

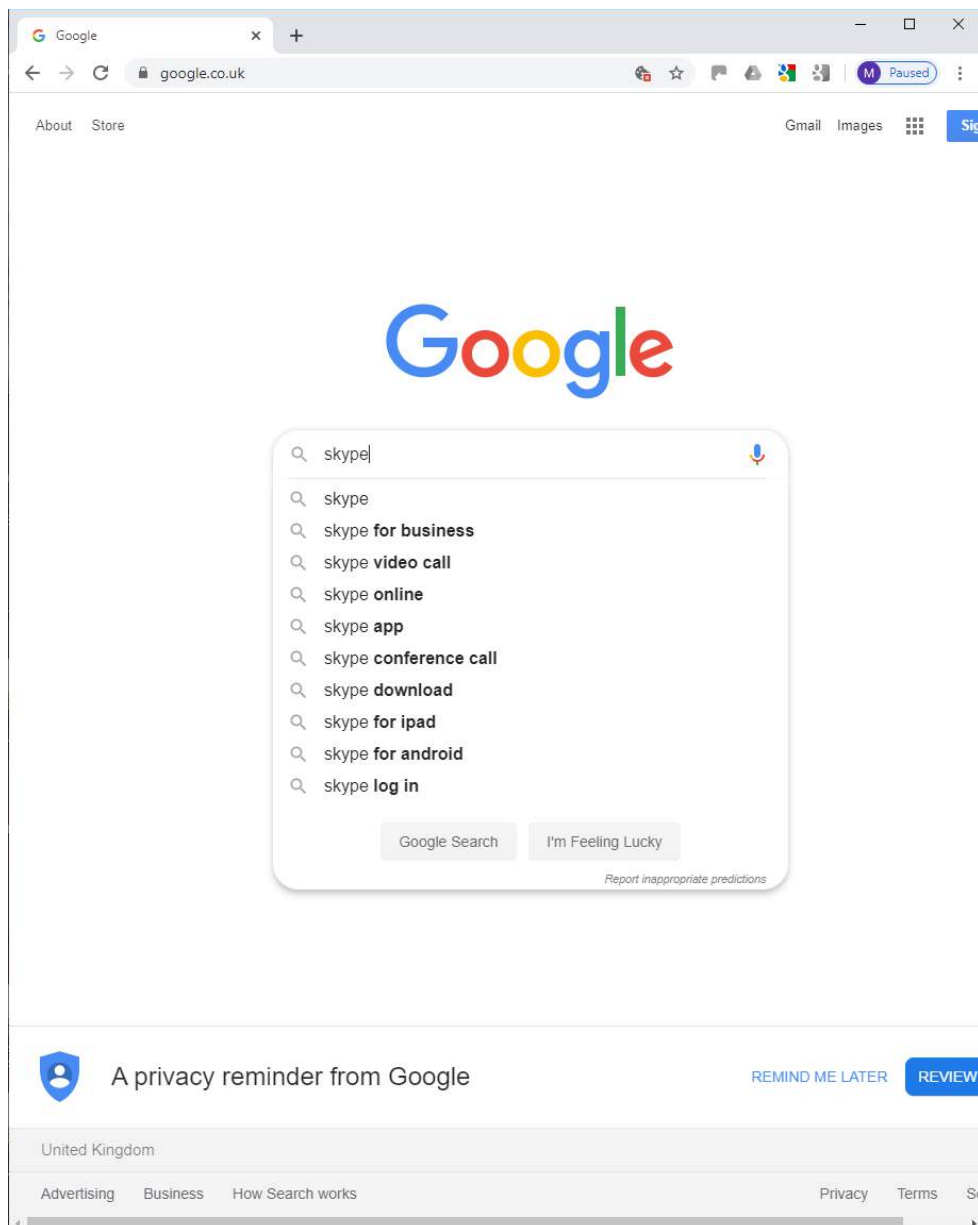
# How to download and install Skype on Windows

Here's a quick run-through of downloading and installing Skype on a Windows computer. Your computer needs to be equipped with speakers, a camera and a microphone to be able to use Skype properly. If you're using a laptop, it's likely these are already built-in to the laptop.

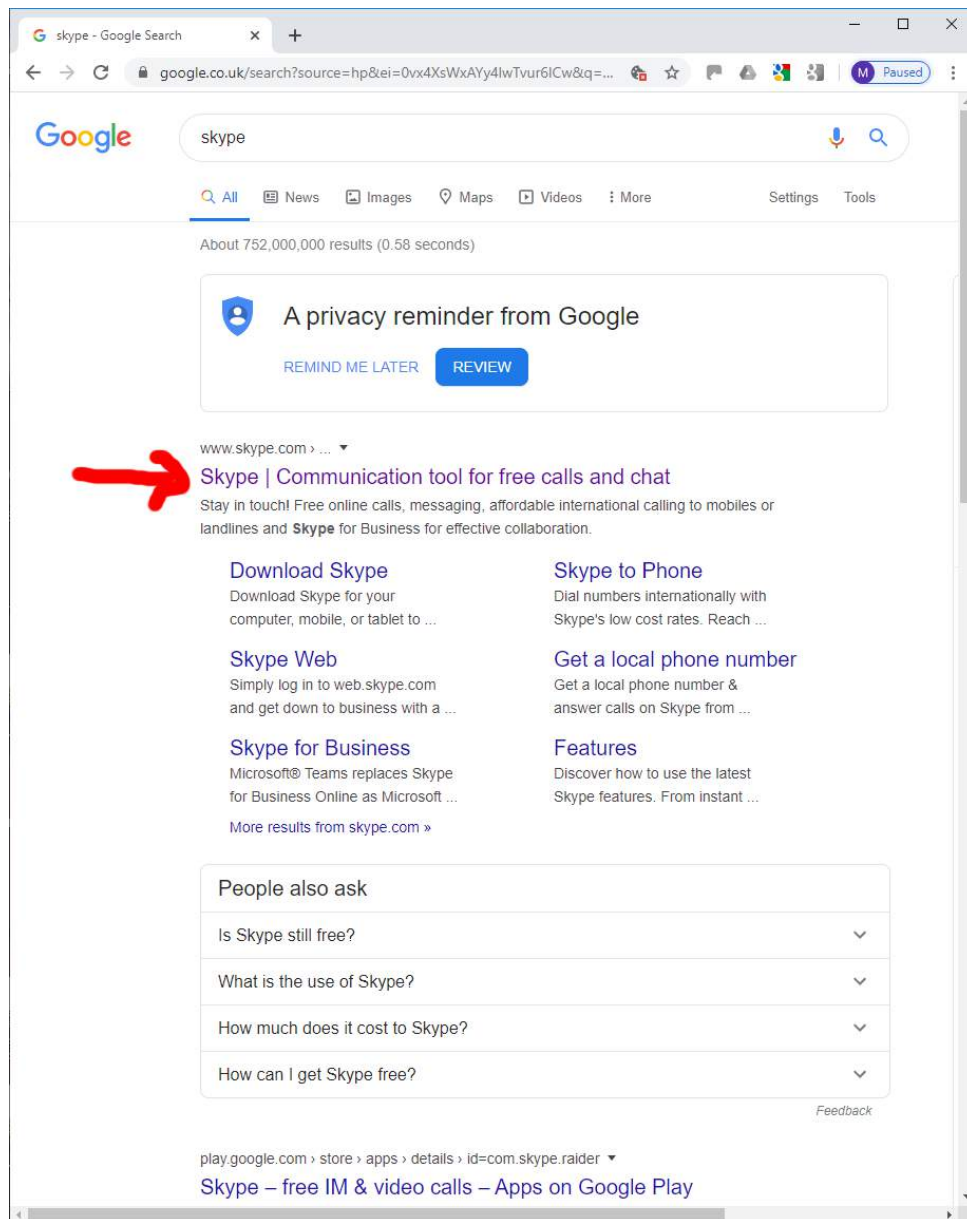
Let's get started!

