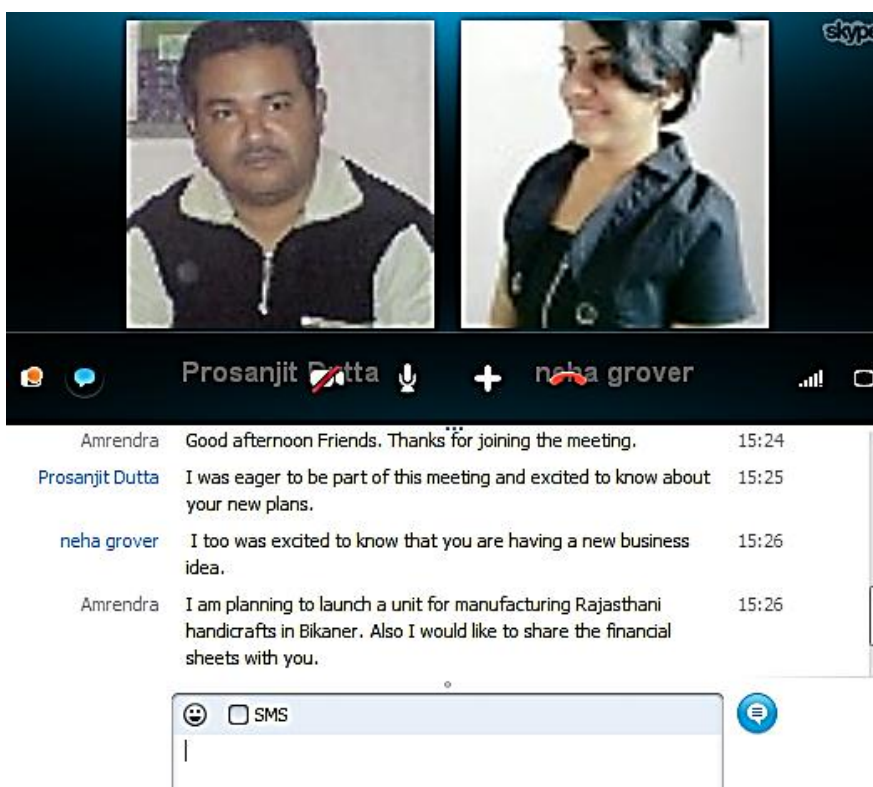
- Click Call group.



3. You will hear the call ringing until any one of contacts first answers the call.



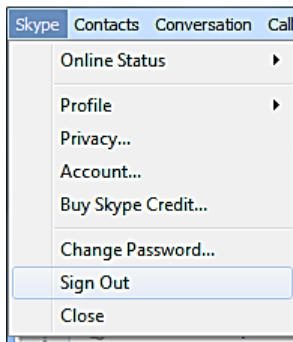
4. Begin your audio conversation. You can also send instant messages to the group by typing in the conversation box. An orange icon indicates that you have received a message from other contacts. You may click on a button to view / hide the conversation box.



5. To end the call, click End call.



6. Sign out of your Skype account once you have finished the call. To sign out click on Skype -> Sign Out in the Menu Bar.



Note: Signing out of Skype will exit you from your account and you will not be able to communicate with your contacts unless you sign in again. It is important to always sign out of your Skype account if you are using a public or a shared computer so that others do not have access to your account. To use your Skype account again, you need to sign in to your account.