



Skype Preparation Guide

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Preparing for Skype

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Read the following document before your first Skype coaching session. If you have not used Skype before, go to page 3 for instructions on how to download and use Skype.

Preparing for a Skype Career Coaching Session

When preparing for a Skype call, make sure you treat it in the same way as a normal face to face meeting. Follow the following steps to ensure you are ready for your call:

- Test all the equipment before the meeting begins, making sure your speakers, microphone and webcam are all working accurately. If necessary, arrange a test Skype call with a friend/family member before the call so you know you are prepared.
- Make sure you won't be disturbed throughout the call. If there are other people in the house let them know when the call starts and when the call will be finished.
- Try and limit the amount other people in the house go online at the same time as your Skype call. If there are too many people online at the same time this will reduce the bandwidth connection and will slow down Skype on your computer. This includes downloadable TV, such as LoveFilm and Netflix.
- Send the coach an invite on Skype to add them to your contacts list before the call; this will make sure you aren't wasting time trying to call the coach in your allotted coaching session.
- Make sure you are at your computer 10-15 minutes before the call is scheduled; ensuring your connection is working perfectly and you are fully prepared.

- Prepare your objectives for the coaching session
- Review any documents you want to discuss in your coaching session, or that you have sent to your coach before the meeting.
- If for any reason your Skype call gets disconnected, it is up to you to call the coach and finish the remaining time over the phone.

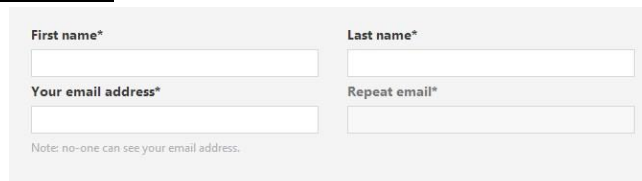
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Skype Set Up

Open Skype homepage <http://www.skype.com/en/> and click “**create an account**”

2. Choose how you will log in. You can either use Facebook, an existing Microsoft account or you can create a new account for Skype. If you are logging on with a Microsoft or Facebook account, you can just log in using your account details. If you are **creating a new account**, please follow the following steps.

Creating A Skype Account



First name*

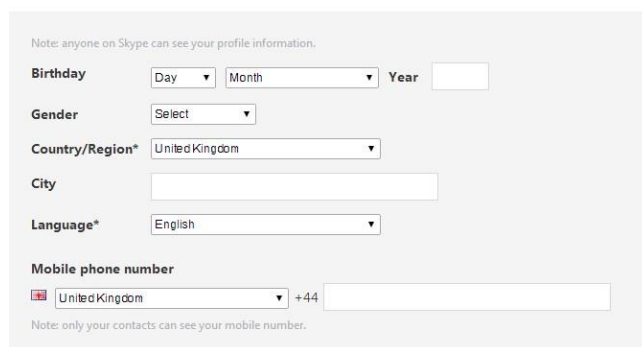
Last name*

Your email address*

Repeat email*

Note: no-one can see your email address.

Profile information



Note: anyone on Skype can see your profile information.

Birthday

Gender

Country/Region*

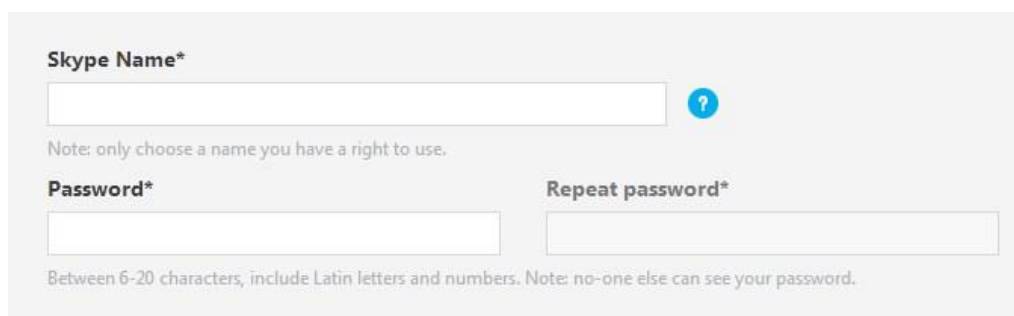
City


Language*

Mobile phone number +44

Note: only your contacts can see your mobile number.

3. Enter the required information.
4. The next step is to come up with a **Skype Name**. This name is displayed to other users and is one way for people to look you up.
5. You now need to create a strong, memorable **password**.



Skype Name* 

Note: only choose a name you have a right to use.

Password*

Repeat password*

Between 6-20 characters, include Latin letters and numbers. Note: no-one else can see your password.