## Step 1: Finding the Skype website

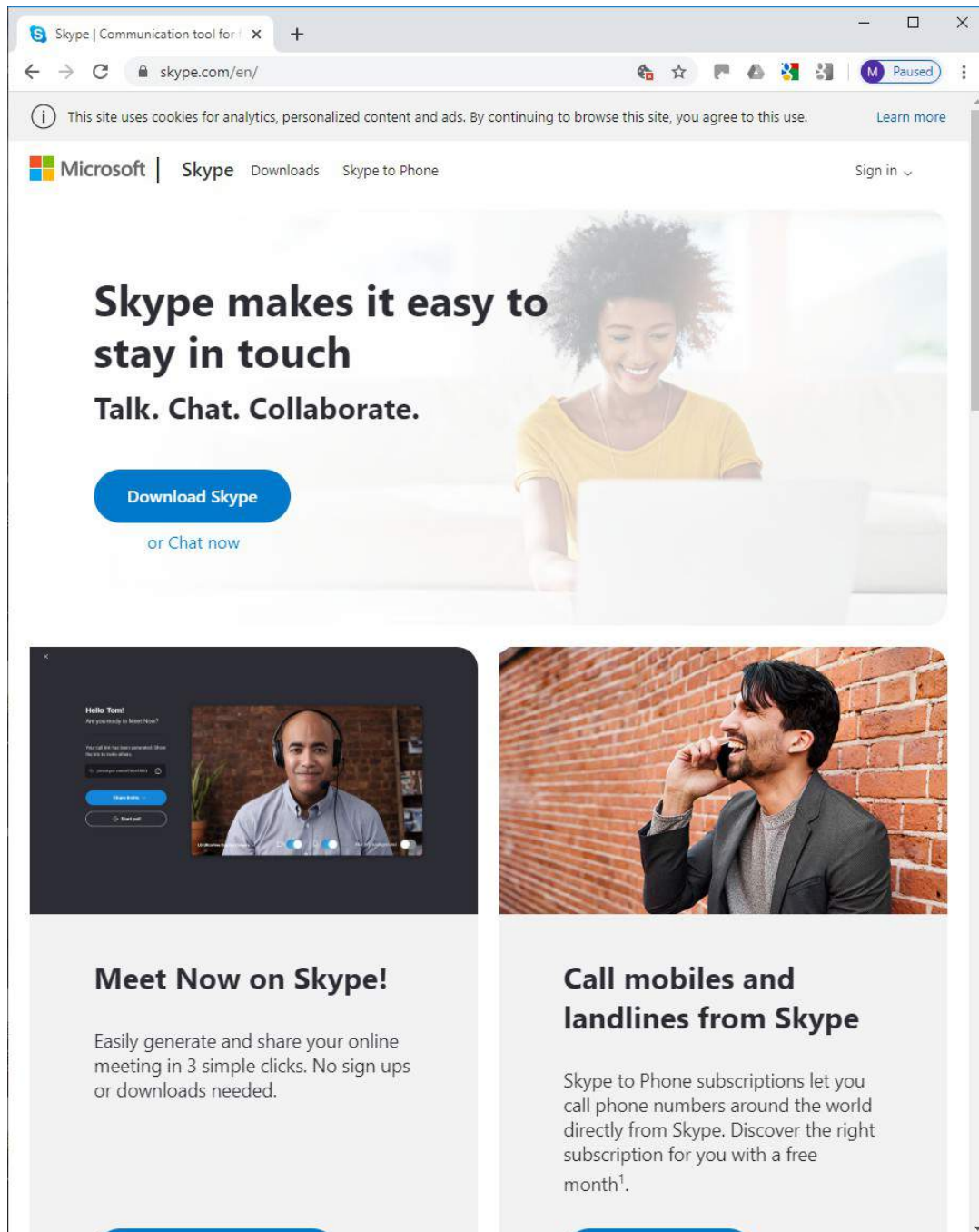
The Skype program is available for free from the Skype website, so the first step is to start your favourite web browser (the program you usually use to access the internet – here I'm using Chrome, but Firefox and Internet Explorer are also popular and very similar) and use Google to search for “skype”:



When the search results come up, the Skype website is usually the first result. Click on the website link:

