



COMMUNITY ACCESS VIDEO CALLS

Skype How-to Guide



INTERNET AND WIFI

Check your device's internet connection

1. On the home screen, check circles/bars in top corner for strength of internet connection.
 - Low bars/circles means the connection is not good, video may not work.
 - High bars/circles means the connection is strong, good for video.

Weak signal - not good for video



Strong signal - good for video



HOW TO DOWNLOAD APP

How to download an app on Mobile/ Tablet/ iPad

1. Go to the 'App Store' on your device.
2. Use the search field for the app and type SKYPE.
3. Click 'Install' or 'Get' and follow the on-screen prompts to install.
4. The app is now downloaded on your device, and you will see the icon on your home screen.



How to download on Desktop Computers

1. Go to Microsoft Store <https://www.skype.com/en/get-skype/>
2. Download Skype and install, follow the on-screen prompts.
3. The app is now downloaded on your computer, you will see the icon on your desktop or task bar.

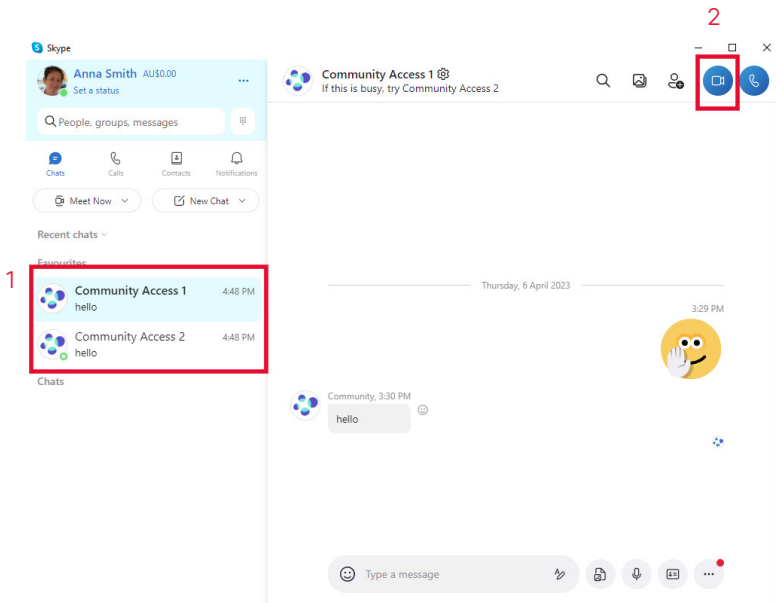
HOW TO USE SKYPE

How to add Contacts

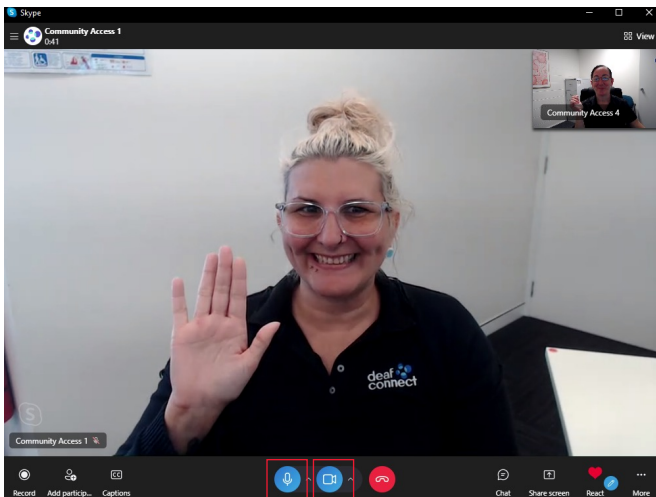
1. Click the Skype app on your device.
2. Click Contacts on the left. You will need to add the following to your contacts list:
 - Community Access 1
 - Community Access 2

How to make a Video Call

1. Click on the Contact on the left side.
2. Click the Video icon on top right corner.



3. Make sure your camera is on – click the camera button in the middle at the bottom of screen.
4. Position the camera so your face, body and arms can be seen on the screen.
 - With a phone, landscape works best
 - Avoid bright lights behind you
 - Please make sure you are fully dressed before making a video call



OPTION 3

Option – Turn ON/OFF Volume

- Click the microphone button at the bottom of the screen to mute or unmute.

OUR LOCATIONS



Contact details

SKYPE

- Community Access 1
- Community Access 2

SMS, IMO OR FACETIME

- Mobile 1: 0438 408 074
- Mobile 2: 0438 716 068
- Mobile 3: 0472 699 504

EMAIL

community.access@deafconnect.org.au