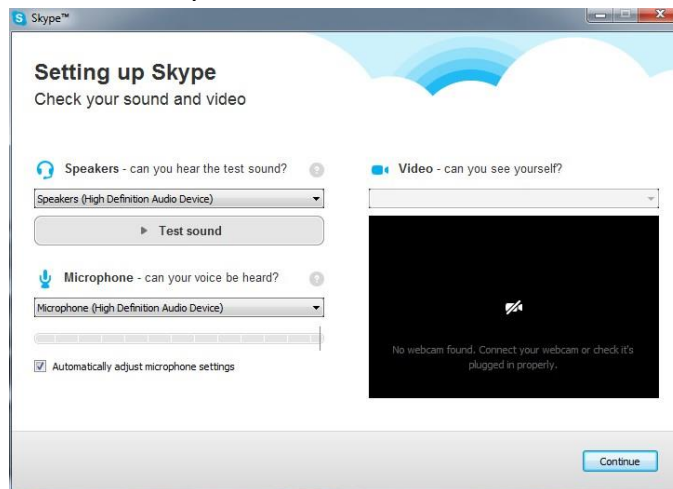
6. Once your account has been created, you can then download and begin using Skype.
7. Click on the link <http://www.skype.com/en/download-skype/skype-for-computer/> and choose which device you are setting Skype up on.

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8. The download will then start. Follow the instructions on the screen.

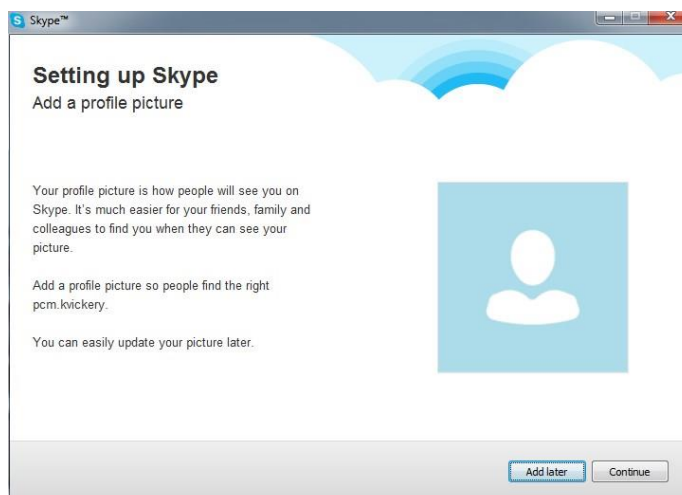
Begin using Skype

Sign in using your **Skype name** and **password**

2. You now need to check your sound and video. Press **continue**.



3. The screen above should appear. Press **“Test sound”**, if you can hear the sound then your speakers work fine. If you can’t, make sure your speakers are turned on and the volume is turned up.
4. Now, if you speak you should be able to hear yourself. This will check your microphone works. If it doesn’t, make sure it is plugged in, or the webcam is plugged in correctly, if you are using this as your microphone.
5. You should be able to see yourself in the video pane on the right. If you can’t, make sure your webcam is plugged in.
6. Press **Continue**.

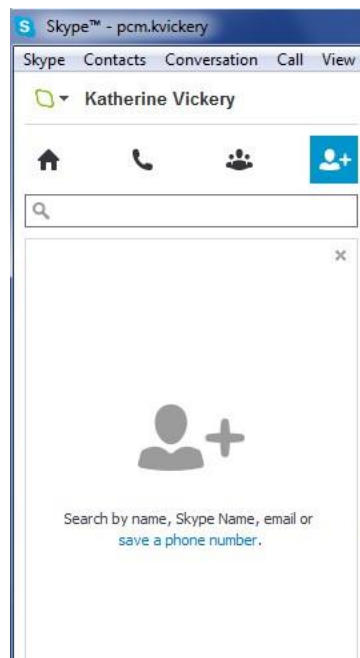


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7. You can now take a picture using your webcam, upload a picture from your computer, or add a picture later.
8. You can now start using Skype.

How to add contacts

Select the add contacts icon

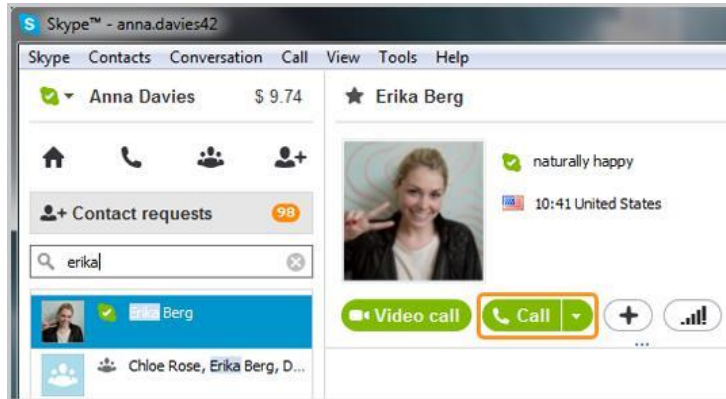


2. You can add a friend by typing into the search bar their email address, full name or Skype name.
3. Have a look through the results and find the person you're looking for. Click their name or profile picture.
4. If you can't find the person you are looking for, ask them what their Skype name is.
5. In the top right corner of the window, click **Add to Contacts** and enter some text to introduce yourself. The press **Send**.

How to call someone in your contact list

1. Click the **contacts** tab.
2. Find the person you'd like to call by looking down your contact list.
3. Click the contact. Their details should come up in the main window.
4. You now have the option to **Call** or **Video Call** them.

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Contact us

If you have any problems with setting up or using your Skype account, please call our Head Office on 01753 888995 or email info@personalcareermanagement.com. We will be happy to help with any questions you have. We can also set up a test Skype call to make sure all your equipment is working before your coaching session.