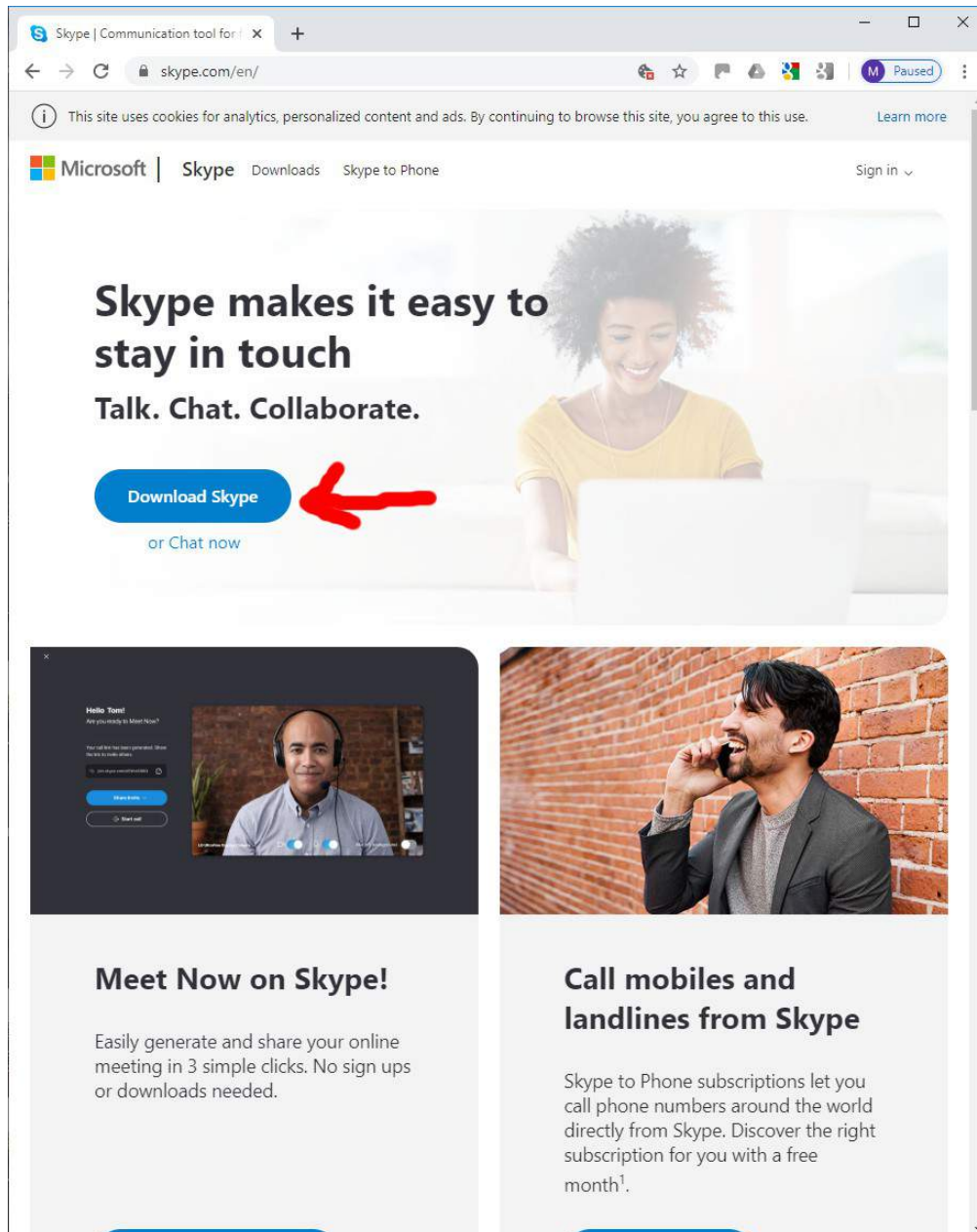


It takes you to the Skype website main page:



## Step 2: Downloading the Skype program

At the Skype website, you need to move to the download area of the site. Click on Download Skype on the main page:



You've now reached the download page. Click on Get Skype for Windows to download the Skype program:

Download Skype | Free calls | Chat x

skype.com/en/get-skype/

Microsoft | Skype More

Sign in

## Download Skype


### Skype for Desktop

Available for Windows, Mac OS X and Linux.

By downloading Skype, you accept [Terms Of Use](#) and [Privacy & Cookies](#).

**Get Skype for Windows**


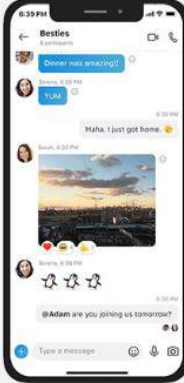
[See system requirements.](#)



### Skype for Mobile

**GET IT ON Google Play** **Download on the App Store**

Available for Android and iPhone.



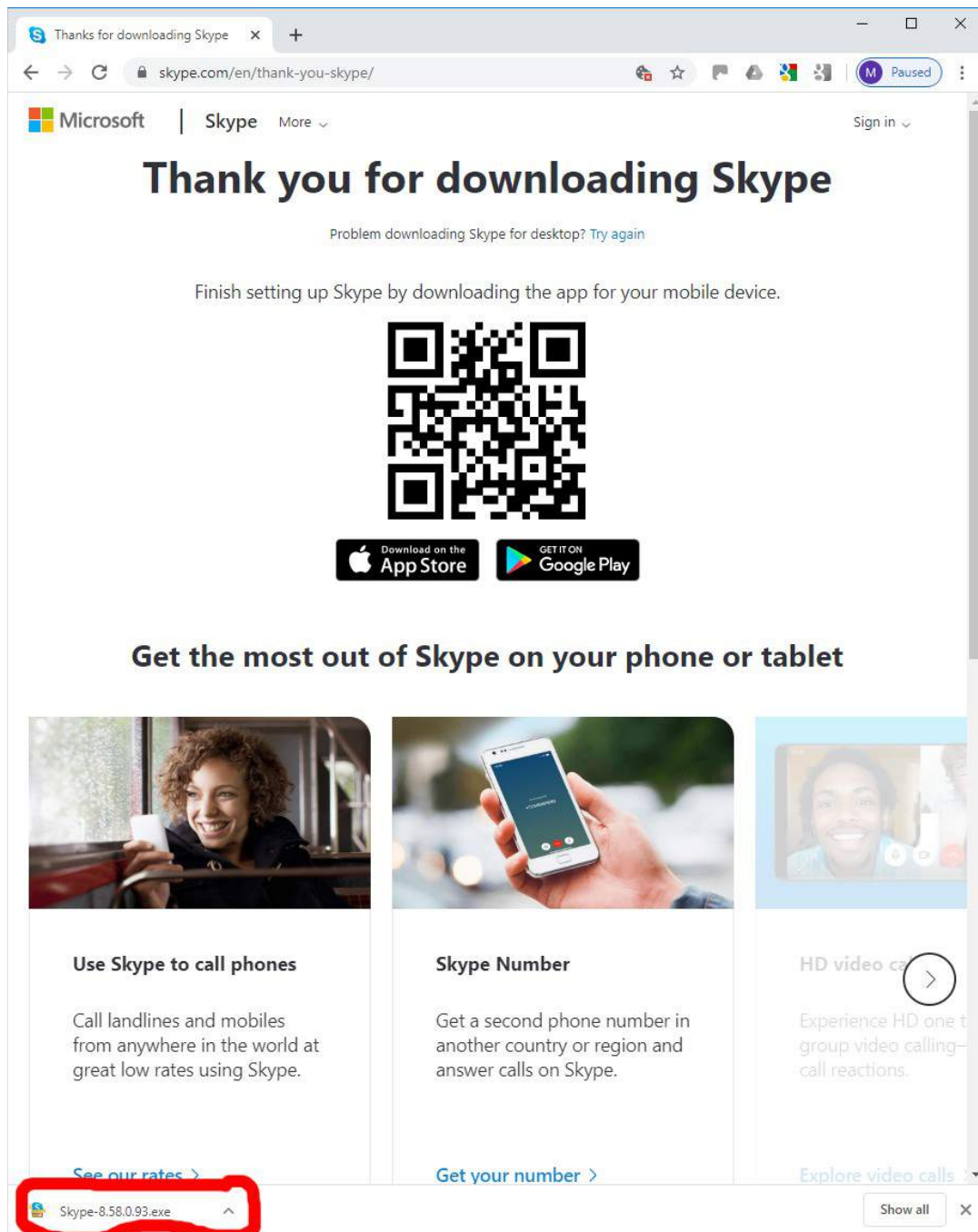
### Looking for another device?

