

Hey guys,

How is everything going on your side of the water? This is just a short email to let you know what I've discovered. Last week, while talking with friends at uni, I found out about this free online program called Skype. All you have to do is download the program and then sign up. Then once you're online you can add other users and chat for free. There are three kinds of ways of communicating; video chat, chat and instant message. Video chat is over a webcam where you can see and hear both sides and talk like you are with the person. Chat is like a normal phone call; you can hear but not see. Lastly instant message is like talking on Msn Messenger. What is good though is that if you are missing either speakers, webcam or a microphone you can still use the other. For example if you don't have speakers to hear you can communicate through typing while still seeing each other. I have put instructions below on how to download and a brief demo on how to use Skype.

Talk soon

Love Cyndi

Firstly, go to <http://www.skype.com/intl/en-us/home> and click on "get Skype" then "windows" (Figure 1)



Figure 1



Figure 2

Once downloaded, insert username and password and sign in. This will then take you to the main Skype screen. To add friends click "add a friend" button where the red arrow is. The friends will accept then appear where the orange arrow is. When friends are online the icon before their name will change to green. There are also help videos available to view. Just click on the button where the green arrow is. (Figure 3)

Then go to the "Skype free" section and click "download Skype" –Follow prompts to create an account. (Figure 2)

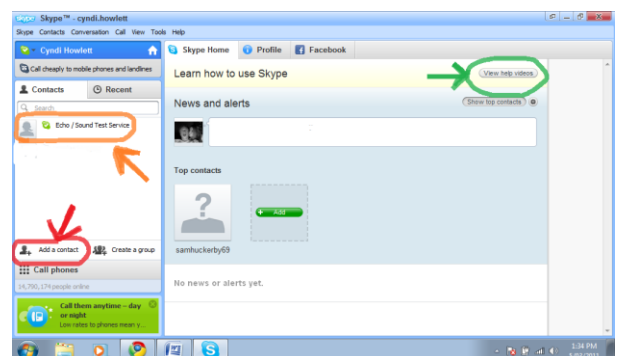


Figure 3

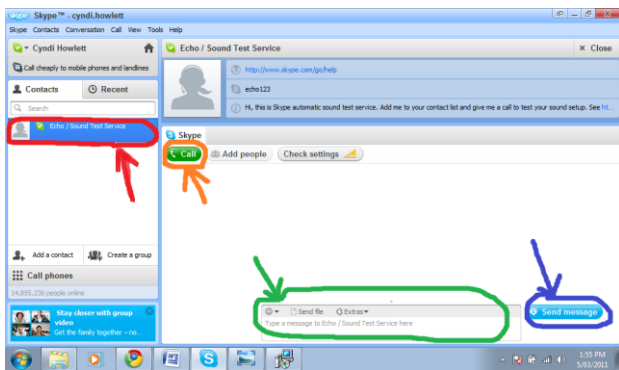


Figure 4

Once someone is online, just double left click their username (red arrow) and the screen will appear like figure 4. Then either click “Call” (orange arrow) or type in the text box at the bottom (green arrow). If you are typing, the “send message” button must be press for the message to be sent (blue arrow). To video call, press the “Call” button then change the display picture to “webcam”.