

INSTRUCTIONS FOR DOWNLOADING SKYPE ~or~ CALLING IN AS A GUEST

IF YOU DO have Skype but are unfamiliar with it, you will enter our call as follows:

1. You will receive a meeting invitation email from me (Alex) with an **active link** to click to join the Skype Call.
2. **Click this link** when the time for our meeting arrives on Wednesday – I will have the call open at least 15 minutes early.
3. When you click the link, **you will get a pop-up box** that asks “Open Skype?” with two answer options: “Open Skype” or “Cancel”
4. As long as the Skype app is downloaded on your computer, **you will click on “Open Skype”** and the app will open up.
 - a. If you have your computer video turned on, you will **automatically see a picture of yourself** (and whatever is behind you) on the screen. If you can see it on your screen, so can everyone else on the call. 😊
 - b. If you have your computer video OFF, **you will see a black screen** and so will everyone else.
5. There will be a **large green button that says “JOIN CALL”** and you will **click this button** to enter the Skype Call.
 - It may take a few minutes to connect, but then your screen will switch to a picture of me, and the picture of you will shrink to a small window at the top of your screen.
 - As others join the call, more small windows will pop up on your screen.
 - Our presenters will be sharing their screens during their presentations, and you will see their PowerPoint slides on your screen – you do not have to do anything.

IF YOU DON'T have Skype but you're happy to download it from the internet:

1. Go to www.Skype.com
2. The screen should say “Meet Now on Skype”, and below that a blue button will say “create a free meeting.” Below that is a **small link in blue type: “or Download Skype”**
3. **Click the download link**, and your computer will download the application.
4. You then need to **open the file** for your computer to “unpack” the download and install the app.
 - Once you have Skype on your computer, see the instructions above.

IF YOU DON'T have Skype and would rather not download it:

1. You will receive an email from me (Alex) with an invitation to the meeting and **an active link** to join our Skype Call. On the day/time of our meeting, **click the meeting link**.
2. You will **get a pop up box** that will say "Open Skype?" and give you the options "Cancel" or "Open Skype." **Click "Cancel."**
3. You will **get a pop up box** that will say "You have been invited to a Skype call" and give you the options "Join as Guest" or "Sign in or create an account" – **click "Join as Guest."**
4. Skype will ask you to enter your name, which is how you will be identified to others in the call. **Type in your name and hit enter.**
5. After you enter your name, your computer **will open a Skype screen**; if your computer's video is turned on, *you may see an immediate image of yourself*.
 - This is the image that will appear to other people if you choose to share video. If you do not have your video turned on, *you will have a black screen*.
6. On the left side of the screen will be the name of our meeting, followed by "created by Alexander Potter," and beneath that will be the heading GO TO MEETING with two buttons – one will say "Chat" and the other **green button will say "Join Call."** **Click on the green "Join Call" button**
 - Your screen should now automatically switch to a live image of me. If your video is on, the picture of you will shrink and pop up to the top right of your screen.
 - If there are others on the call, there may be small windows at the top of the screen showing them.

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