Mobile Desktop Tablet Web Alexa Xbox

Facebook Twitter YouTube Blogs

**No emergency calls with Skype**  
Skype is not a replacement for your telephone and can't be used for

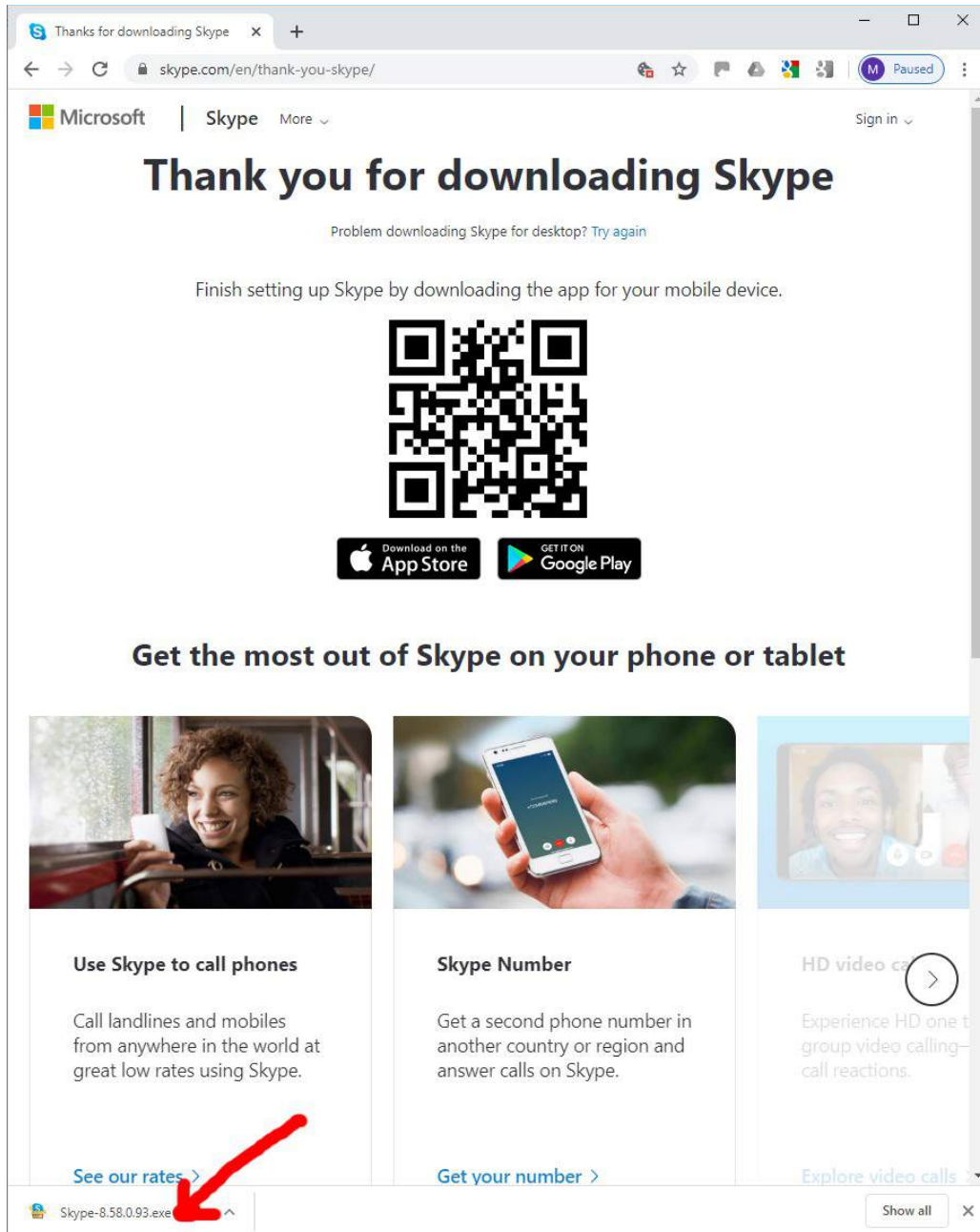
The program file downloads and eventually the website thanks you for downloading it. The downloaded program file now appears at the bottom of the screen:



