

Skype as a Communications Tool

Part I

Using Skype gives Stake Indexing Directors the ability to instantly contact and interact with the indexers in their stake.

To install Skype for Windows

- Go to
 - <http://www.skype.com/intl/en-us/get-skype/on-your-computer/windows/>
- Click the “Download” button

Skype 5.1 for Windows - Download the latest version of Skype and get free computer calls - Windows Internet Explorer

http://www.skype.com/intl/en-us/get-skype/on-your-computer/windows/ skype free download

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Download Skype 5.1 for Windows

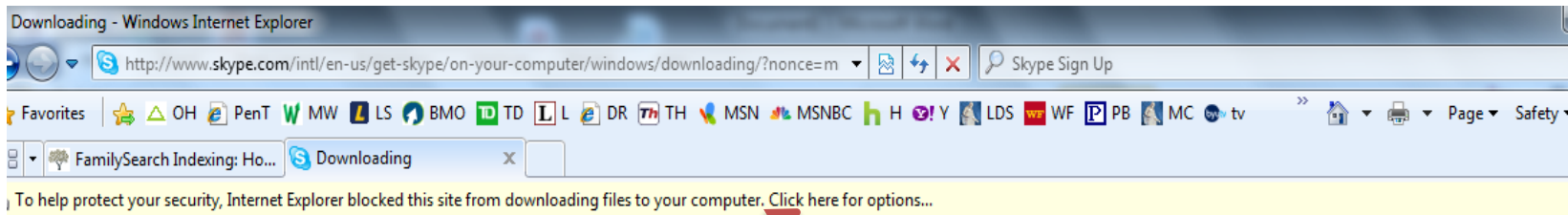
Get together as often as you like, wherever you are in the world.

Download now or get the **Business Version**

↓ ↓ ↓



The image shows a screenshot of the Skype website for Windows download. The page has a blue background. At the top, there's a navigation bar with links like 'Features', 'Get Skype', 'Prices', 'Accessories', 'Business', and 'Support'. Below this, the main heading is 'Download Skype 5.1 for Windows'. Underneath the heading, there's a sub-headline 'Get together as often as you like, wherever you are in the world.' and two buttons: 'Download now' (highlighted with a red box) and 'or get the Business Version'. To the right of the text, there's a large blue Skype 'S' logo with three white arrows pointing down towards it. Further right, there's a laptop displaying a Skype video call with four participants in a 2x2 grid. The participants are smiling and appear to be celebrating with candles on cakes. The laptop is a silver MacBook-style laptop.



You may have to allow the file to download.

Need some help installing Skype?

Step 1



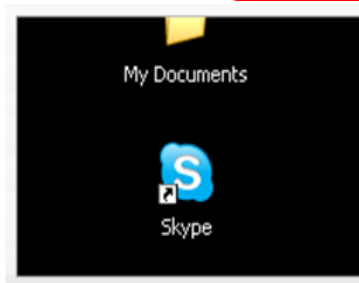
Click 'Run' to launch the Skype Setup Wizard.

Step 2

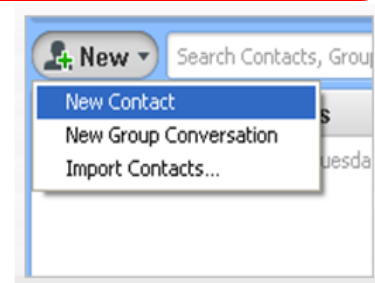


Follow the simple steps in the Setup Wizard to complete the installation.

Step 3



Open Skype at any time by clicking the icons located on your desktop or in your system tray.



[Add friends](#) to your Skype contacts to start making free calls.



No emergency calls with Skype.

To install Skype for Mac

- Go to
 - <http://www.skype.com/intl/en-us/get-skype/on-your-computer/macosx/>
- Click the “Download ” button

Skype sign up - Sign up for a Skype account - Windows Internet Explorer

https://login.skype.com/account/signup-form?application=download&return_url=http://www.skype.com/go/

Skype sign up - Sign up for a Skype account

Create an account or sign in *

It only takes a minute or two - then you'll be ready to call your friends for free once you've downloaded and installed Skype.

