

# MICRO BREWR

## **HOW TO GET STARTED ON SKYPE**

I use Skype to record podcast interviews because the sound quality is better and more reliable than cell connection, and because it allows me to record the call onto my computer. Skype allows you to make voice or video calls to other computers or smartphones for free, and calls to telephones for a fee.

**If you already have Skype** on your computer, and you have a Skype account, add me as a contact. My Skype username is: **nathanpierce77**.

**If you need to download Skype and create an account, follow these steps.**

1. Download Skype
2. Set up a Skype account
3. Open Skype just before the time of our scheduled interview

Pages 1-3 outline the steps. If you want pictures to help, I've repeated the same steps with screen shots along the way.

### **DOWNLOAD SKYPE**

1. Go to: <http://www.skype.com/en/download-skype/skype-for-computer/>  
And skip to step 5.  
(If the link doesn't work, continue on with step 2.)
2. Do a Google search for: Skype.  
The first result should be the correct one:  
Skype - Free internet calls and online cheap calls to phones...
3. Click on Skype.
4. In the Skype webpage, click on "Downloads" at the top.
5. Make sure the "Computer" option is selected in blue, then scroll down to find the correct option or your operating system (Mac, Windows, etc.).
6. Click the green button, "Get Skype..." to download the application. Then follow the prompts to install Skype on your computer.

*You've downloaded Skype. Now we need to set up your account.*

## **SET UP A SKYPE ACCOUNT**



1. Select your language. Click the button to continue.
2. Select the box for "Install Skype Click to Call," if you want that capability. Click the button to continue.
3. Uncheck "Make Bing my search engine" and "Make MSN my homepage," unless you want that. Click the button to continue.
4. If you already have a Skype account or a Microsoft account you can sign in with that, otherwise click "Sign in with Facebook."

### **Sign in with Facebook**

1. After you click "Sign in with Facebook," enter your Facebook login info and click "Log In."
2. Click "Okay."
3. Click "Not Now," unless you want Facebook to automatically post to your timeline.
4. Click "I'm new to Skype."
5. Uncheck both boxes, unless you want Skype to send you offers by email. Click "I agree - join Skype."
6. Click "Continue."
7. Test the speakers, microphone and video camera:
  - Test the sound by clicking the "Test Sound" button. If you don't hear anything, select a different option from the dropdown menu and try again.
  - Test the microphone by talking and see whether the sound bars are showing green. If they are not showing, select a different option from the dropdown menu and try again.
  - Test the video camera. If you do not see yourself in the window, select a different option in the dropdown menu.
  - Click continue.
8. Click "Add later," you can add a picture later (Or click "Continue" and follow the prompt to add a photo now.)
9. Click "Start using Skype."

*Good job! You're all set.*

### **Add me as a contact**

1. Add me by clicking the  icon. Later on, you can add more friends by clicking "Search address book" or click the  icon.

2. Enter my Skype username: nathanpierce77. Hit "Enter" on your keyboard.
3. Select me from the list: Nathan Pierce, Pacific Grove, California, United States.
4. Click "Add to Contacts," and click "Send."

*I'll accept your contact info and you'll receive mine.*

### **Quit Skype**

Skype likes to stay open just in case you get a call. You can open it just before our scheduled call time.

Until then, to quit Skype, go down to the taskbar at the bottom of the screen, right-click on the Skype icon, and select "Quit Skype." Click "Quit."

### **OPEN SKYPE JUST BEFORE THE TIME OF OUR SCHEDULED INTERVIEW**

1. Open Skype.
2. Click "Sign in with Facebook."
3. Enter your Facebook login info and click "Log In."
4. Click "Not Now," unless you want Facebook to automatically post to your timeline.
5. You can wait for me to call you at the time of our scheduled interview!

*If you ever want to call your other friends, find them under the Contacts section, and click the green "Call" button!*

