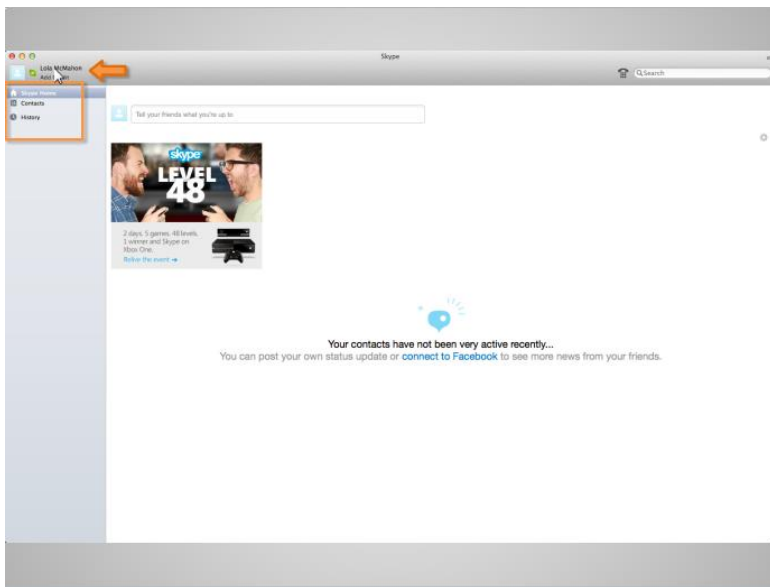


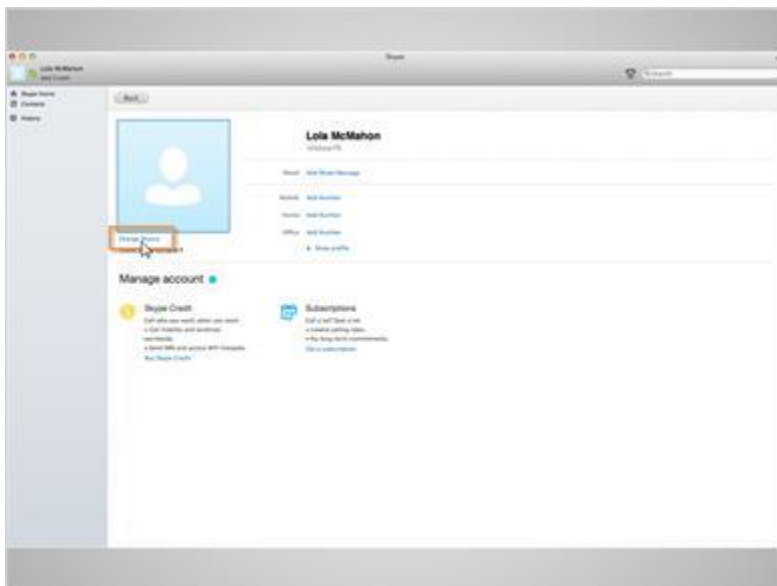
Exploring Your Skype Account



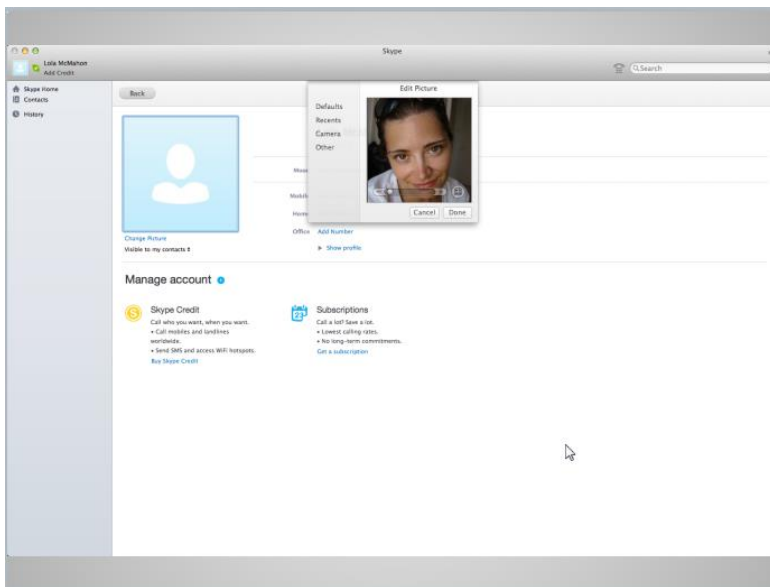
Let's explore a Skype account with Lola!