[Sign in](#) [Create an 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


Day Month Year

Gender

Select

Country*

United States

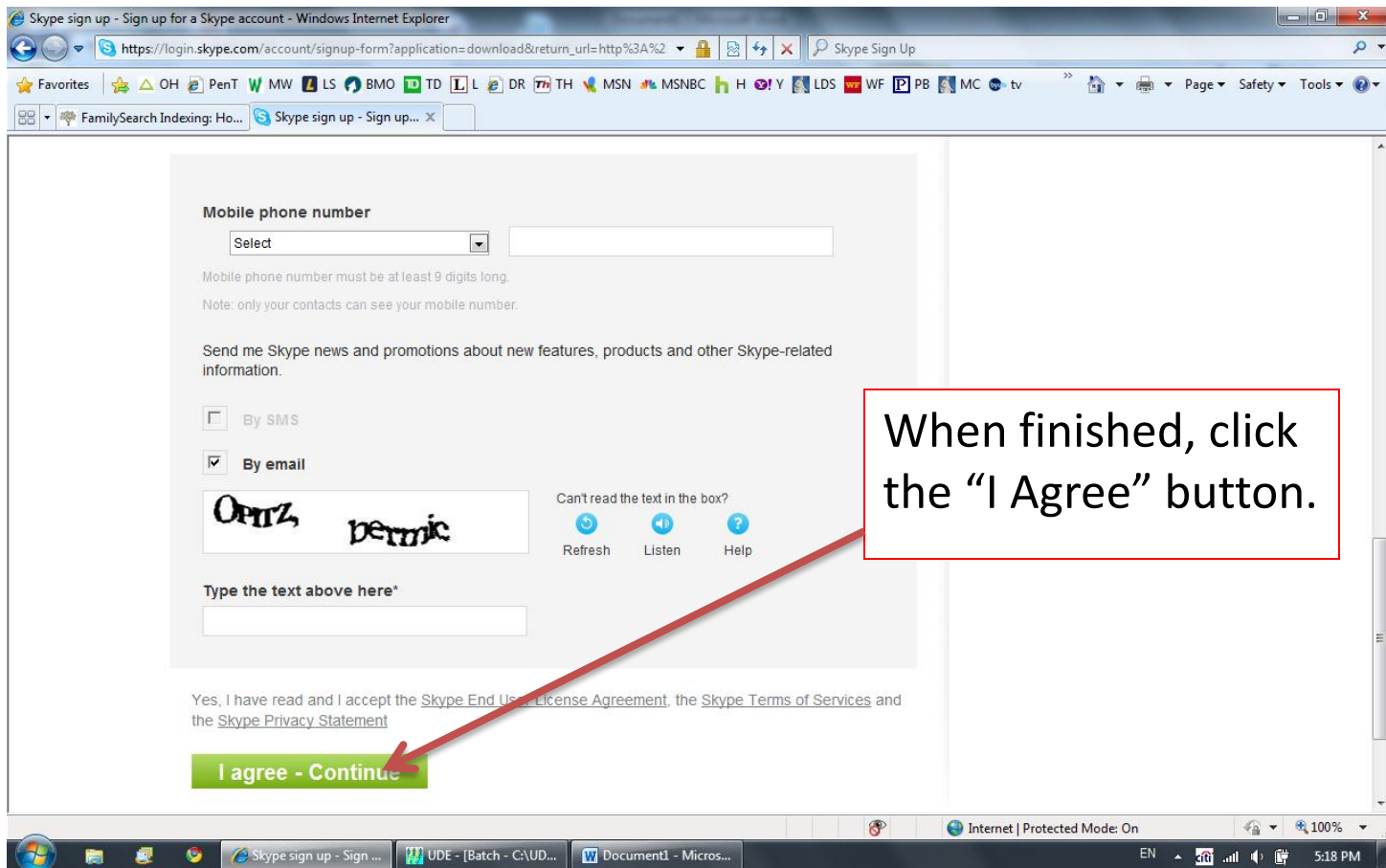


- Safe & Secure
- Quick & Easy
- Clear & Simple

Fields marked with * are required.

*** To protect your privacy, only fill in the fields that have an asterisk (these fields are required to register).**

Internet | Protected Mode: On



After registering you can sign in with the Skype Name and Password you selected during registration.