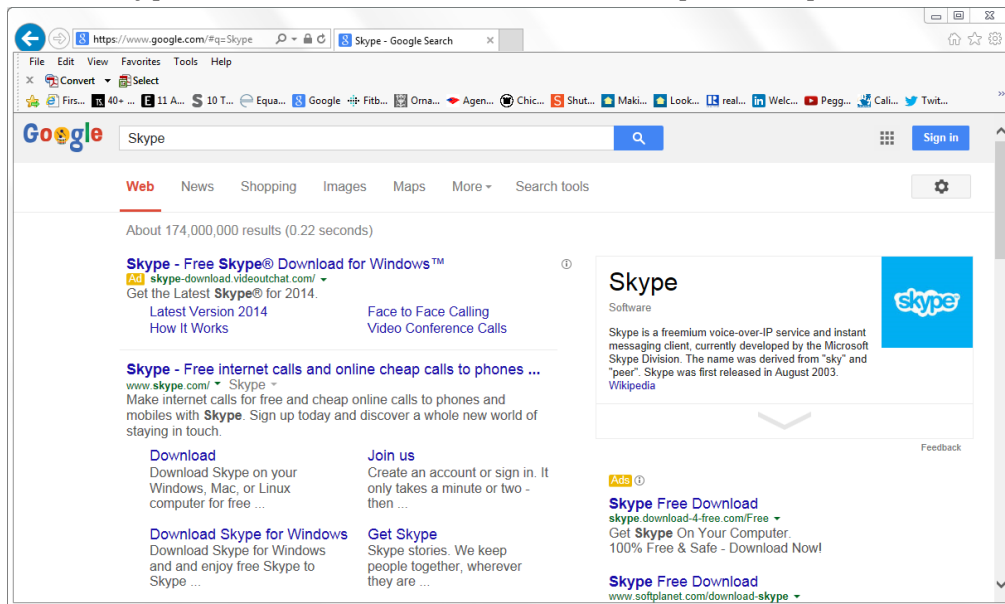
# HOW TO GET STARTED ON SKYPE

## With Pictures

### DOWNLOAD SKYPE

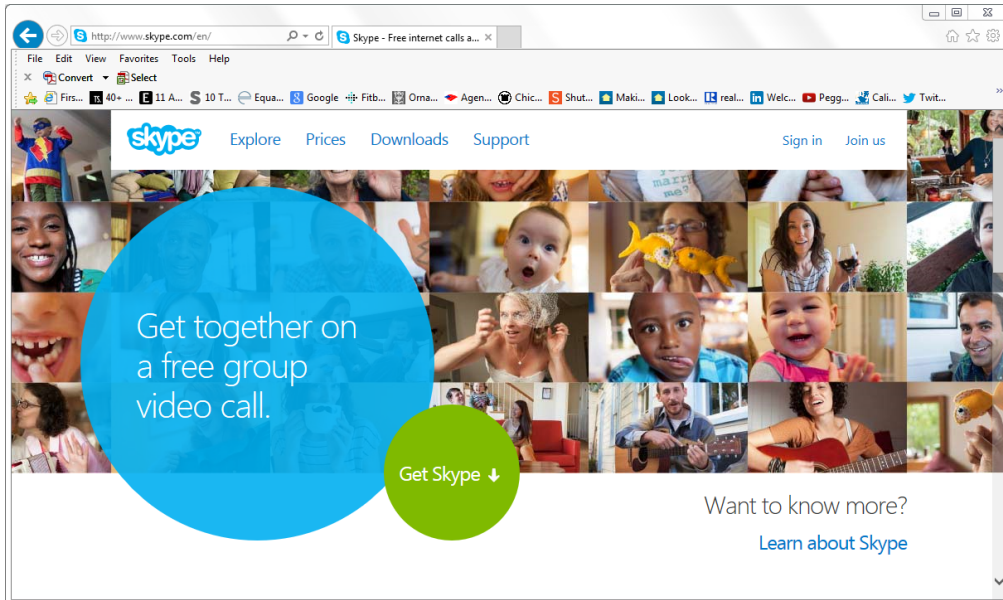
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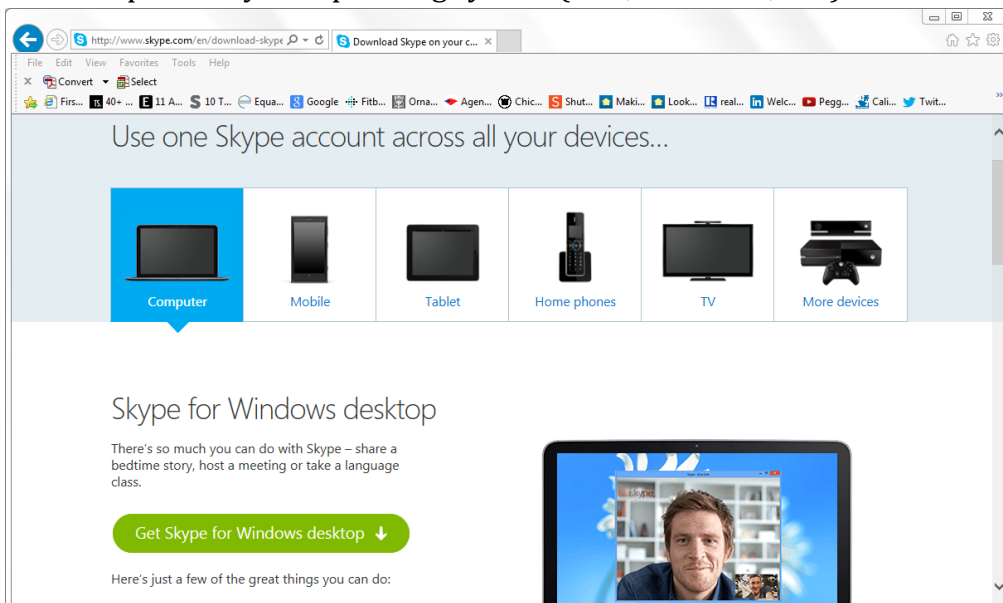


