How to set up and use Skype

Using Skype is an easy and free way to communicate with colleagues via the internet. You will need a PC which has either a webcam attached or an inbuilt camera to make video calls, headphones/speakers and a microphone. You can also access Skype using your phone or tablet once the app is installed.

Before you can book an appointment with a librarian you will need to set up your Skype account and you MUST send us a contact request.

Here is our team skype name: CHHSLibrary

Using Skype on a PC or laptop
Go to http://www.skype.com and click on Get Skype in the centre of the screen

Follow the instructions on the screen to install the software; this may take a few minutes

Once installed click on create an account. This will take you to the Skype website; follow the instructions on the screen to create your account.
You'll be asked to choose a Skype name, this can be anything you want but remember this is how your tutor and colleagues will search for you. From your online account you can also add a profile picture.

Return to the installed version of Skype on your PC and sign in. Follow the instructions, and test your sound if necessary.

**Skype Interface**

![Image showing Skype interface]

**Adding contacts**
Firstly enter their skype name or university email address in the search box on the left of the page, then click search skype. Once you find them choose their name, and click add to contacts. Once they have accepted your contact request, and they are online choose video call to connect.

It is possible during the Skype call to **share screens**, instant message and **send files**, using the + icon.

Skype help can be found at [https://support.skype.com](https://support.skype.com) however if you have any additional questions please contact us at the Library on [chhslibrary@swansea.ac.uk](mailto:chhslibrary@swansea.ac.uk) or 01792 602240.