



www.skype.com

What is Skype?

Skype is a free Voice Over IP (VoIP) service that allows you to call other Skype users for free from your own computer and other electronic devices (e.g. iPhones). If your computer has a microphone, speakers, and/or webcam, you can use Skype to call individuals or to participate in teleconferences with up to 24 people.

Does it Cost Anything?

If you plan on using Skype for computer-to-computer voice calls, video calls, and conference calls, the Skype software and service is free.

How Can I Use Skype for Latin?

Skype is great for distance learning and for connecting lovers of Latin together over long distances for conference calls. Use the "Pamela" plug-in to record calls as MP3 audio files and upload/share them on your course management system.

Who's Using Skype for Latin?

Francisca Parva runs an international, Latin-speaking Skype group. Learn more and join by visiting:

<http://web.ukonline.co.uk/caractacus.bears/CLI/index.html>

How to Download, Install, and Use Skype:



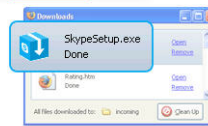
Go to www.skype.com and press the "Download Skype now" button.

You're now downloading Skype

i The Skype download should start within seconds. If it doesn't, you can [start download again](#). You need Windows 2000, XP or Vista to run Skype.

1 Run the Skype Setup application

A window will open asking what you want to do with a file called **SkypeSetup.exe**. Click 'Save File'.

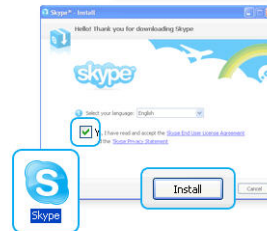


2 Follow the Setup Wizard

When the download is done, click on the **SkypeSetup.exe** file from the **Mozilla Downloads** window to open the Skype Setup application.

(Alternatively, you could open it directly from the location you saved it which is typically your desktop.)

The Skype Setup Wizard will appear and guide you through the rest of the installation.



3 Launch Skype

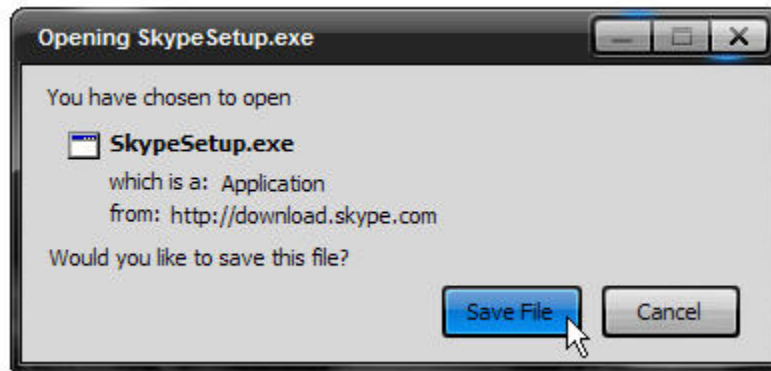
After the installation has finished, you can **open Skype** at any time by clicking the icon on your desktop or in your system tray.

Read the brief, simple instructions prior to initiating the installation.

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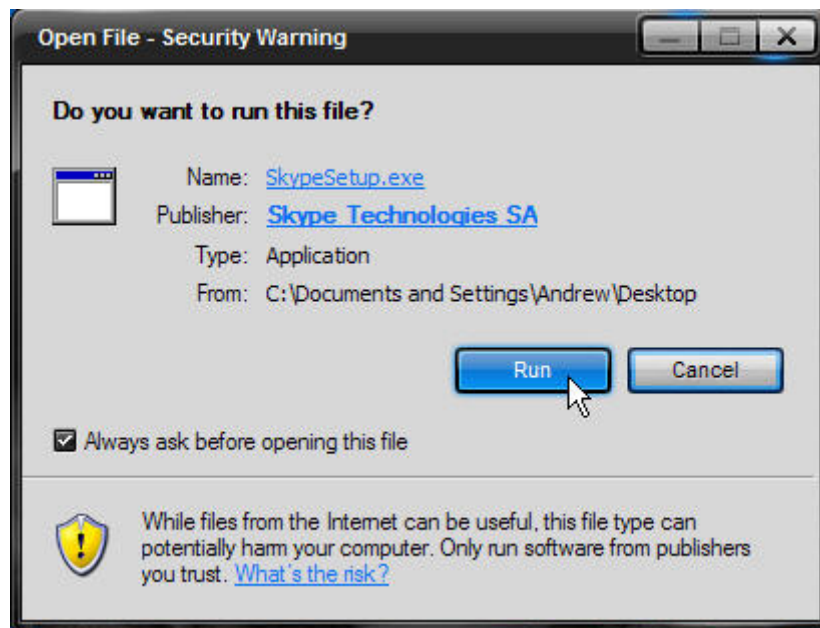
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Save the installation package to your computer's hard drive (files normally get saved on the desktop).