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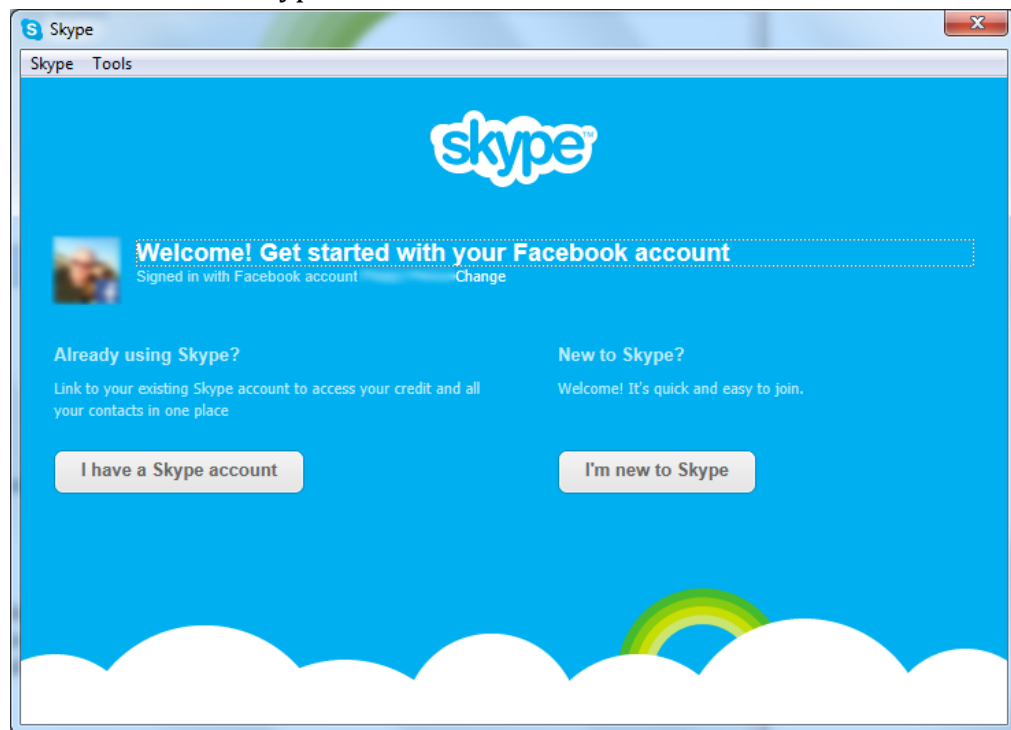
*You’ve downloaded Skype. Now we need to set up your account.*

## SET UP A SKYPE ACCOUNT

1. Select your language. Click the button to continue.
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4. If you already have a Skype account or a Microsoft account you can sign in with that, otherwise click "Sign in with Facebook."

