



MINISTRY OF EDUCATION
AND CULTURE



CYPRUS PEDAGOGICAL
INSTITUTE



Eduweb

Combating Digital Exclusion
Children educate digitally illiterate
adults in safe and creative web

Adults Training Lessons

Online communication

Create a Skype account

Co-funded by the
Erasmus+ Programme
of the European Union



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EduWeb: Combating Digital Exclusion - Children educate digitally illiterate adults in safe and creative web

O3A2: Educational Material

Adults Training Lessons

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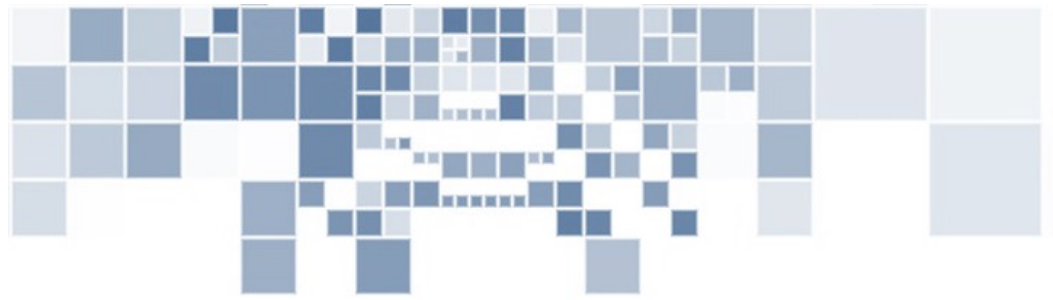
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SKYPE

LESSON 2

Category: Online communication

Activity Description:

Create a Skype account

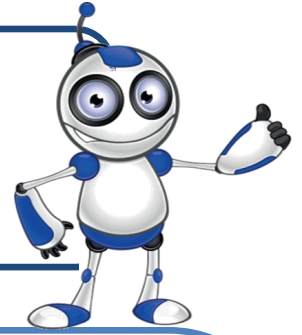


Aims (What are you going to learn?):

⇒ During this lesson you will learn how to create a Skype account.

Digital Competences:

⇒ Communication and collaboration.



What are you going to need?

- ⇒ Equipment: computer (laptop or desktop)
- ⇒ Web browsing application (e.g. Chrome)
- ⇒ Peripherals: Microphone, camera build-in or external)
- ⇒ Mobile phone



Audience: Adults with basic digital competences in using a computer and web browsing.



Time needed: 10 minutes

Before we start we need to ensure that the user has:

- ⇒ the necessary equipment to access internet,
- ⇒ the ability to handle basic computer or “smart” device functions,
- ⇒ e-mail or mobile phone.

Level of difficulty:



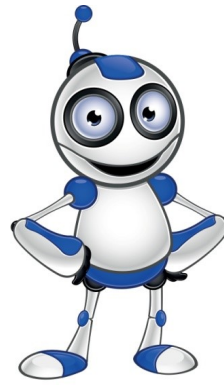
1



2



3



4



5

Similar applications:

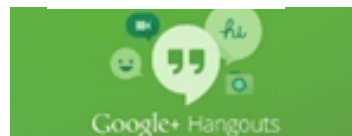
⇒ Viber



⇒ ooVoo



⇒ Google Hangouts



Internet Safety

Attention!

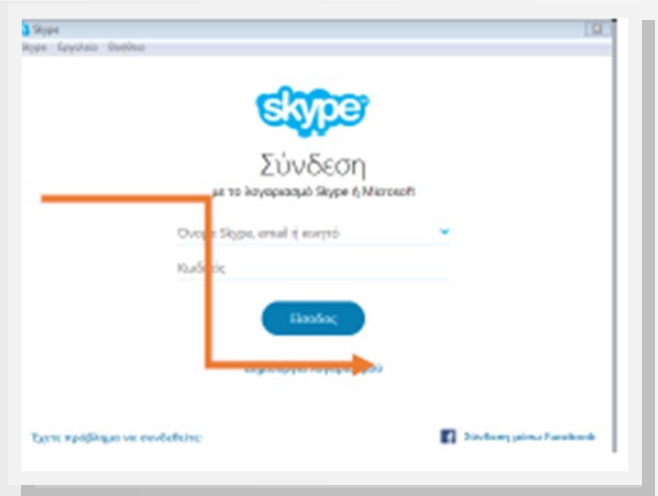
Web applications passwords must not be saved on the computer.