Double-click the "SkypeSetup.exe" file to begin the installation.



Windows users may need to acknowledge the security warning to continue with the installation. Press "Run" to proceed.

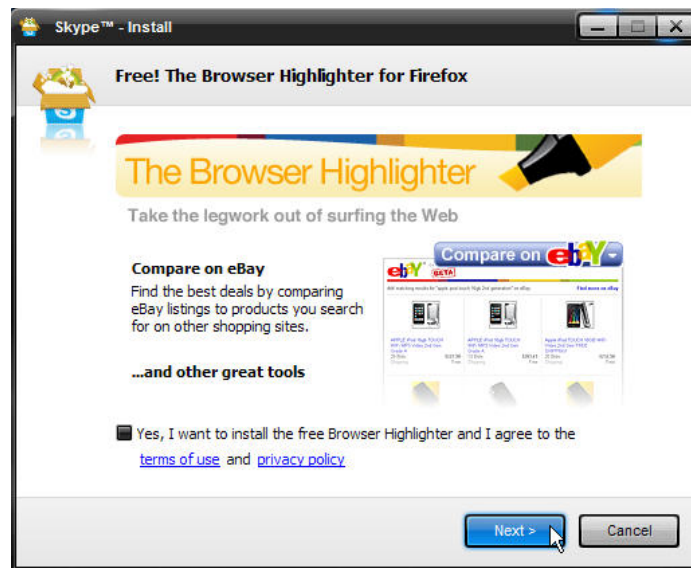
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Choose your native language and click “I agree - install”. Sadly, one cannot select “Latin” from the list of languages.



If you do not want to install the “Browser Highlighter” utility, untick the “Yes...” box and then click the “Next” button. You do not need the utility to use Skype.

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Skype will now install. Installation takes between 1-2 minutes.

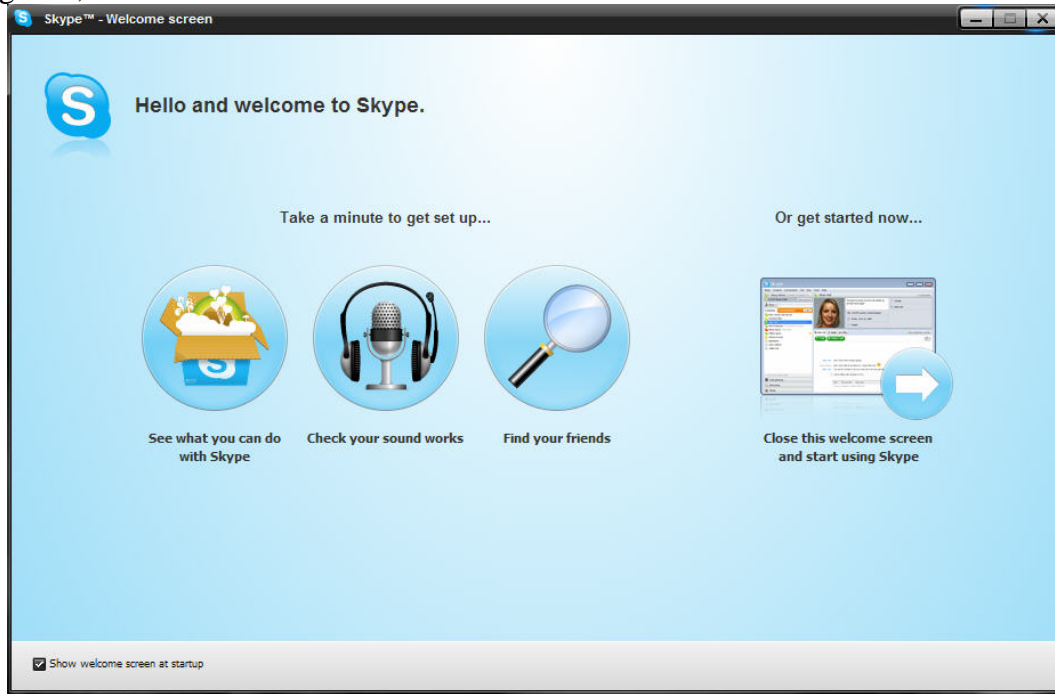


After Skype installs, you will need to configure the program. Press the "Start Skype" button to begin.

