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Dacorum Communities for Learning

An Introduction to Skype

This course is aimed at those who would like to learn about using Skype as a means of keeping in touch with friends and family. You will learn how to download and install the program, set it up, add and communicate with contacts.

To attend this course, you must be able to understand the basics of using a computer, and you must be able to use a mouse and a keyboard.

At the end of the course, learners will be able to:

- Explain Skype's main uses and features
- Explain which features are free to use and which require payment
- Download the latest Skype program
- Set up a Skype account
- Set up a Profile and other preferences
- Install Skype
- Set up Skype's basic options
- Make a test call
- Verify that the microphone and web cam are working correctly
- Search for and add contacts
- Send and receive Instant Messages
- Make and receive voice calls
- Make and receive group voice calls
- Make and receive video calls
- Adjust additional settings if required

You should let us know of any additional support you may require, when booking this course.

Tel: 01442 251930 to book