STEPS TO CREATE SKYPE ACCOUNT

1

Create an account.
Click on **Create an account.**

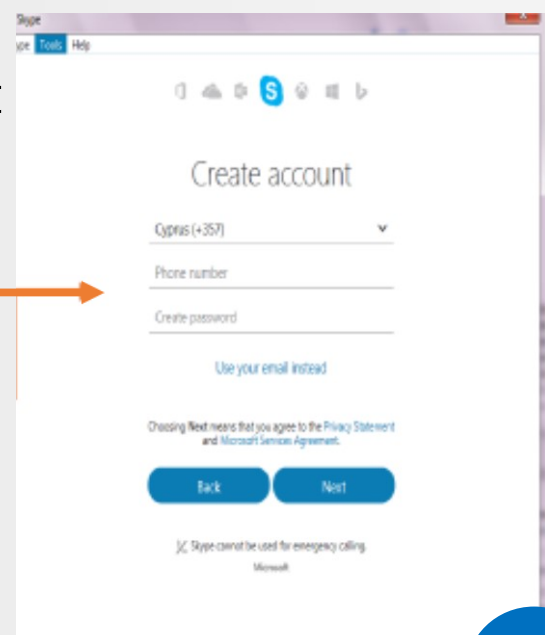


Note: Skype gives us the opportunity to create an account by using our telephone number or our e-mail address.

2

After choosing your country, enter your phone number and your password. Save your password at a secure place.

Furthermore, your password should consist of at least eight characters, including symbols, numbers and letters.



4

3

If you don't want to use your phone number, you can connect using your e-mail account, entering a password.

Skype
Skype Tools Help

Create account

eduweberts@gmail.com

Send me promotional emails from Microsoft

Use a phone number instead
Get a new email address

Choosing Next means that you agree to the [Privacy Statement](#) and [Microsoft Services Agreement](#).

Back Next

Skype cannot be used for emergency calling.
Microsoft

[Sign in with a different account](#)

4

Enter your first and last name, as you would want it to appear in Skype. Afterword click on **Next**.

Skype
Skype Tools Help

Add details

We need a little more info before you can use this app.

First name
EduWeberts

Last name
Liko Aradippou

Back Next

Skype cannot be used for emergency calling.
Microsoft

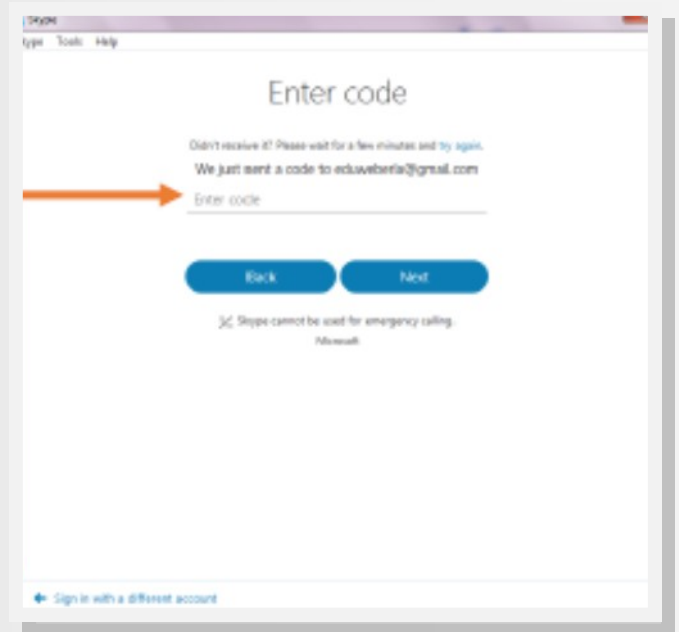
[Sign in with a different account](#)