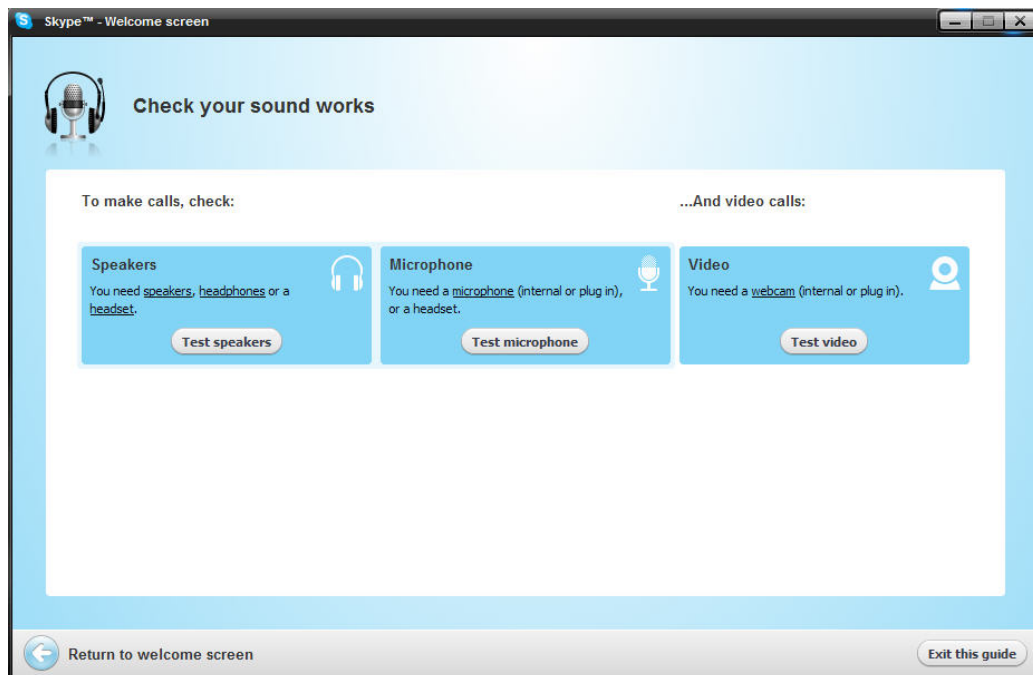
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Skype needs to test your audio and video (if you have a webcam). Click the “Check your sound works” [sic] button to proceed.

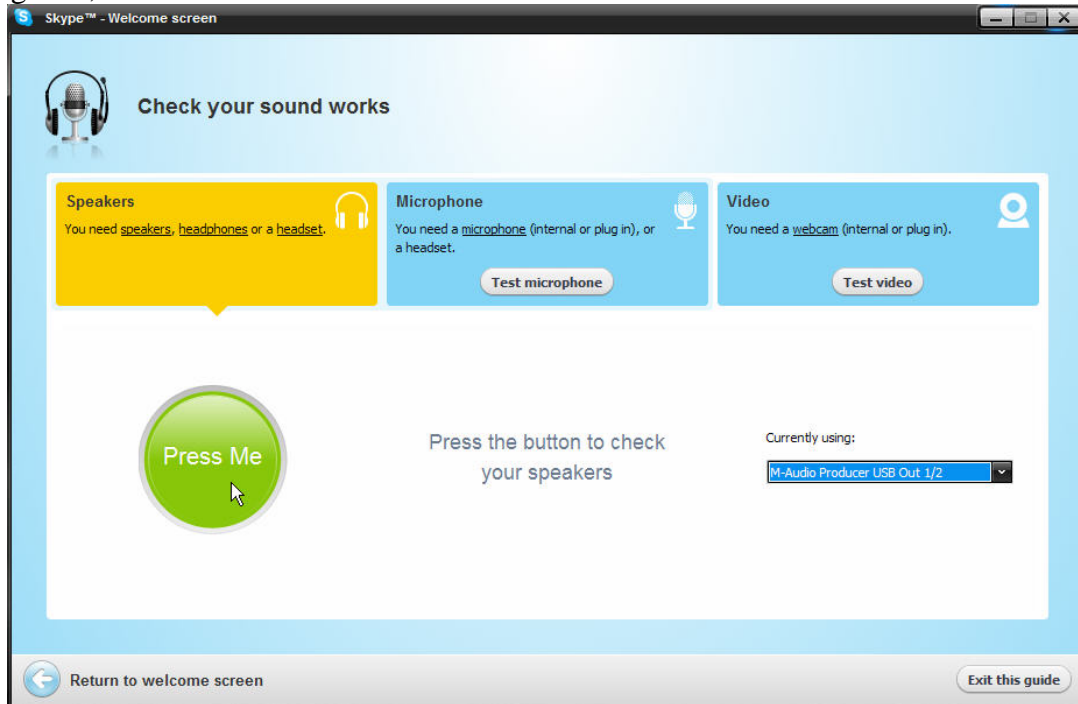


First, Skype needs to know if you can hear anything through the service. Press the “Test speakers” button.