### Sign in with Facebook

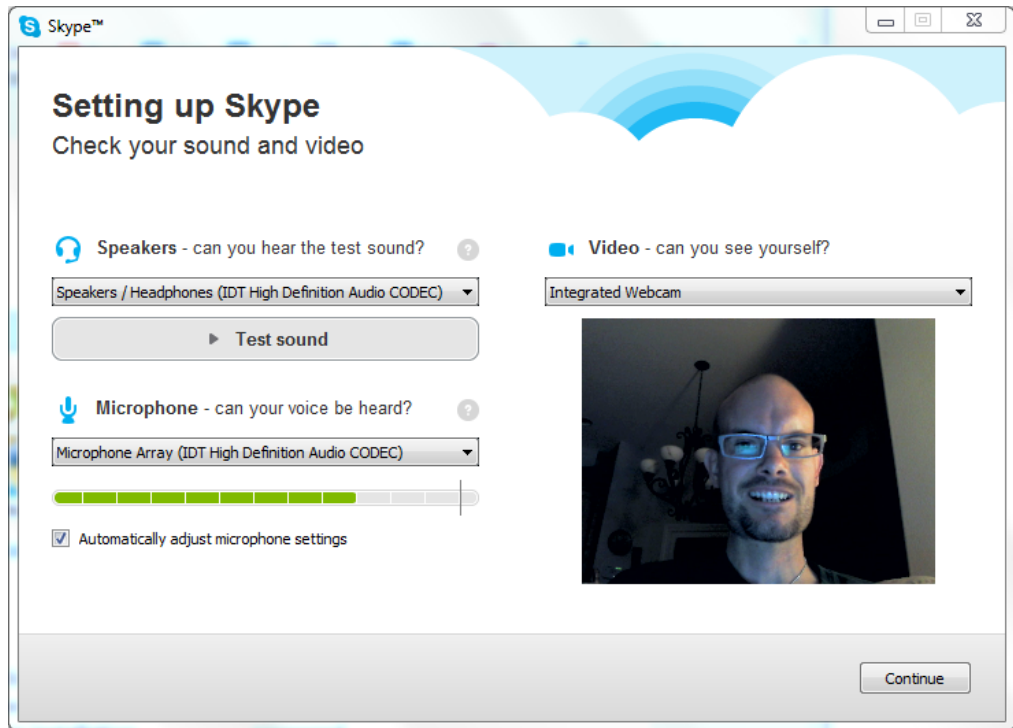
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6. Click "Continue."

7. Test the speakers, microphone and video camera:

- Test the sound by clicking the “Test Sound” button. If you don’t hear anything, select a different option from the dropdown menu and try again.
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- Click continue.





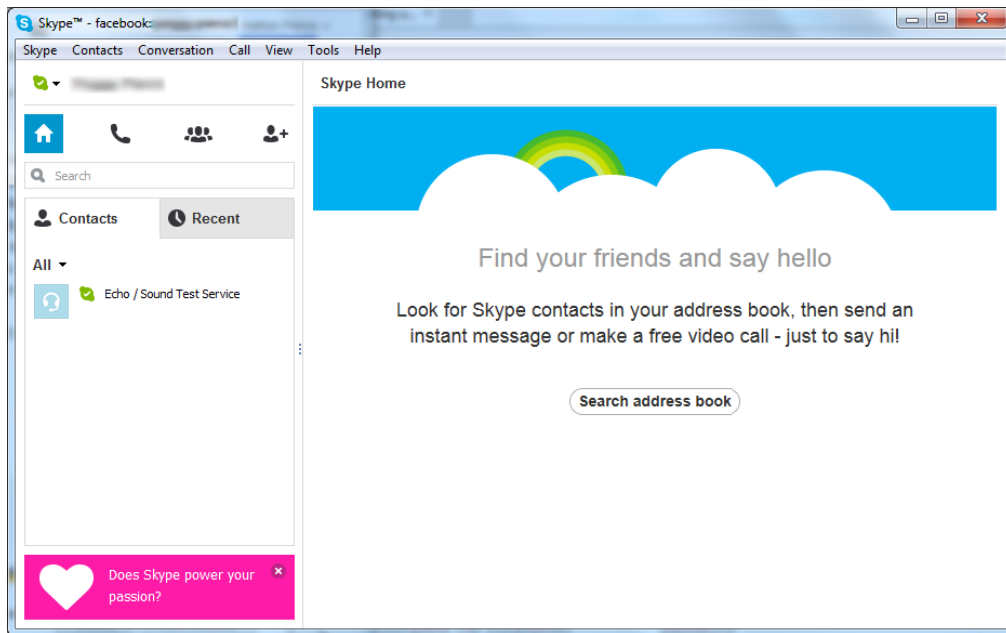
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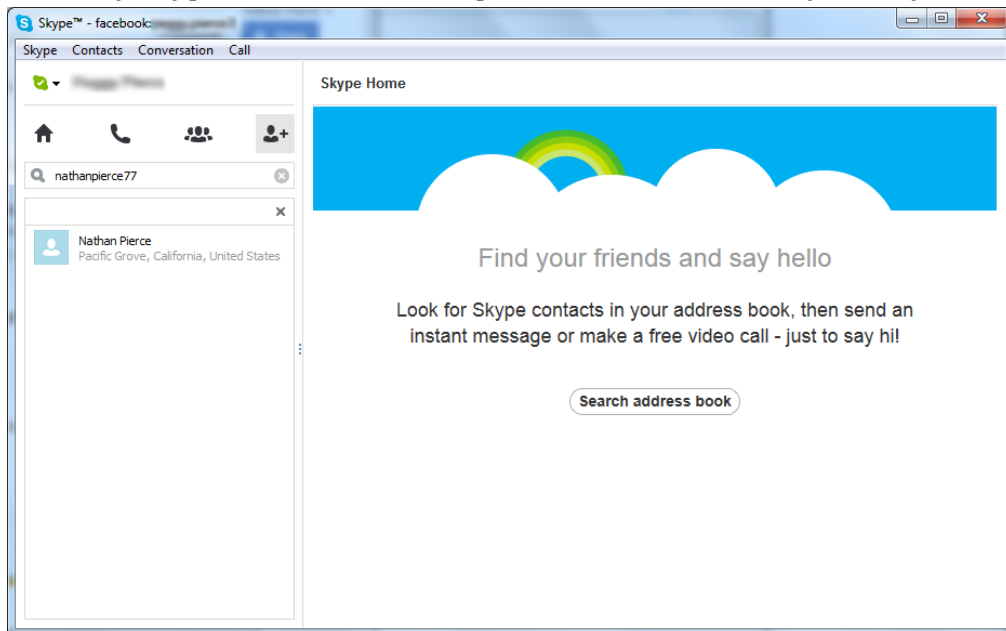
*Good job! You’re account is all set. Now add me as a contact.*

