

PC: Make a Call

SKYPE
aligning technology with the learning model

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Objective

To demonstrate how to make a call in Skype on a Windows based computer.

Instructions

1. Select the contact from your contact list.
2. Click the green Call button.
3. If the user is not online, it will say "User not online".
4. When the contact answers, begin speaking.
5. To put the caller on hold, click the drop down arrow next to the volume and select "Put this call on hold".
6. To mute your microphone, click the microphone with the slash button.
7. To change the volume, slide the small button to the right or left.
8. When finished with the call, click the red "Hang Up" button.