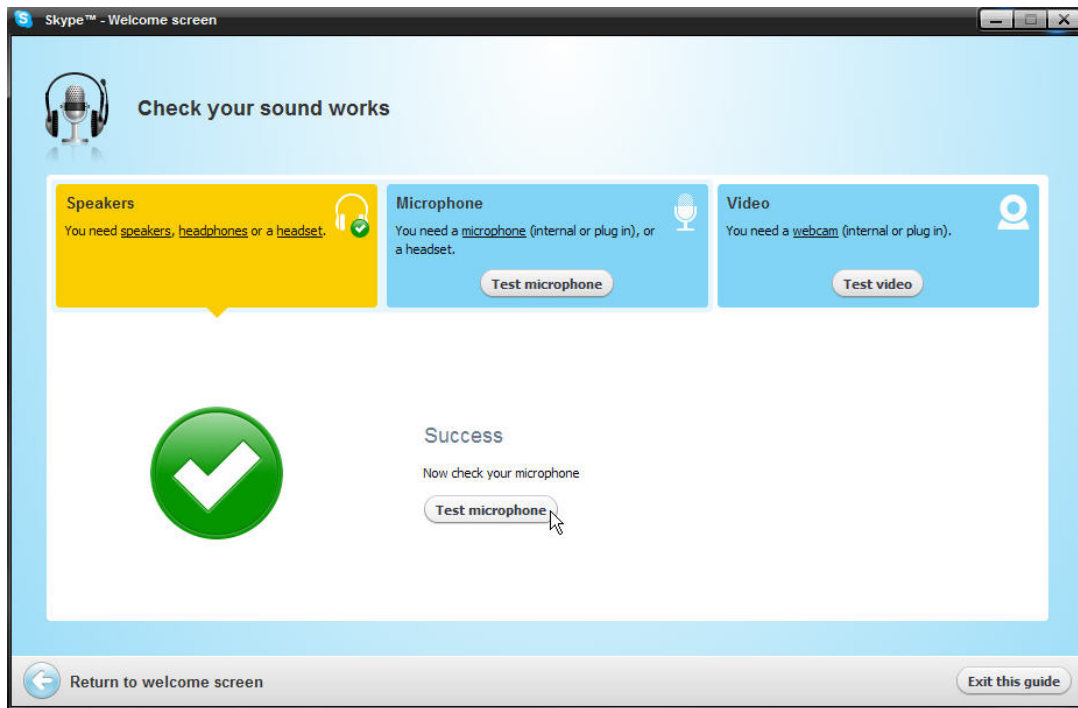
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Click the green “Press Me” button to listen. If your speakers work, you will here a bit of music.

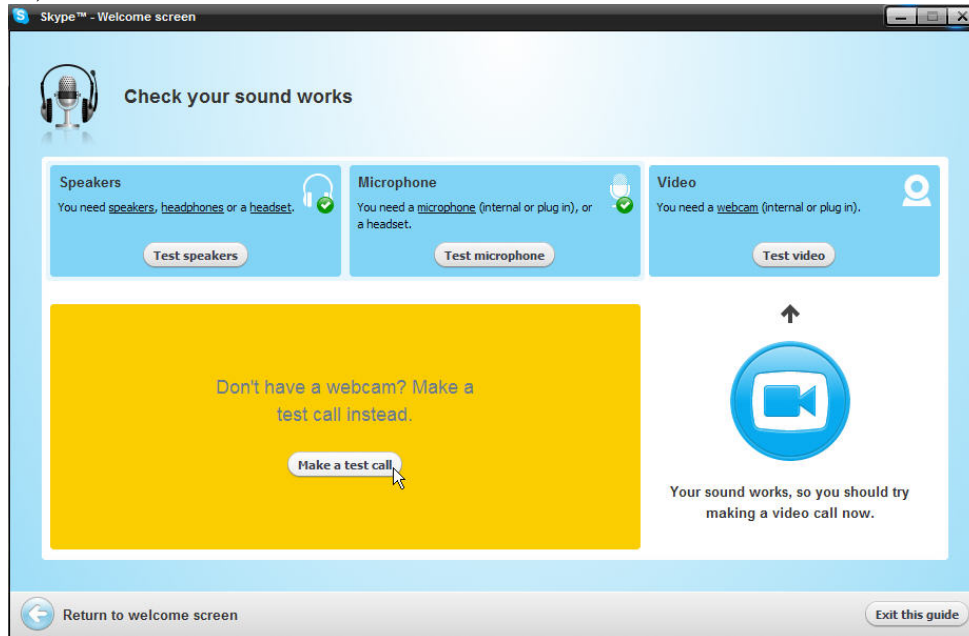


Next, Skype needs to make sure that you can be heard. Press the “Test microphone” button to proceed.