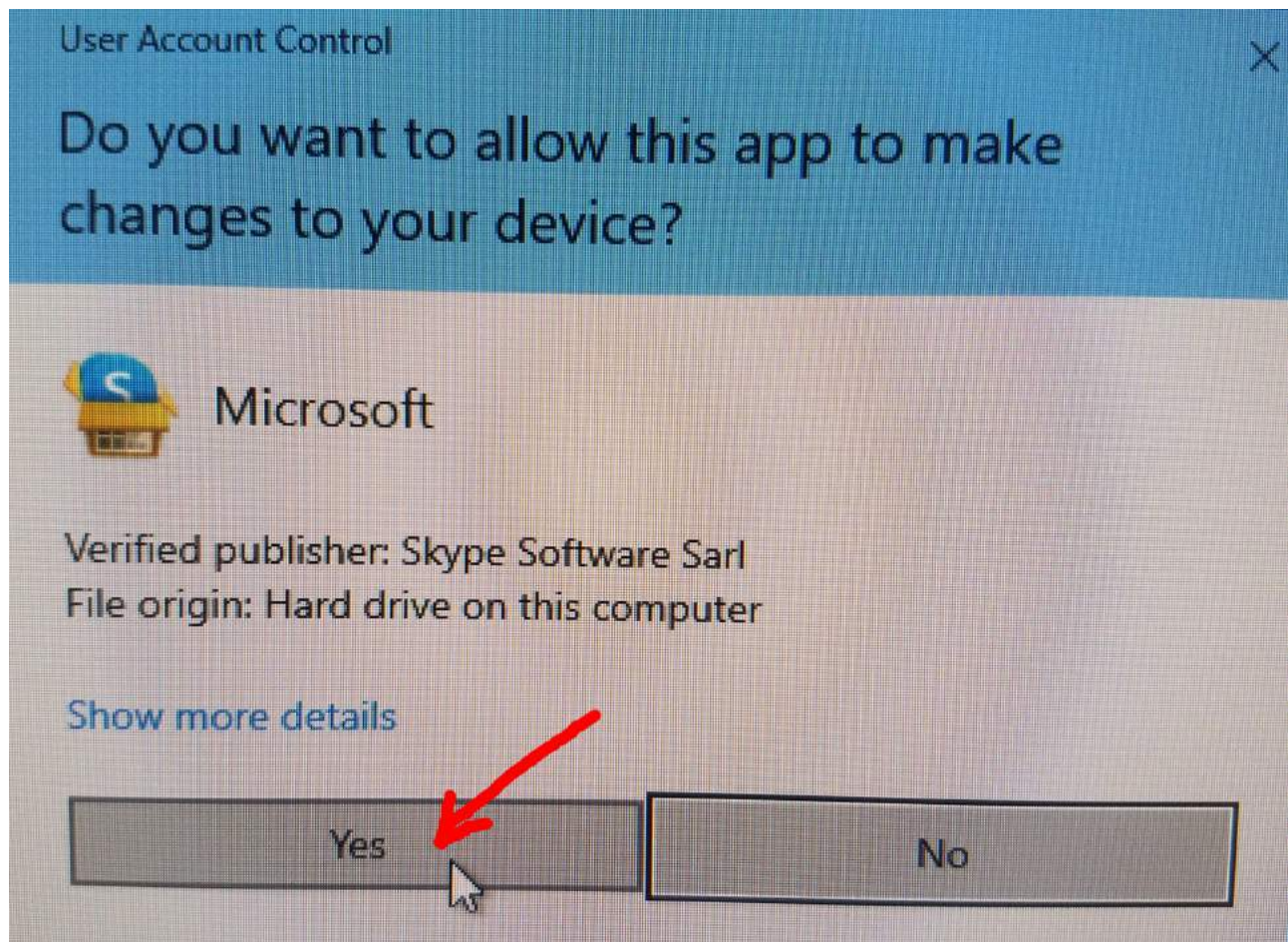


### Step 3: Install the Skype program

Now that you've downloaded the Skype program file to the computer, click on the downloaded file to run it and begin the installation of Skype:

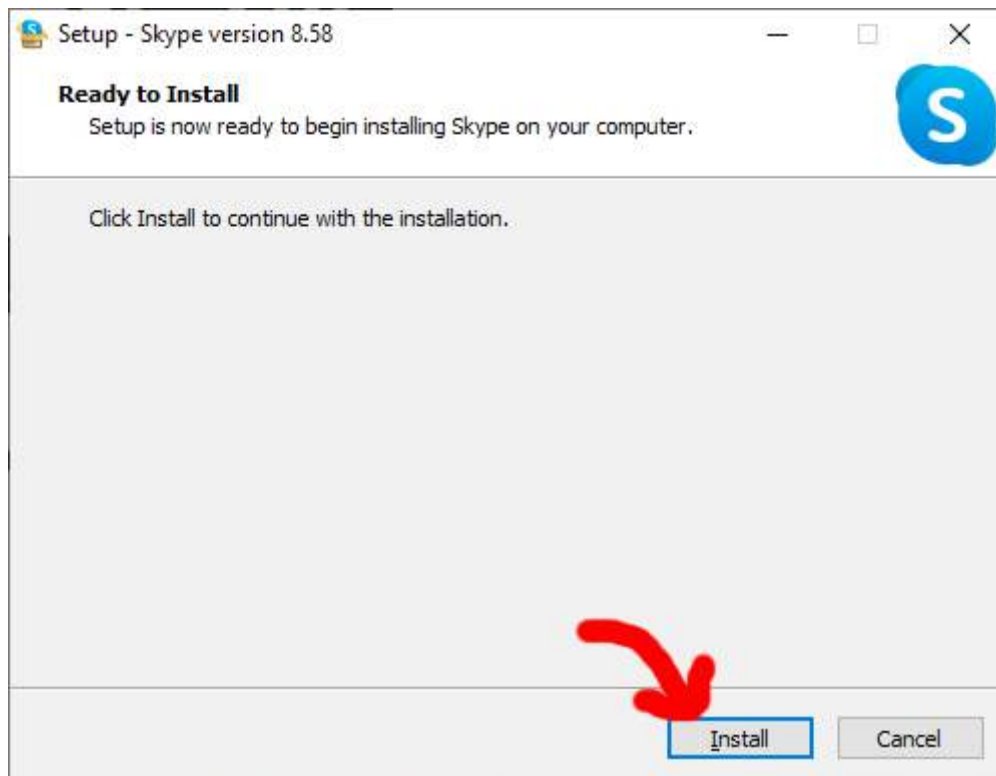


Windows will ask if you want to let the installation program run, so click yes:

