Skype Help Guide

1. Go to www.skype.com
2. Click “Download Skype” to begin the download to your computer or phone, or “Chat Now” to use the web-browser based platform

A. Profile – Access and personalize your settings.
B. More – Access your settings, help and feedback, or sign out of Skype.
C. Chats – Find your chats and favorites quickly.
D. Calls – Make one-to-one or group calls or use the Dialpad to call a mobile or landline.
E. Contacts – Find your contacts, view who’s active, or invite people to Skype.
F. Notifications – Catch up on reactions, and @mentions, or jump right back into a conversation.
G. Meet Now – Instantly set up a collaboration space with friends and family, even if they’re not on Skype.
H. New Chat – Start a new one-to-one, group, or private conversation.
I. Sort Chats – Sort your chats by time sent or unread messages.