The screenshot shows the Skype sign-in page in a Windows Internet Explorer browser. The address bar displays the URL: https://login.skype.com/account/login-form?return_url=http%3A%2F%2Fwww.skype.com%2F. The page features the Skype logo at the top left, with navigation links for Sign in, Join, Tell a friend, Buy Skype Credit, and a search bar. Below the logo is a horizontal menu with links for Features, Get Skype, Prices, Accessories, Support, and Business. The main heading is "Create an account or sign in", followed by the text: "It only takes a minute or two - then you'll be ready to call your friends for free once you've downloaded and installed Skype." There are two buttons: "Sign in" and "Create an account". The "Sign in" section includes a "Skype Name" input field with a "Forgotten your Skype Name?" link, a "Password" input field with a "Forgotten your password?" link, and a green "Sign me in" button. To the right of the input fields is a padlock icon and a list of benefits: "Safe & Secure", "Quick & Easy", "Manage your account", and "Change your settings". On the far right, a sidebar titled "Do more. Get more. Save more." lists three features: "Call landlines and mobiles from Skype.", "Answer phone calls on Skype with an Online Number.", and "Let friends leave voicemail messages when you're busy." The browser's taskbar at the bottom shows several open applications, including "Skype sign in - Sign i...", "UDE - [Batch - C:\UD...", and "Document1 - Micros...". The system clock in the bottom right corner indicates the time is 5:19 PM.

Skype sign in - Sign in to your Skype account - Windows Internet Explorer

https://login.skype.com/account/login-form?return_url=http%3A%2F%2Fwww.skype.com%2F Skype Sign Up

Sign in · Join · Tell a friend · Buy Skype Credit · Search

Features Get Skype Prices Accessories Support Business

Create an account or sign in

It only takes a minute or two - then you'll be ready to call your friends for free once you've downloaded and installed Skype.

Sign in Create an account

Skype Name

[Forgotten your Skype Name?](#)

Password

[Forgotten your password?](#)

Safe & Secure

- Safe & Secure
- Quick & Easy
- Manage your account
- Change your settings

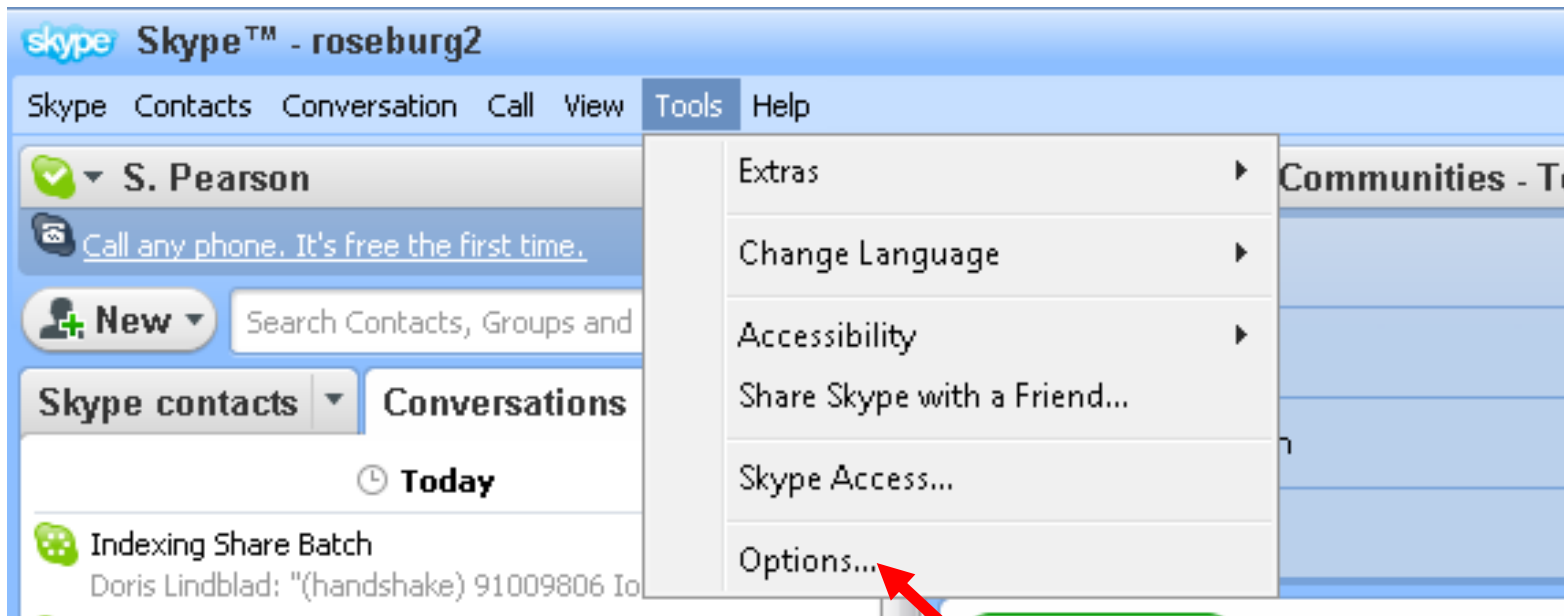
Sign me in

Do more. Get more. Save more.

