

How To

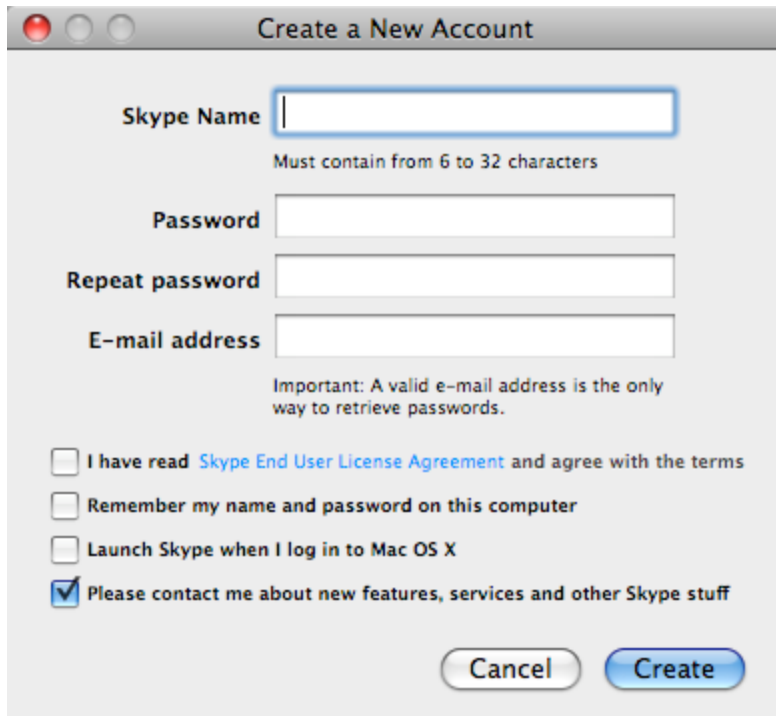
Sign Up for Skype



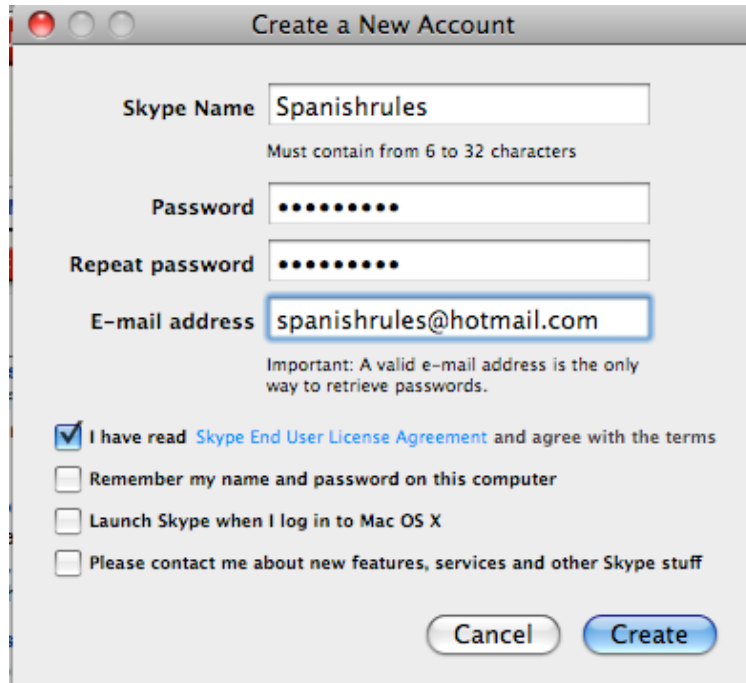
1. Open the Skype Application.



2. This will now open a new window that looks like this.



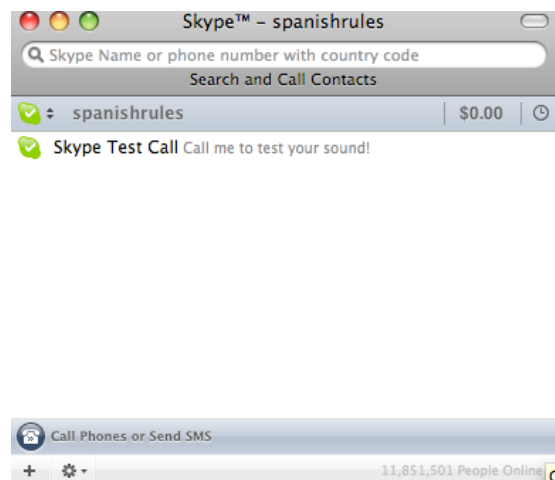
3. Now choose a Skype Name and Password, use your current email address, and only have the “I have read Skype End User License Agreement and agree with the terms” box like I have done below. Then click “Create”.



