

SKYPE

Things to keep in mind:

1. You can use Skype on a phone, tablet, laptop, or desktop but keep in mind you'll need to sign-up for Skype if you are using a phone or tablet. If you use a laptop or desktop you "Sign in as a Guest".

- If you're attending a meeting with a presentation (PowerPoint), it's going to be easier to see on a larger device like a tablet, laptop, or desktop

Try Skype without a Skype account

We've made it effortless to give Skype a try – you don't need an account and you don't need to download anything. You can chat, make voice or video calls, even share photos, emoticons, and Mojis with your friends. This isn't a replacement for joining Skype since conversations can't be saved, but it's a great way to try it out.

1. Select the Join Link from your friends. If you have Skype, it will be launched automatically.
2. If you don't, **you can join as a guest on Skype for Web on your desktop.** Select Join as guest.

Sign up for FREE Skype account

- The great news is, it only takes a couple minutes to sign up for a Skype account. Then you can keep the conversations for as long as you want. And there is so much more you can do with Skype when you have an account.
- To enjoy the best that Skype offers, [download the app](#) And if you don't want to download the Skype app, try using [Skype for Web](#) from any supported web browser. Sign in with your Microsoft Account or Create one.


Getting Stared

- How to Getting Started - <https://support.skype.com/en/skype/all/start>
- Download skype <https://www.skype.com/en/get-skype/>
- Skype <https://www.skype.com/en/>

Joining a Meeting

- How to Getting Started

QUICK STEPS

1. SAGAG - SET UP CALL AND SHARE LINK
 - a. Login to Skype App
 - b. For Scheduled Meetings
 - i. Click Chat icon > New Chat icon > New Group Chat
 - ii. Name Group Chat
 - iii. Add Skype members and get link
 1. Set Schedule
 2. Invite Skype Members and/or click "Share link to join group"
 3. Turn on "Share group via link"
 4. Copy to clipboard
 5. Distribute link to membership (email or event confirmation)
 - c. For Quick Meetings click call now and share link or invite
2. SAGAG – starts call - login to Skype App and start call
 - a. Click on Group Name to view scheduled calls
 - b. Click on Group name again to see settings
 - i. Share link to join group
 - ii. Send message
 - iii. Start video call or call
 - iv. Schedule a call
 - c. Start Call
 - d. Records call if permission has been given
3. PRESENTER Joins call by click on supplied link in email
 - a. Click on more Audio and Video settings to check camera and audio settings.
4. PRESENTER Gets ready
 - a. Confirm their audio is not muted. Share Video.
 - b. Start POWER POINT or other presentation tool on their desktop computer
5. PRESENTER SHARES SCREEN –
 - a. Click the + or  icon button at the bottom of the screen and choose share screen.
 - b. Minimize Skype (or move to 2nd screen if you have one) – MAXIMIZE the PowerPoint




Sharing

From PowerPoint presentations to videos, photos and even on-screen polls, screen sharing makes collaboration easy. With integrated screen sharing, simply drag and drop files up to 300 MB into your conversation window and everyone on the call will have access. Working in a group setting? Gathering the family for a remote get-together? Sharing silly photos with friends around the world? You no longer need Skype Premium to participate in [group screen sharing](#) like you used to. Now you can share screens with two or more people without the extra cost.

How Schedule a Call

Call scheduling in Skype makes it easy to set a reminder for a one-to-one call with you and your friends or family. You don't need a shared calendar since the invitation and reminders are all inside of Skype.

To schedule a call:

1. Sign into Skype.
2. Go to one of your chats.
3. Select the **Schedule call**  button to get started. It will either be next to the compose bar or in your **Add-ins** menu:
 -  in Skype for mobile and tablet
 -  in Skype for desktop
4. In the **Schedule call** window, you can give your call a title, pick a date and time, and set a reminder.
5. Select **Send** and the call reminder will be sent to your chat where your contact can then **Accept** or **Decline** the scheduled call.

Key features of Skype call scheduling

- Schedule a call from any chat and be notified when it's accepted or declined.
- Receive push and in-app notifications for any updates to scheduled calls you're invited to. Make sure you enable **Scheduled call notifications** on [mobile](#) and [desktop](#).
- Set a reminder period for each call and get notified when a call is about to start, whether the app is running or not.
- Track and update scheduled calls from the reminder in your chat.
- See your scheduled calls in your **Calls** tab.

How to Record Calls and Record My Screen

- During your call, tap the +More options button for screen sharing.
- When the recording starts, everyone on the call will be notified.
- Still having trouble recording your calls? Check out these [easy directions](#).






The final recording will be posted in the Skype chat, and it will remain available for 30 days. To access, download the file as an MP4 and save to your desktop or mobile device. You can also forward the recording directly from Skype or from your desktop or mobile device.

Send Files

- Share photos, videos, and other files up to 300 MB by simply dragging and dropping files into your conversation window.

Share Screen

You can share your screen during an audio or video call in Skype on Android (6.0+), iPhone, iPad, Linux, Mac, Windows, Web and Skype for Windows 10 (version 14).

- Share photos, videos, and other files up to 300 MB by simply dragging and dropping files into your conversation window. on **desktop** and **web** - Select the **screen sharing**  button. (screen sharing with Skype for Web is only available in Chrome)
- If you're using Skype for Mac on macOS 10.15 (Catalina), Skype requires access to Screen recording in the Mac System Preferences to share your screen during a call. You will either get a Skype notification directing you to **Settings**, or you will need to grant Skype access for Screen Recording in macOS Catalina System Preferences. Please go to **Mac System Preferences > Security & Privacy > Screen Recording**, and grant access to Skype.
- on **Android** - Tap the **more**  button then the **screen sharing**  button.
- on **iPhone** and **iPad** - Tap the **more**  button then the **screen sharing**  button. In the confirmation window, select **Skype** then **Start Broadcasting**.
Note: If you don't have the option available, please check the feature requirements below.

Select the **screen sharing**  button again to stop sharing.

[MORE about screen sharing](#)

For video of how to. <https://www.youtube.com/watch?v=y1fhp6ipU88> Or <https://www.youtube.com/watch?v=qFtL0nf7kNE>