5

5

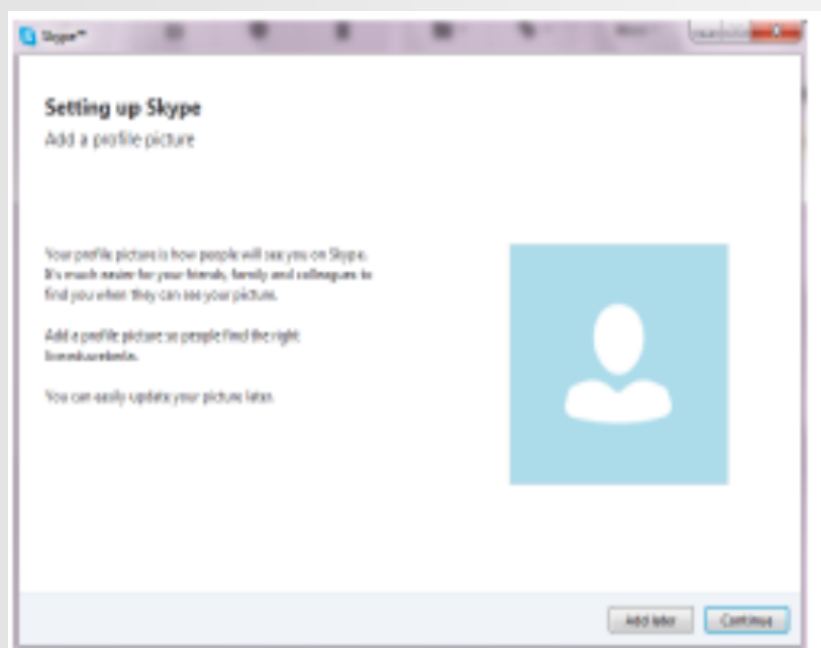
After you enter your e-mail, you will receive an access code on your email (if you have entered your mobile number you will receive a message), to create your Skype account.

Enter the code to continue with the process.



6

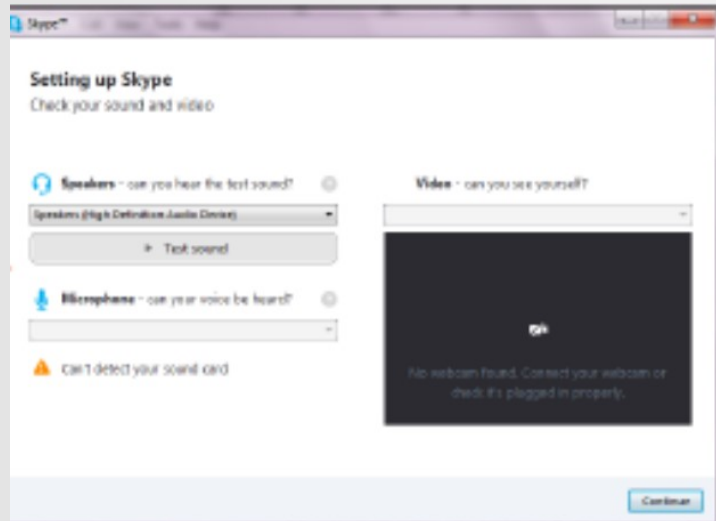
At this point you have the option to add a photograph. It is optional. If you want to skip this step, click on **Continue**.



6

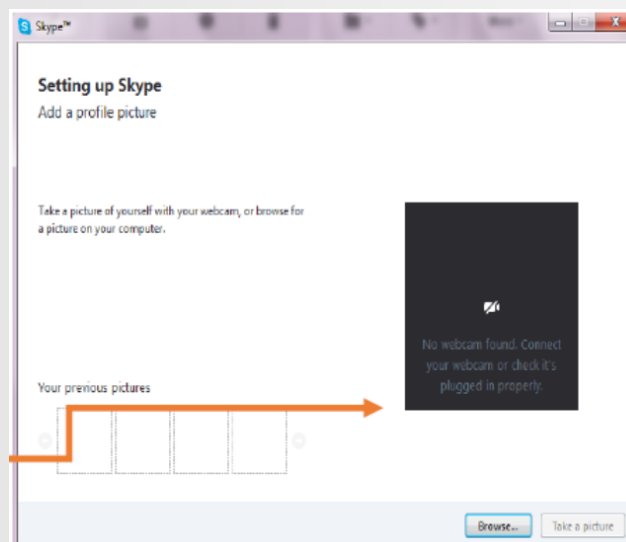
7

Check if the speakers, the microphone and the camera are functioning.



8

You also have the ability to take a picture of yourself to use as profile picture.



At this point you have created your own account and you can now use Skype!!!

7

Safe use of Skype

- ⇒ Never give your password to anyone.
- ⇒ Save your password at a secure place
- ⇒ Never accept friend request from strangers.
- ⇒ Never download files you don't know where they come from.
- ⇒ **Attention!** There is the possibility that your camera is on even when you are not using Skype. Therefore you are advised to cover it, when you are not using it for video-call.

LESSON ASSESSMENT

AIMS	YES	NO
I have created an account .		
Am I able to control the microphone?		
Am I able to control the speakers?		
Do I know how to upload a picture, if I wish to?		