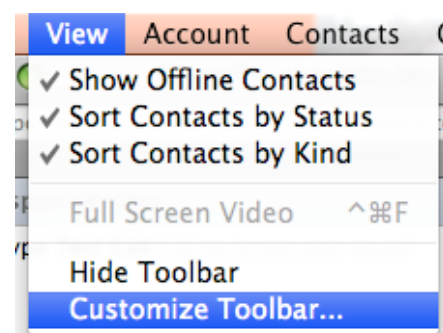
The screenshot shows the 'Create a New Account' window. It has a title bar with standard Mac OS X window controls. The form contains the following fields and options:

- Skype Name:** A text box containing 'Spanishrules'. Below it, a note says 'Must contain from 6 to 32 characters'.
- Password:** A text box with masked characters (dots).
- Repeat password:** A text box with masked characters (dots).
- E-mail address:** A text box containing 'spanishrules@hotmail.com'. Below it, a note says 'Important: A valid e-mail address is the only way to retrieve passwords.'
- Agreement:** A checked checkbox labeled 'I have read [Skype End User License Agreement](#) and agree with the terms'.
- Optional:** Three unchecked checkboxes: 'Remember my name and password on this computer', 'Launch Skype when I log in to Mac OS X', and 'Please contact me about new features, services and other Skype stuff'.
- Buttons:** 'Cancel' and 'Create' buttons at the bottom right.

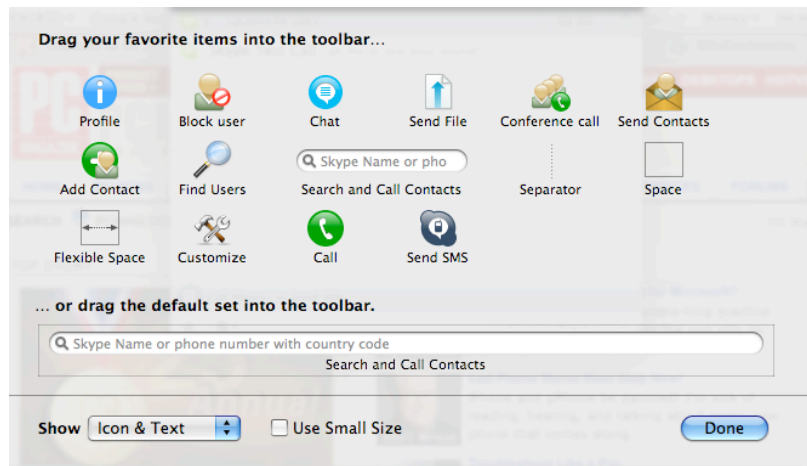
4. Now it will take a minute, but your Skype account has been created. Your window will now look like this but with a different user name.



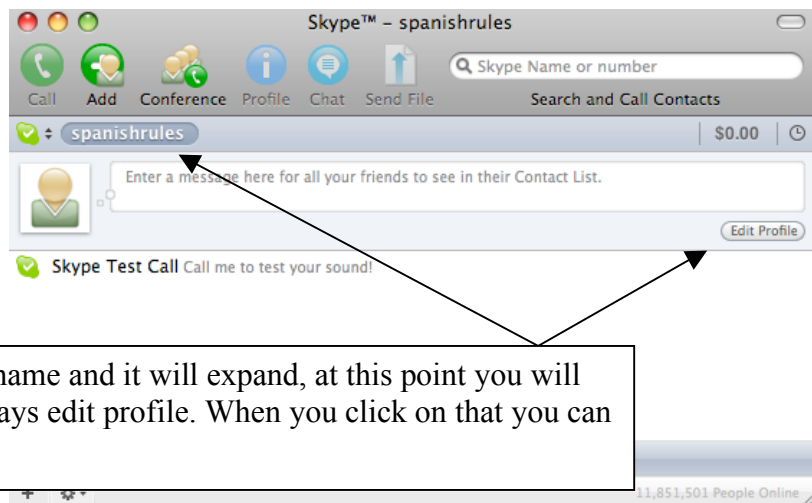
5. To add to your toolbar some icons that will be useful during your Skype adventures you will want to go to the menu bar and click on “View” and then go to the bottom and click on “Customize Toolbar”.



6. Now you will want to click and drag several of these icons up and drop them in the gray area next to the search command bubble. To drag them, you will want to click, hold and drag them up. They are the profile, chat, send file, conference call, add contact, and call icons. When you are done, click “Done”.



7. Now your Skype program should look like this but the icons can be in any order you like them.

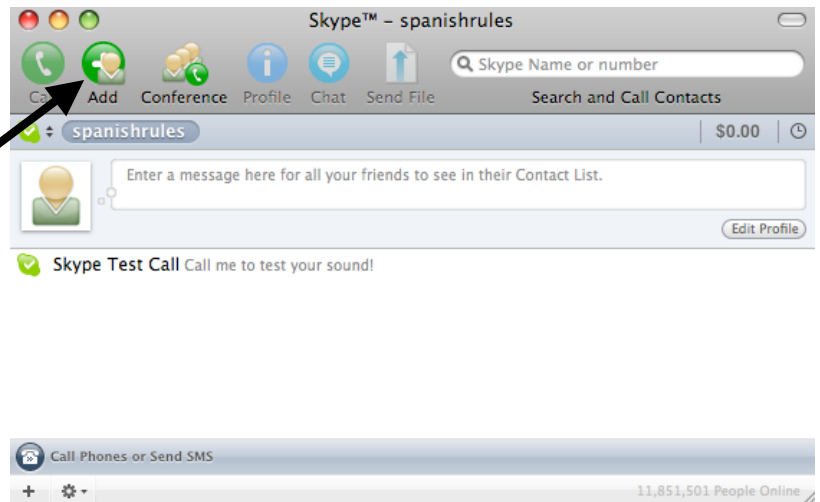


8. Click on your name and it will expand, at this point you will see a button that says edit profile. When you click on that you can edit your profile.