- Call **landlines** and **mobiles** from Skype.
- Answer phone calls on Skype with an **Online Number**.
- Let friends leave **voicemail messages** when you're busy.

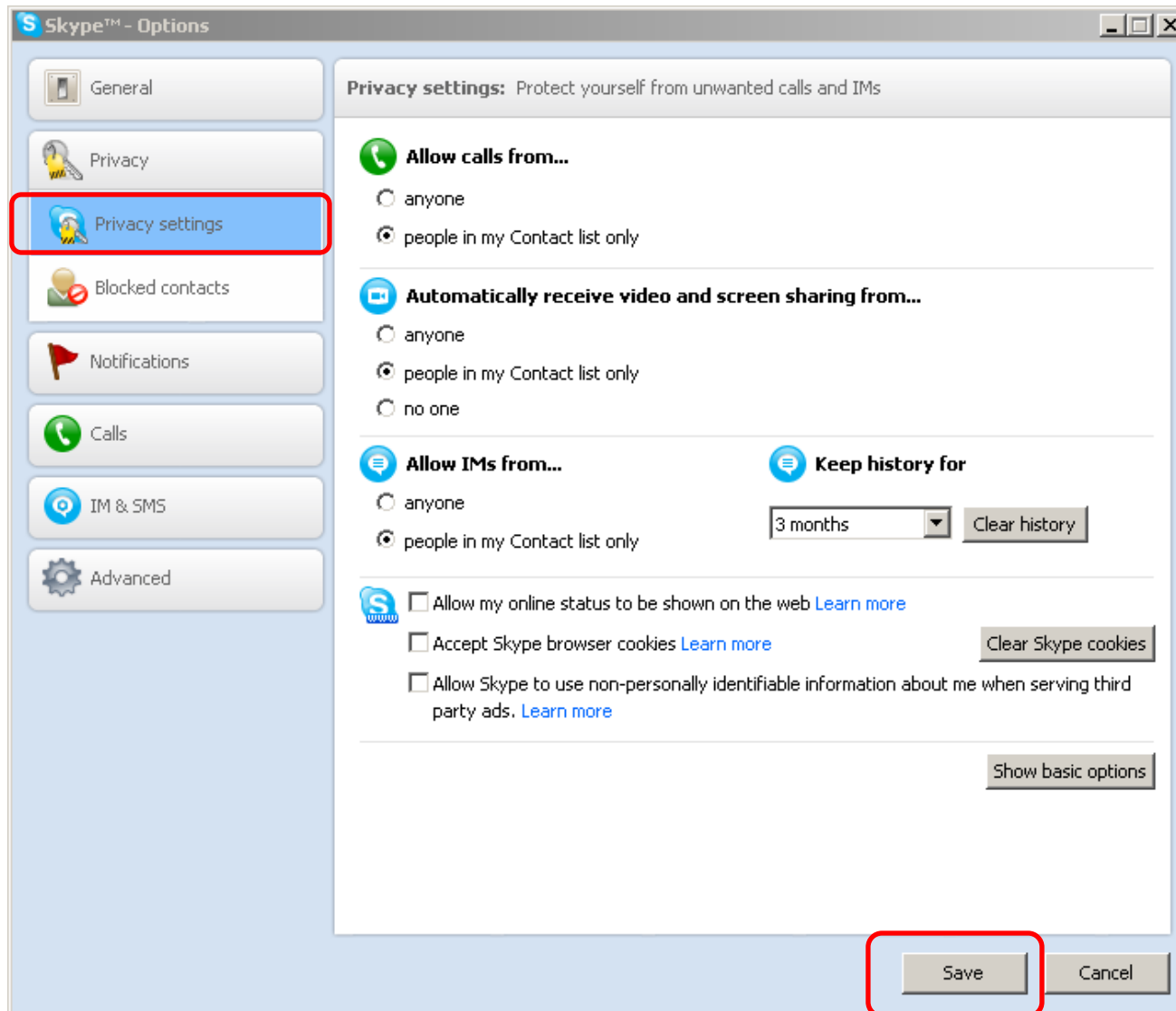
Internet | Protected Mode: On 100% 5:19 PM

There are a few settings in the “Options” that optimize Skype and help insure your privacy.