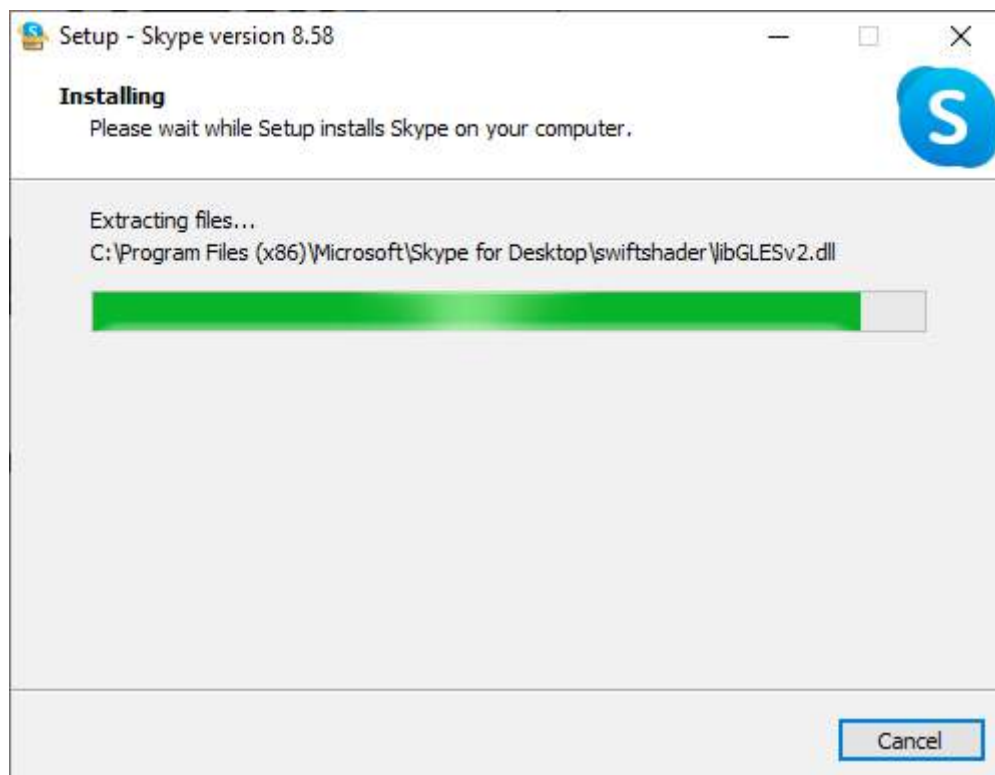




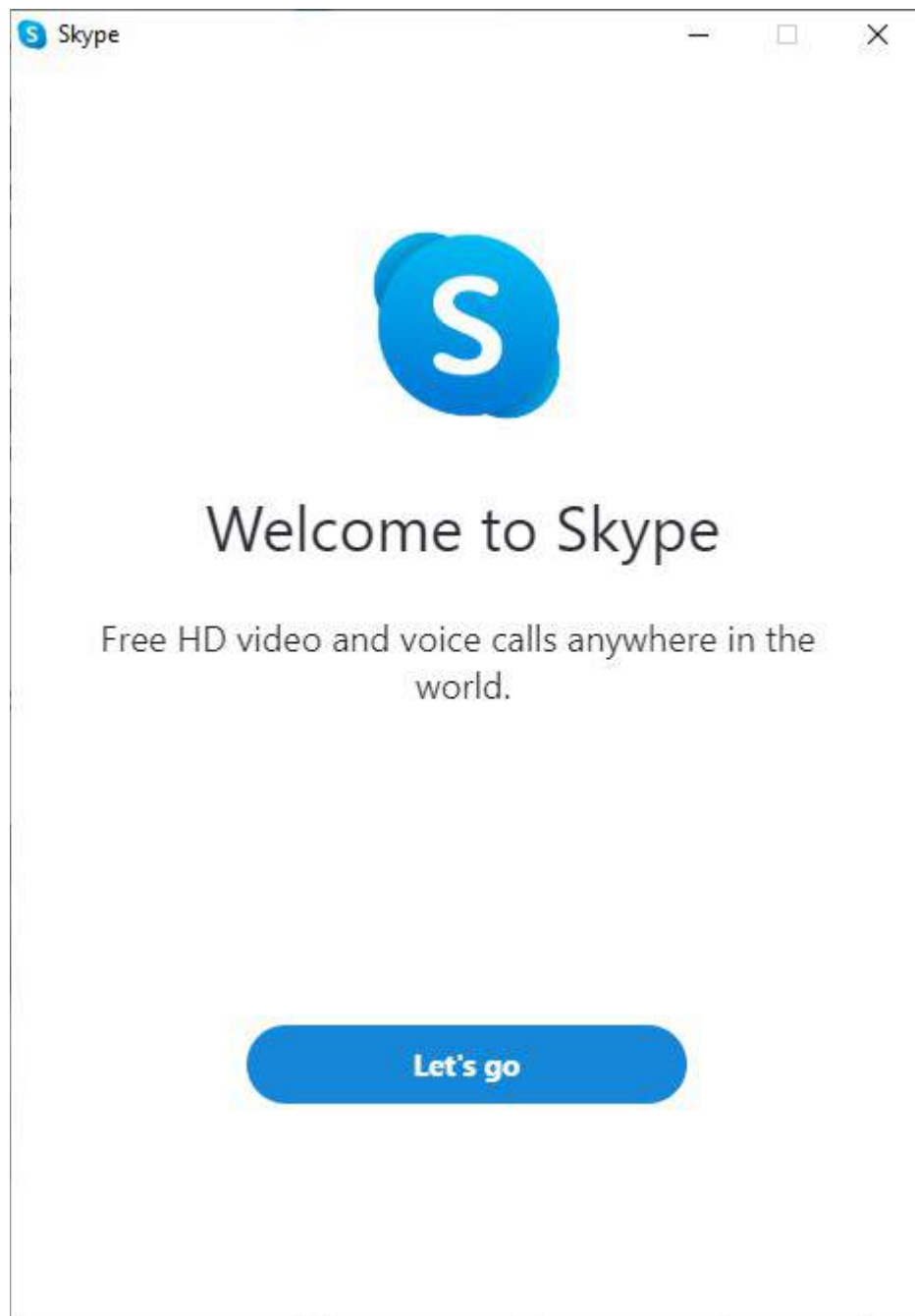
The Skype installer starts and you need to click Install to finally confirm that you do want to install Skype:



