



# 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.

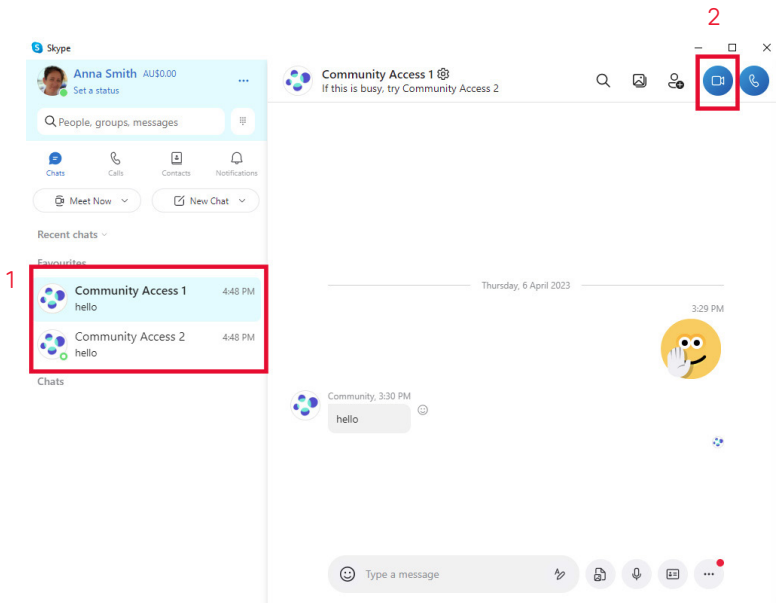
# HOW TO USE SKYPE

## How to add Contacts

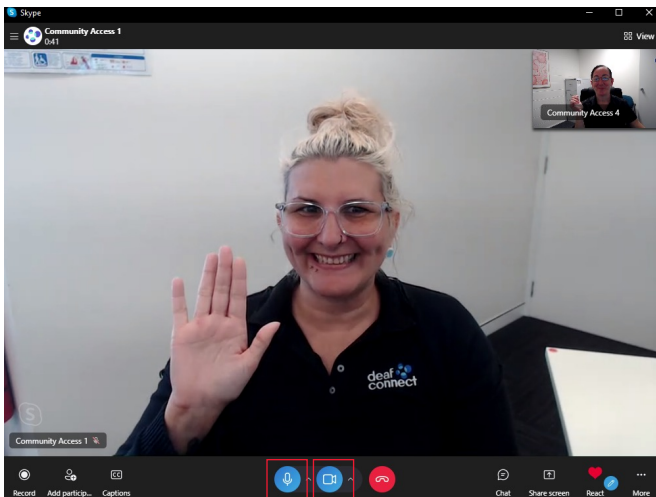
1. Click the Skype app on your device.
2. Click Contacts on the left. You will need to add the following to your contacts list:
  - Community Access 1
  - Community Access 2

## 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: 0419 750 669
- Mobile 4: 0475 769 226

### EMAIL

[community.access@deafconnect.org.au](mailto:community.access@deafconnect.org.au)