Before making her first video call, Lola will explore the Skype account options. She can click on her name to edit her profile and add money to her account. Clicking on “Skype Home” will take her back to her home page, “Contacts” will allow her to view who is in her phonebook, and “History” is where a record of conversations are kept. Lola will first click on her name.

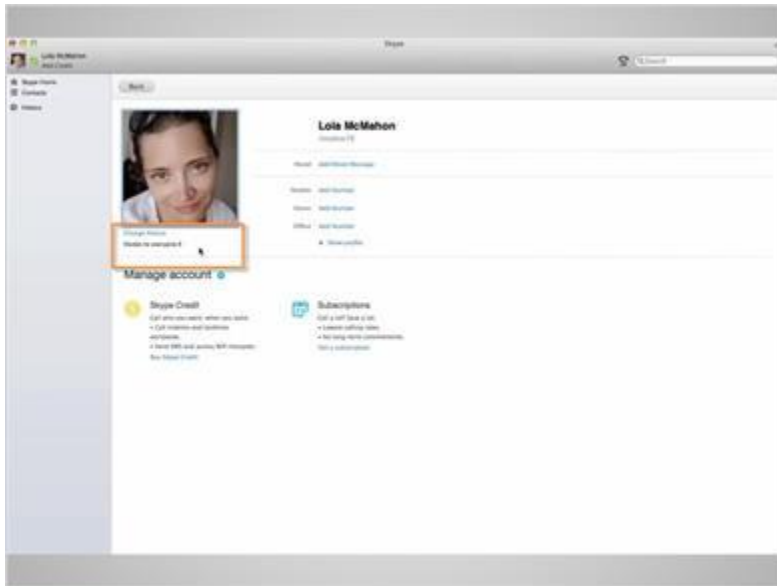


She is taken to her user profile page. Here she can add a picture of herself or her favorite image by clicking on “Change Picture”.

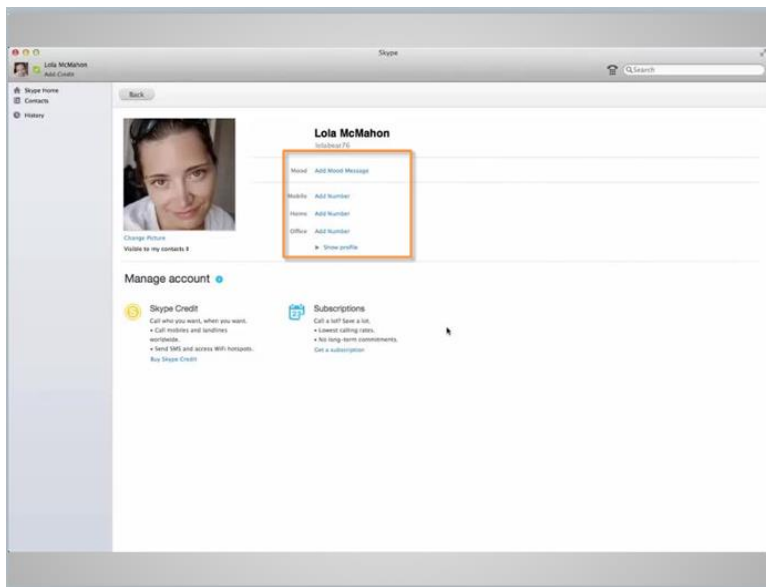


A pop-up with “Edit Picture” options will appear. Lola can choose from default images on her computer, select “Camera” to take a picture of herself, or select “Other” to upload a picture.