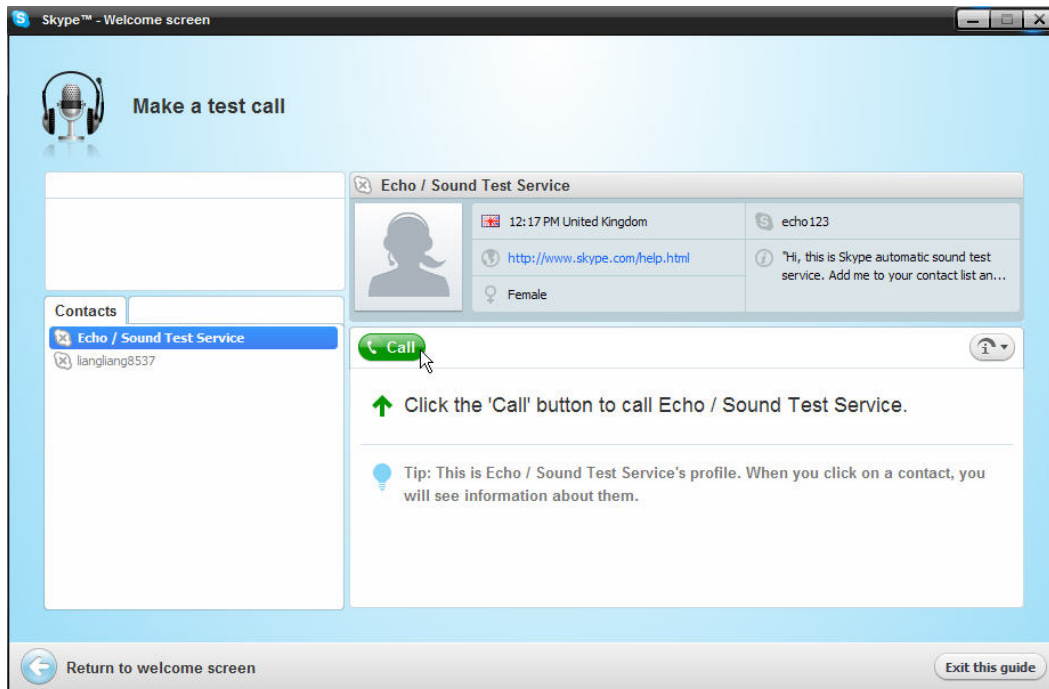
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Press the “Make a test call” button.

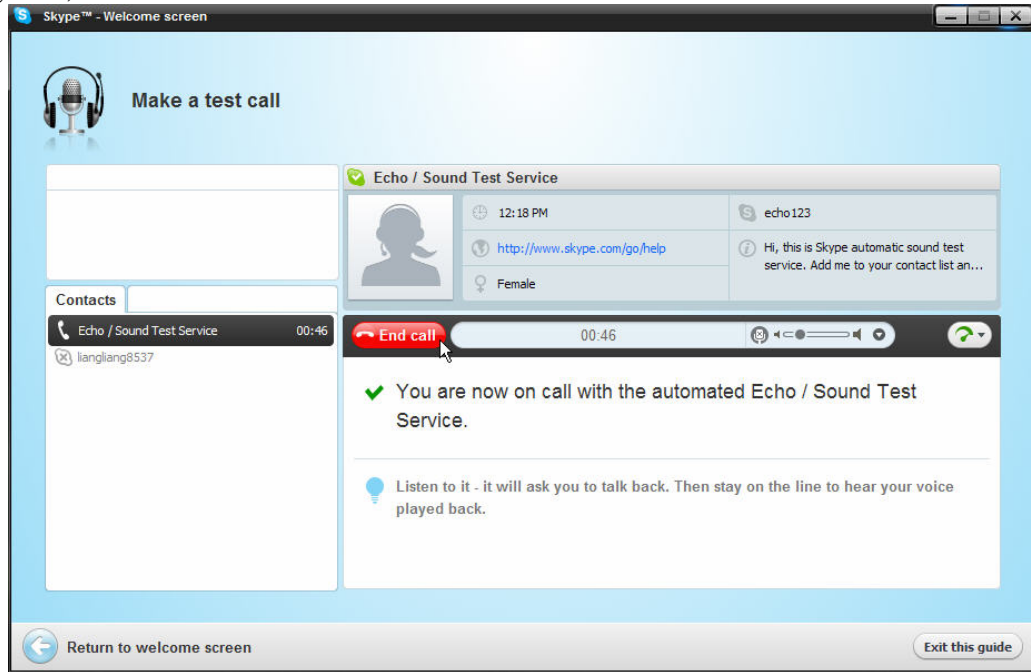


By pressing the green “Call” button, you will connect to a test server that plays a recorded message. Do what the voice says....