The installer will work its way through the installation and a progress bar let's you know how it's going:



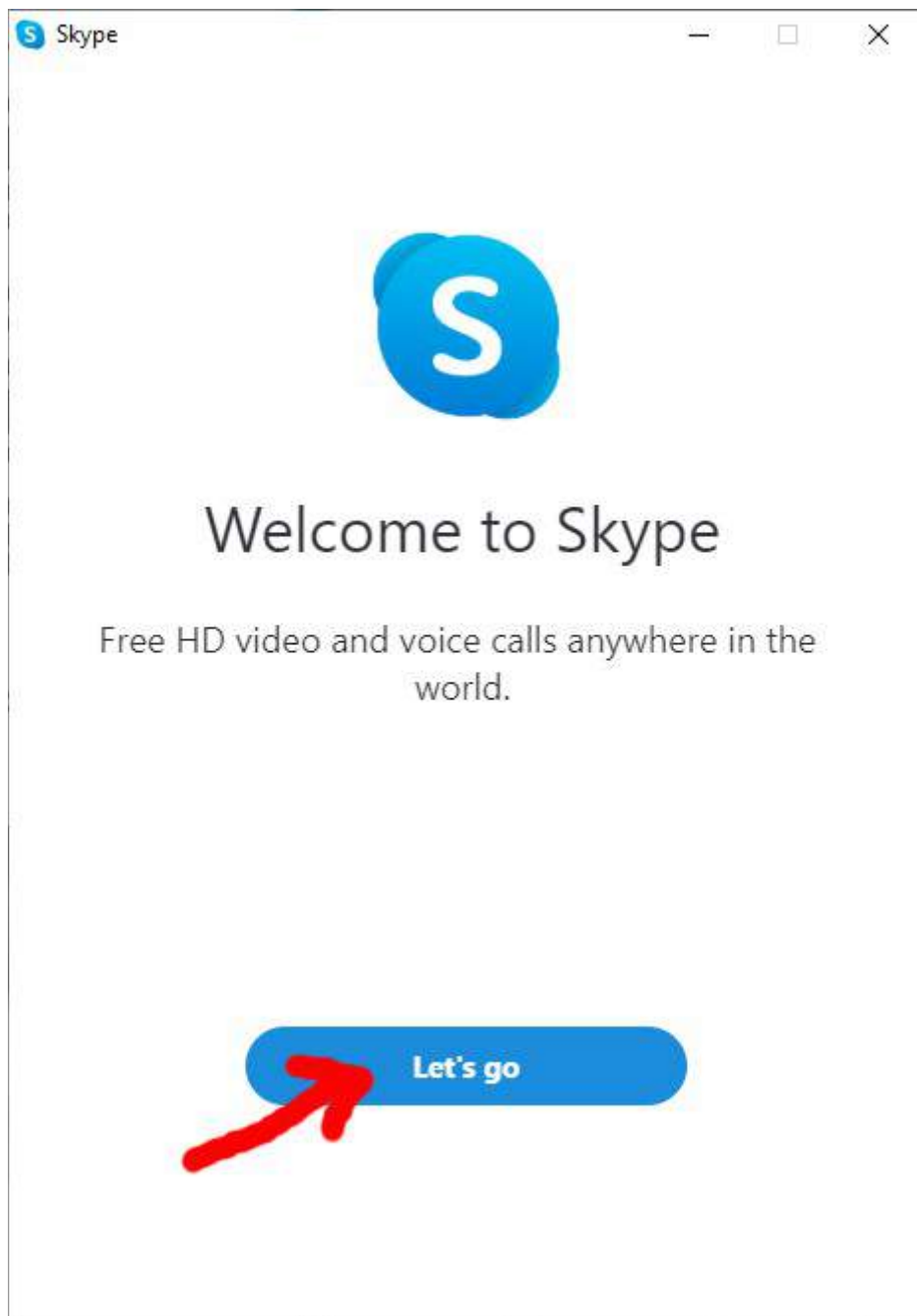
The Skype welcome page appears once the program has been installed.



Skype is now installed on the computer.

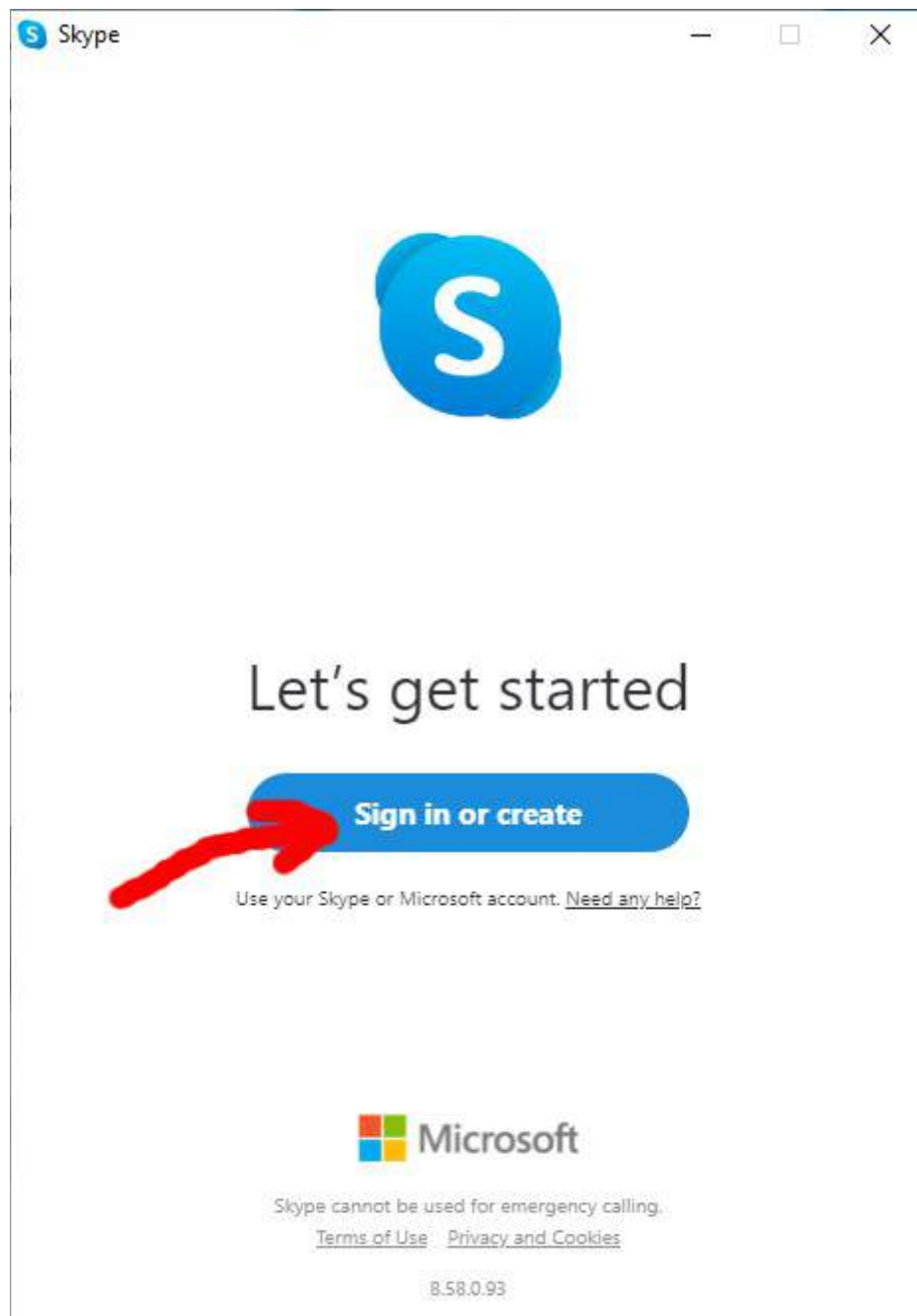
#### Step 4a: Set up Skype – identify yourself