## Add me as a contact

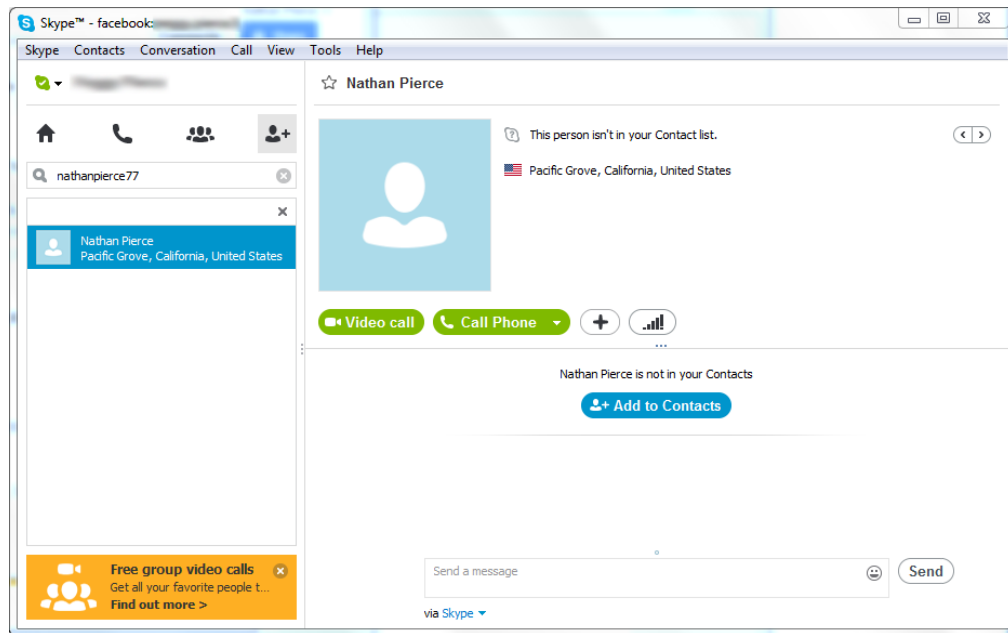
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2. Enter my Skype username: nathanpierce77. Hit “Enter” on your keyboard.



3. Select me from the list: Nathan Pierce, Pacific Grove, California, United States.



4. Click "Add to Contacts," and click "Send."

*I'll accept your contact info and you'll receive mine. Unless you're expecting a call, you can close Skype until our interview.*

### Quit Skype

Closing it is kind of tricky because it likes to stay open just in case you get a call. To quit Skype, go down to the taskbar at the bottom of the screen, right-click on the Skype icon, and select "Quit Skype." Click "Quit."

*Now be sure to open Skype and log in just before the time of our scheduled interview.*

### OPEN SKYPE JUST BEFORE THE TIME OF OUR SCHEDULED INTERVIEW

1. Open Skype.
2. Click "Sign in with Facebook."
3. Enter your Facebook login info and click "Log In."
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