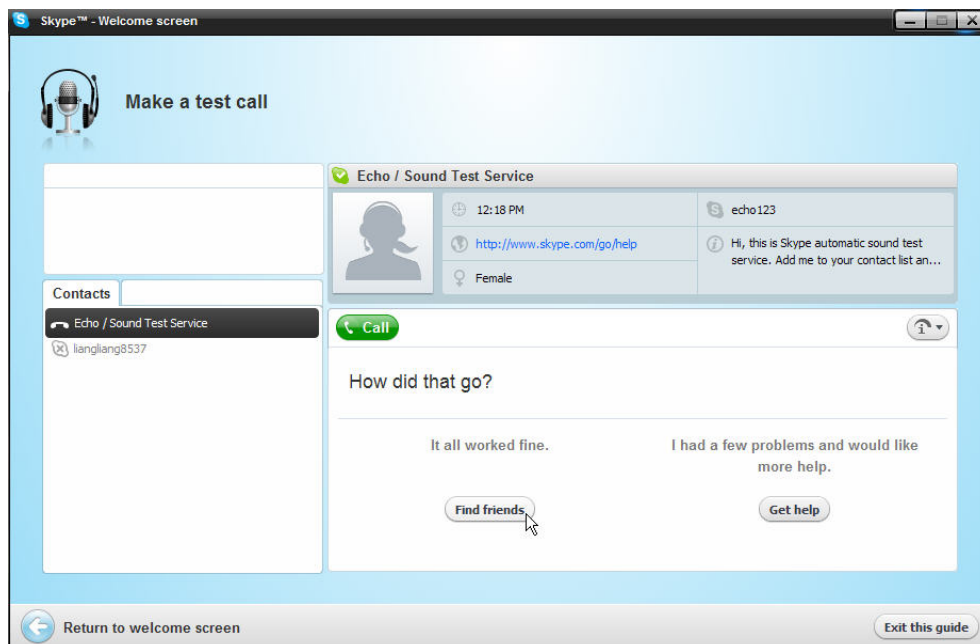
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When prompted by the automated operator, speak into your microphone. Skype will make sure it detects sound and will play what you said back to you to make sure the recording level is high enough. If it is not, adjust the microphone's volume slider and try again, otherwise press the red "End call" button.

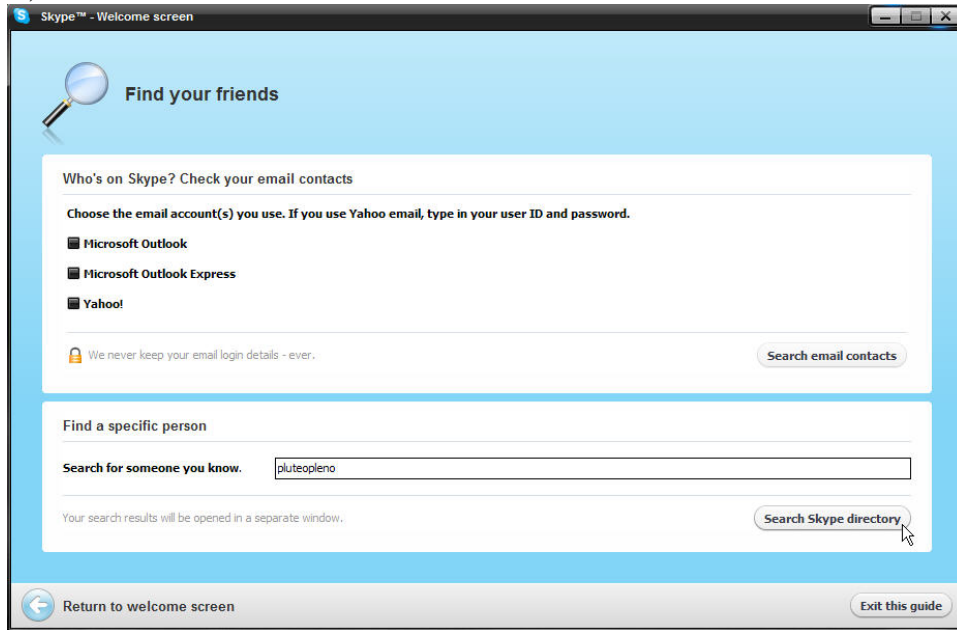


After completing your audio tests, it's time to locate people to call. Press the "Find friends" button.