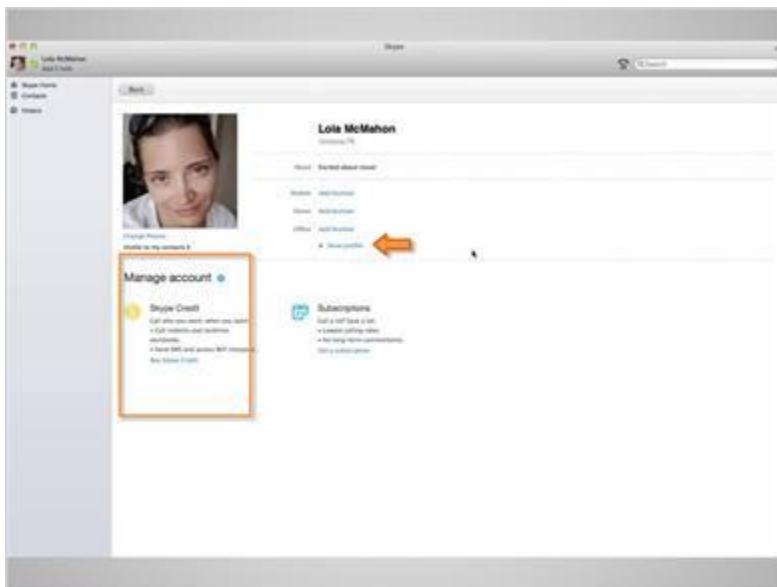
Lola will click on "Other" to add a picture of herself. When she does, a window appears that allows her to locate the picture she wants to use. The one she wants is on her desktop, so she clicks on "desktop" and then clicks on the picture she wants to use and clicks on open. Clicking on done will set the picture as her profile image.



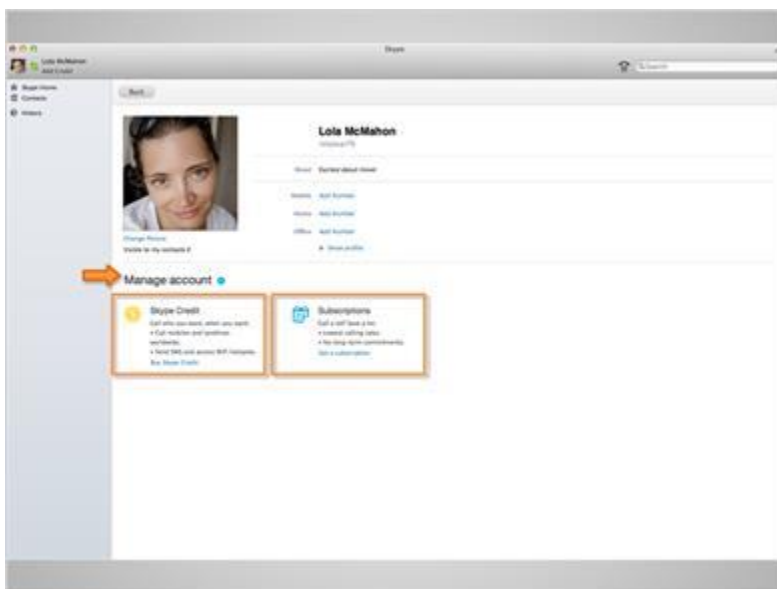
She is a bit nervous about who can see her picture. To change the visibility setting, Lola will click on the arrows next to the visibility option. She will change it to “Visible to my contacts”, which will allow only those people in her contacts list to see her picture.



