

Skype Video Call How-to Guide

Spanish in Waterbury Center (SWC)

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Summary

Skype is an easy-to-use program that enables you to make voice/video "calls" via the Internet, using your computer and webcam, or your tablet. It is something like Apple's FaceTime video chat application but you can also do screen sharing, instant messaging and file sharing as part of your interaction. You need a good Internet connection, but the program and its online use are free. You will also need a computer, web camera, microphone and speaker or headphones. Most laptops have these built-in. You can also use a tablet such as an iPad. There are several things you'll need to do ahead of time to ensure a successful connection at class time.

Background Information

While Skype is easy to use, there are some things you need to know and do to get ready to connect for your class. Skype has numerous help pages (<https://support.skype.com/en/skype/all/>) that will show how to do anything from setting up your free account to how to use the program. If it's your first time, don't worry. It may appear new and different but it won't take long to get things figured out. We've tried to provide concise guidance here to help you get set up.

Q: What equipment do I need?

A: You need a computer, web camera, microphone and speaker or headphones. Most laptops have these built-in, in which case you're all set. You can also use a tablet such as an iPad. The quality of our classes depends on adequate screen visibility; the use of smartphones is not an acceptable alternative.

Q: Do I need an Internet connection?

A: You will need a reasonably good Internet connection. A group call needs more bandwidth than a one-to-one call. You may not know for sure until you try. If your connection is borderline, you may want to close other applications that use the Internet and reduce other Internet use on your network during the class.

What to Do Ahead of Time to Get Ready

We want your class to be successful and productive. To ensure a problem-free online class, please complete the following steps well ahead of the class time (several days in advance is ideal). Usually online problems can be prevented when we get things ready in advance. If you already have Skype, just do step #4 below.

1. Download Skype to your device at <https://www.skype.com/en/get-skype/>
2. Create a free Skype account at <https://login.skype.com/join>
Use your email address.
3. Launch the Skype program on your device and log in using your Skype name or email. The program will help you get things set up and will prompt you to check the sound and video quality of your computer as well as add a profile image. Follow Skype's instructions.
4. Add Spanish in Waterbury Center as a contact. Here is one of several ways: Click *Contacts*, then *+Add New Contact*. Type our Skype name (Spanish in Waterbury Center) or email (spanishparavos@gmail.com) in the search box and when you find us, click the Add button. That will send us your invitation. We will accept your invitation and send you a brief Skype text

message to let you know we're all set. This video shows the steps:

<https://www.youtube.com/watch?v=qaOeCzmQhOs>

5. Test call with SWC. If you're new to Skype or haven't used it in a while. We highly recommend doing a short test call together. This will allow us to get any bugs out before your class. Just email us to set up a time.

Connecting using Skype Video Call

At class time, we will call you. Please have Skype open and be ready to answer. When the call comes in, answer by clicking the video button  in the upper right corner of the screen.

If at some point you need to call us, find us in your Skype Contacts  and then click the video button  to make a video call.

When we connect for the first time, there may be a bit of learning as you get used to the program. You'll get the hang of it quickly and we'll help. For the call, try to pick a location with reasonably good light where you won't disturb others or be disturbed yourself.

Thanks for your patience, and we look forward to Skyping with you! If you have any questions, feel free to ask.

The Call is Not Working - What Do I Do?

Q: What should you do if it's class time and you can't get Skype to connect?

A: Email us. We can usually get things working.



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