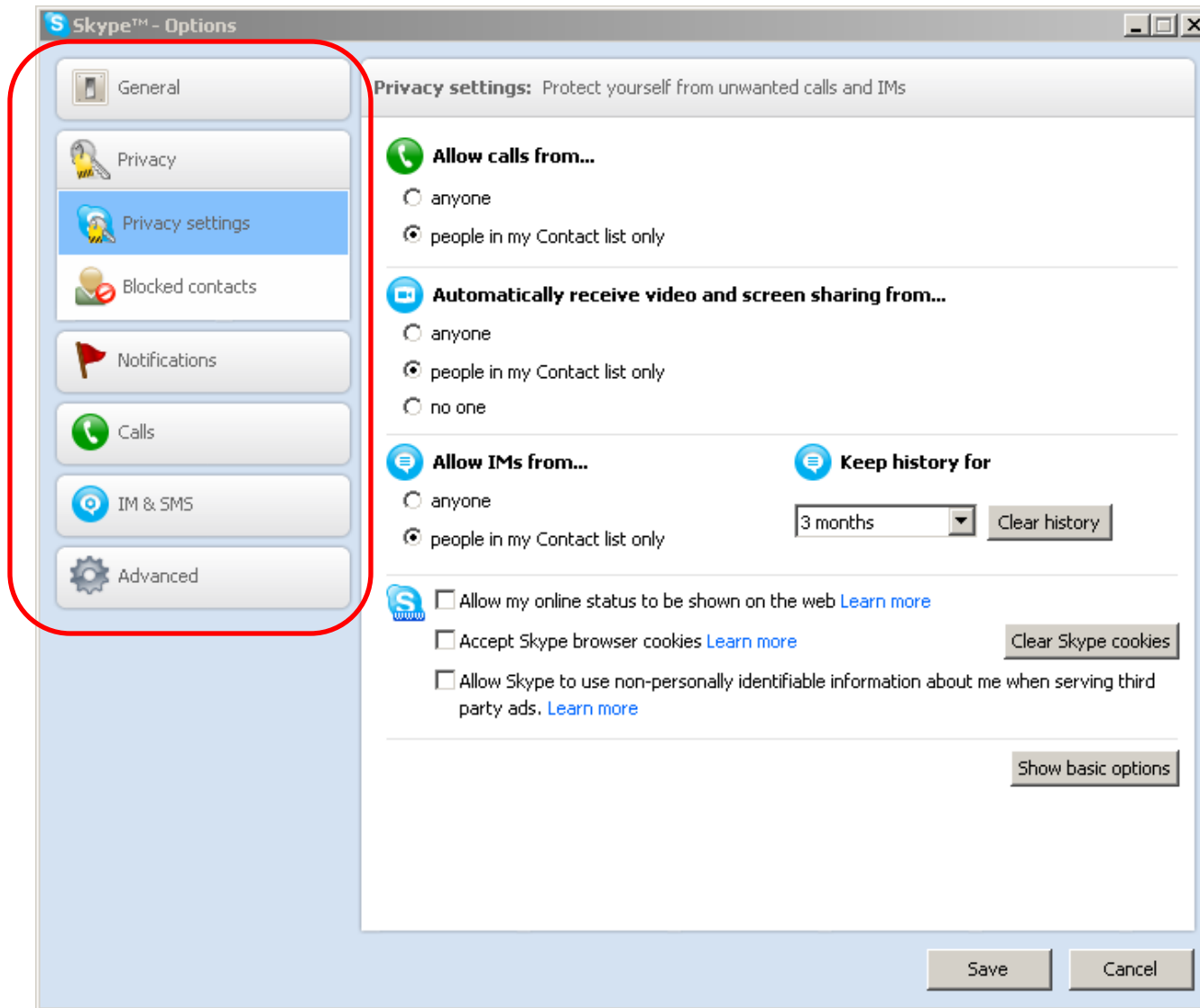


Click Options

Select “Privacy Settings” and change the settings to those indicated below and click “Save”.



Review the other options for future reference.



For suggestions on how to use Skype as a Stake
Indexing Director, please review the next presentation
in this series –

Using Skype in Your Calling