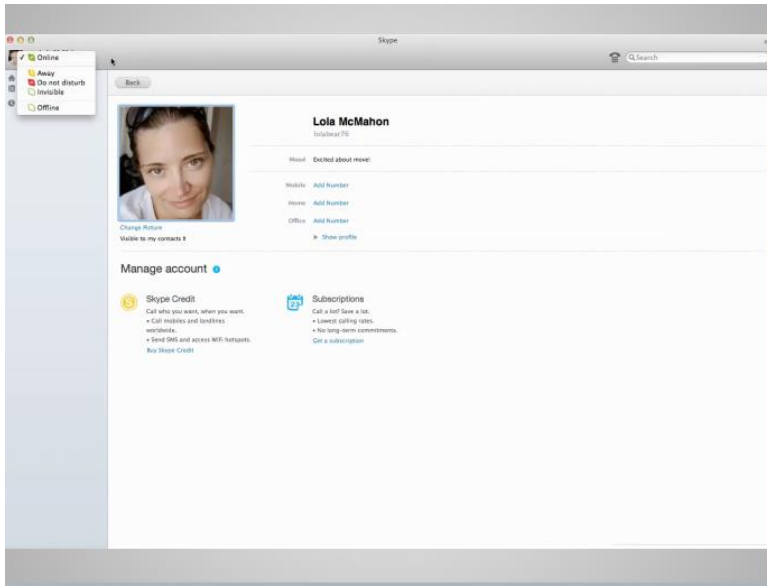
Lola can also set a mood message to let others know how she feels, or she can add her favorite saying in the mood message box. She writes, “Excited about move”, because that’s how she is feeling. She also sees options to add a mobile, home, or office telephone number, but decides to leave those blank because it is not a requirement.



Lola wonders who can contact her through Skype. She doesn't want just anyone to try and call her. By clicking on "Show profile", she can add or edit details about herself but more importantly, she can see that her email is kept private and that only those who know it will be able to contact her.

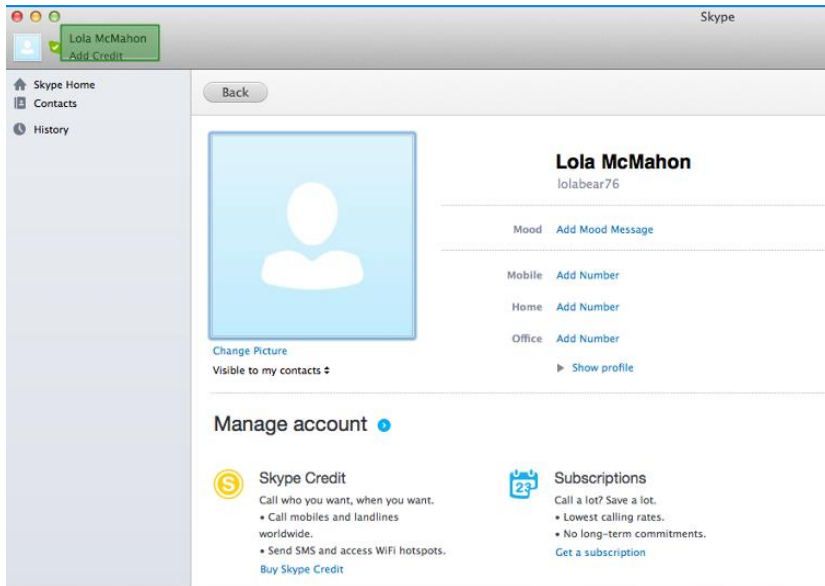


Directly below her name, Lola can see "Manage account". This is where she could add money to her Skype account or purchase a subscription that would bill her monthly for making calls to land lines. She will skip this section because she knows she will only be calling her friends using her Internet connection.