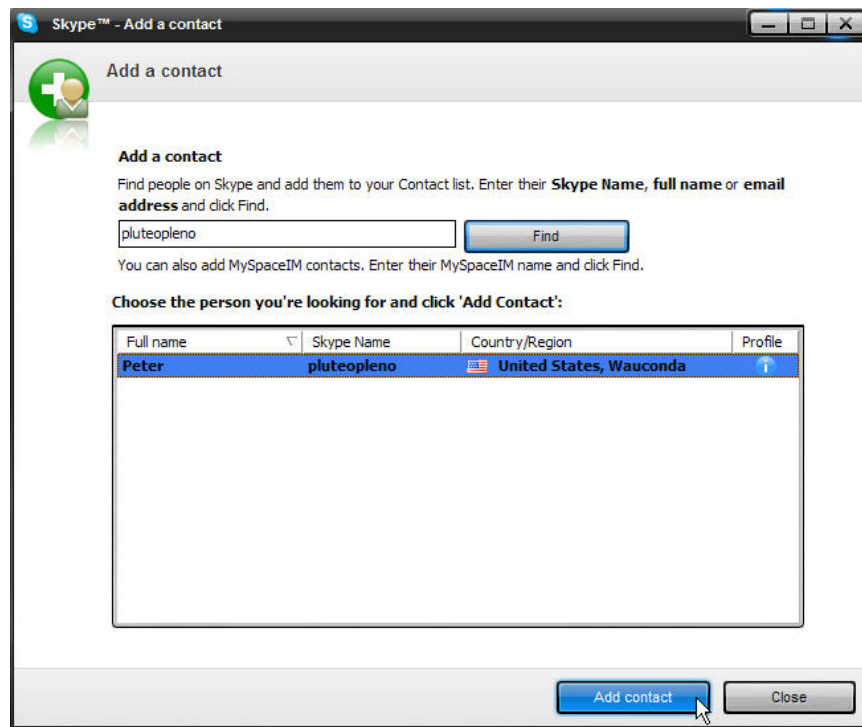
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You can either find friends by importing contacts from various email address books, or by hand-entering a friend's Skype "handle" or username. In this example, I am adding "pluteoplano", the username of Peter Sipes, Latin tutor and editor for Bolchazy-Carducci Publishers.

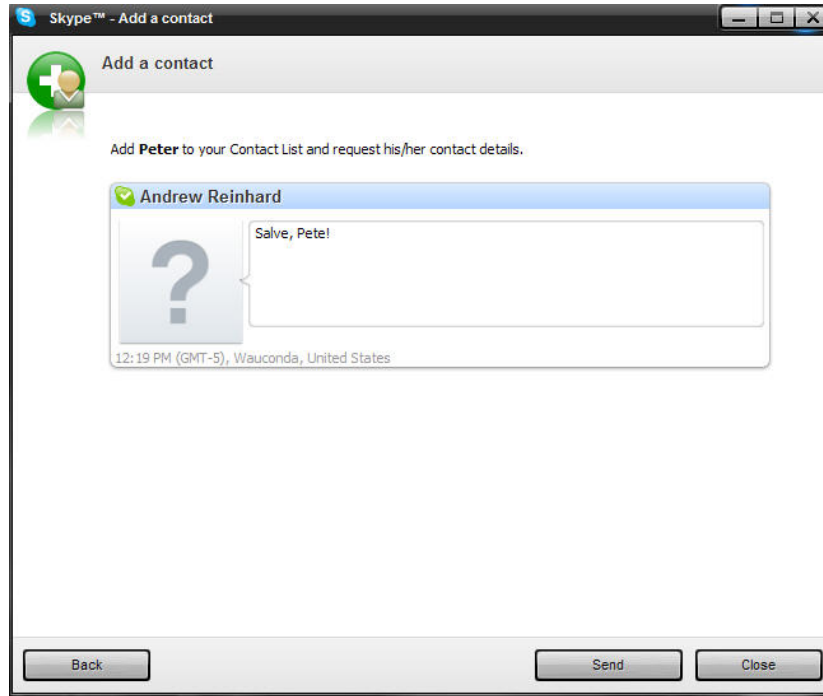


In the window that appears, highlight the user's name and press "Add contact".

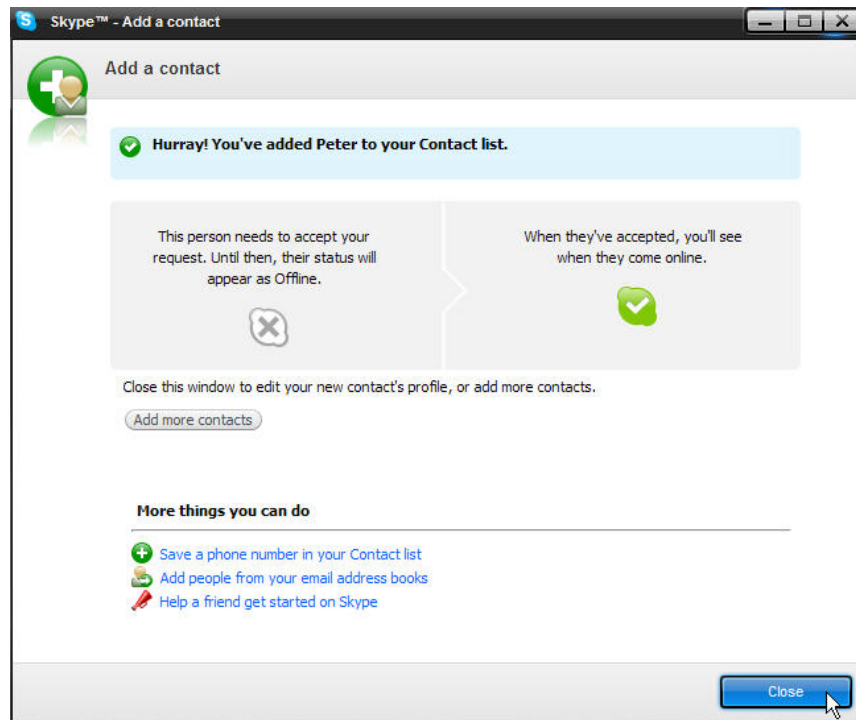
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Many Skype users authenticate contact requests. To help your friends know that it's really you, write them a short message and press "Send".