9. Only put what information you want the world to see in there. Your state, town and your real name should be the minimums, as that will make it easier for people find you. Then click on “Apply”.

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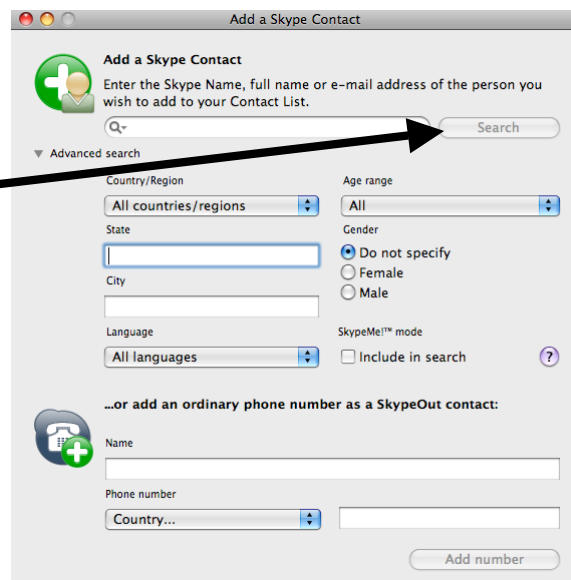
10. Now if you want to add users, you will click on the icon button that says, “add”.



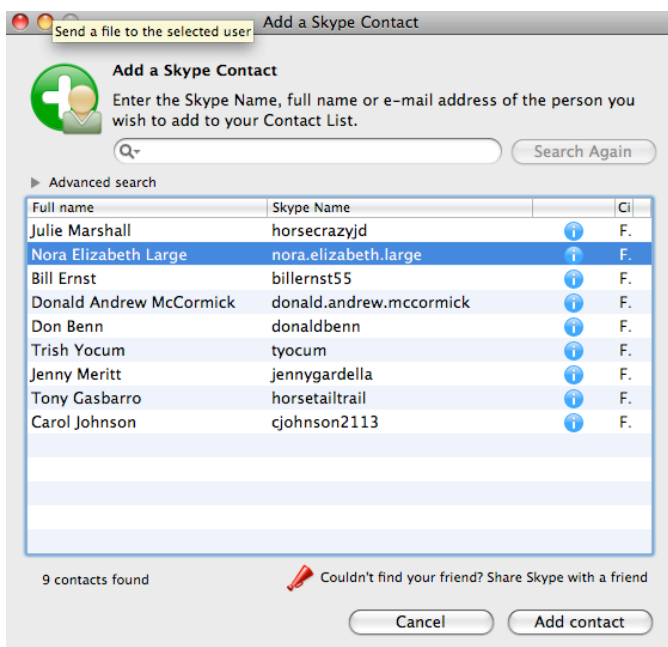
11. Now you will see screen below. By clicking the arrow in front of “Advanced Search”



12. Now you can do a search by name, State, City, Gender, Age, Languages, etc. The search engine works based on what people have entered into their profile. Once you have entered info into your search engine, click on Search.

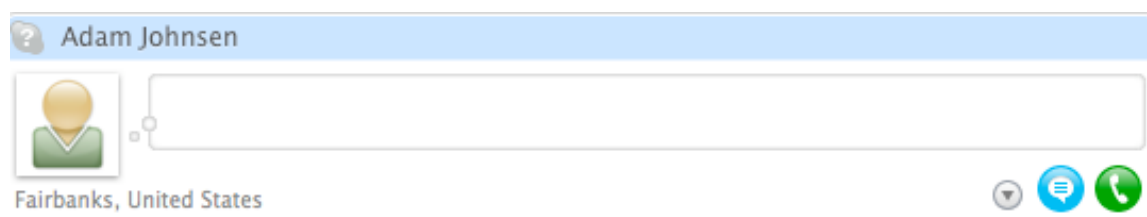


13. You will see a list of names match your search criteria. Click one you want and if you want to their profile click on the “blue i” for information about them. If they are you want, then click on the “add contact” button.



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14. To call someone from computer to computer, click on their name and then click the green “call” icon. If their icon is grey and not green then they are not online, but you can leave a message.



Just make sure that you are doing computer-to-computer skyping as that is free, but computer to land line will cost you money.