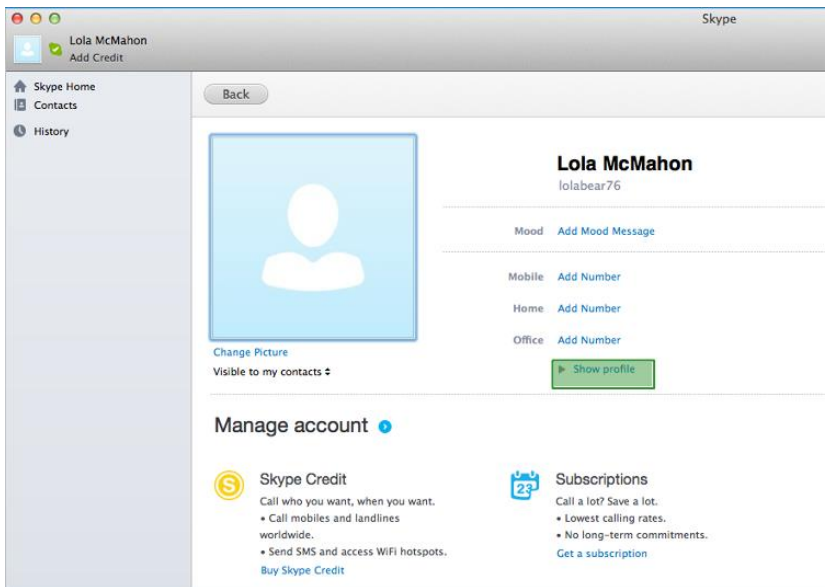


Clicking on the little green Skype icon next to her profile picture will allow Lola to set her status. The status option lets others know if you are online and free to take a call. She can select from "Online," "Away", "Do not disturb", "Invisible", and "Offline." Lola is now ready to make a call. But first, let's check your knowledge on a few of the Skype options.

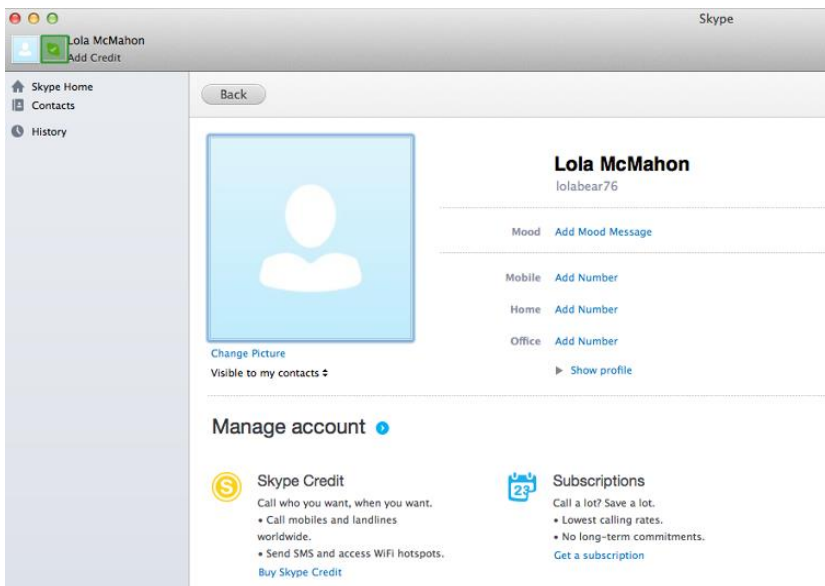
Knowledge Check



Q1. What would you click on if you wanted to edit your user profile? Contacts or your username?



Q2. What would you click on if you wanted to add or edit details about yourself and verify that your email address is private? Would you click on show profile, history, subscriptions?



Q3. What would you click on to change your Skype status from "Online" to "Do not disturb"? Your username, show profile, or the green Skype icon?



How did you do reviewing the Skype account options? Most are pretty easy and with a little practice you'll have your own account personalized in no time. Let's continue on to learn how to make a call using Skype!

Answers:

Q1. The correct option is your username.

Q2. The correct option is show profile.

Q3. The correct option is the green Skype icon.