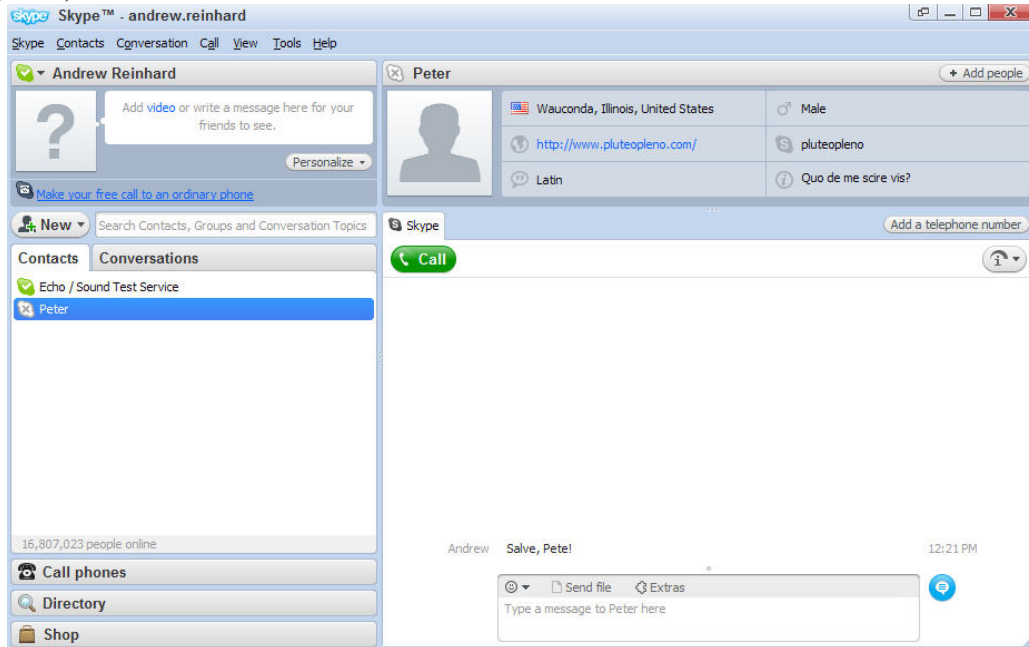


Add another contact, or press "Close".

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To call a contact, select the contact to call and press the green “Call” button. Note that offline contacts will have a gray icon next to their name and cannot be reached via Skype.

Free conference calls

Conference call the easy way.

Start a free conference call or invite others into a conference call you are already having. Perfect for business conference calls or when you need to chat to a few friends at once.



Free business conference calls with lots of people.

Catch up on all the latest family news.

Easily add contacts to an ongoing conference call.

It's conference calling time

Free conference calls are really handy when you need to catch up with everyone. Save time by not having to chat separately with your contacts (we all know how long that can take).

You can even have a free conference call with people using Skype and others using landline or mobile phones at the same time. So you can now get all your buddies together on the same conference call, whether they're using Skype or not.

Conference call FAQs

- [How do I make a conference call?](#)
 - [Can I use Skype conference calling with Skype for Smartphone and Skype for Pocket PC?](#)
 - [How do I start a video conference?](#)
- [Read other FAQs](#)

It is possible to place and participate in conference calls in Skype for free.

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How do I make a conference call?

With Skype, you and 24 other people can take part in a conference call.

There are a couple of ways to start a conference call:

On the **Contacts** tab click > **Create Conference** or click from the menu select **Call > Start Conference**

Call. Both these options will open a Conference Call window.

To add people, click on a contact's name in **Choose contacts** box and then click on the **Add** button

below. The contact is now added to **Conference participants** window.

You can add both Skype contacts and contacts using a landline and mobile to a conference call in the same way.

Once you have selected the participants, simply click the **Start** button.

You'll be shown a conference tab with the names of all participants. Participants will be added to the conference call once they answer your call.

If you are already in a call and would like to add an additional participant to the call, simply right click on a contact in your contact list and choose **Invite to Conference**. Or from the conference tab, click **Add Callers** and add more participants.

Follow the above instructions in order to place a Skype conference call.