The final stage is to set up the program. Click on Let's go to start the setup process:

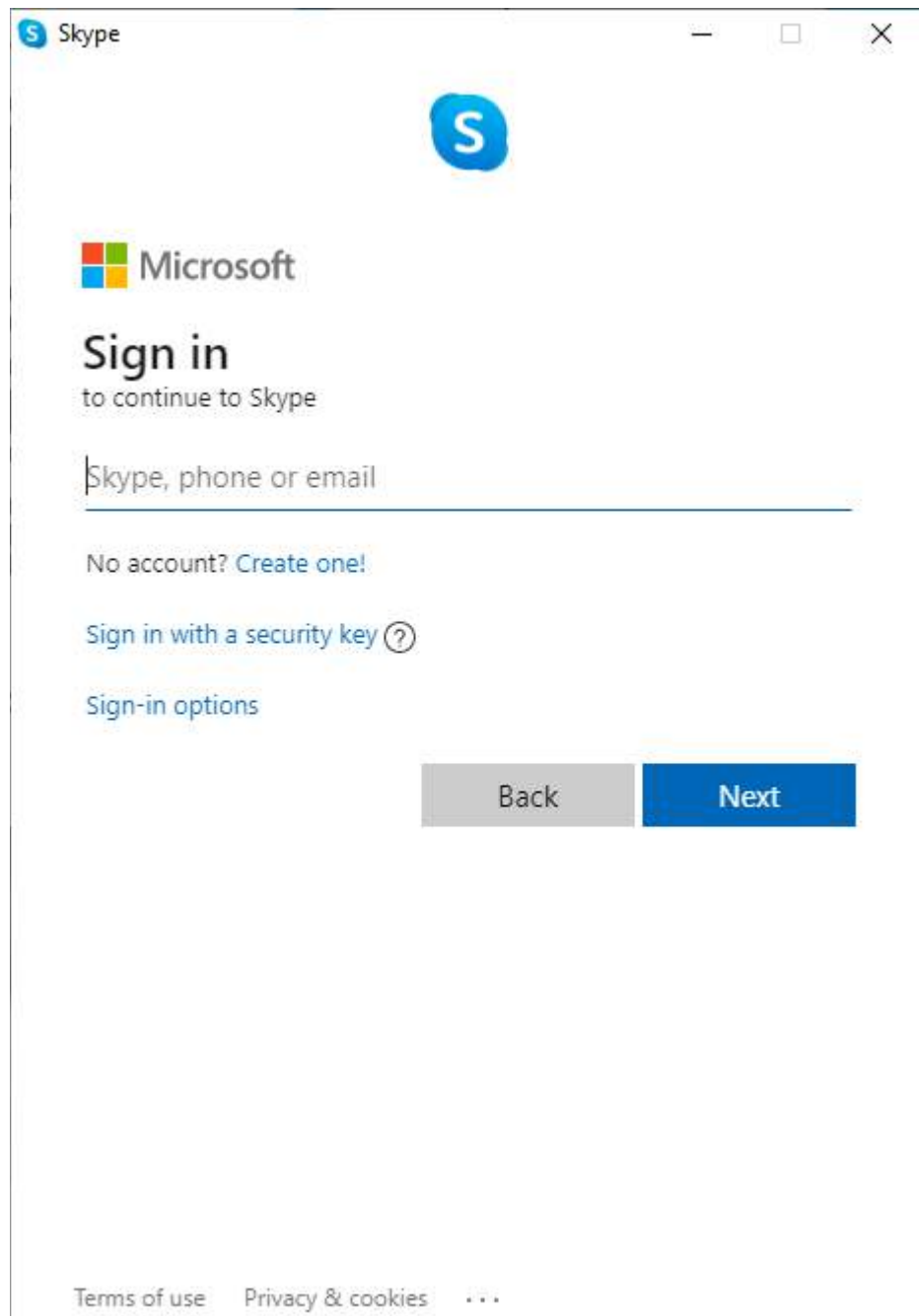




Click on Sign in or create:



The next part of the setup is where you identify yourself by signing in or creating a new Microsoft account:



The image shows a Skype application window titled "Skype" with standard window controls (minimize, maximize, close). The main content area features the Skype logo at the top center. Below it is the Microsoft logo, followed by the heading "Sign in" and the subtext "to continue to Skype". A text input field is present with the placeholder text "Skype, phone or email". Below the input field are three links: "No account? Create one!", "Sign in with a security key (?)", and "Sign-in options". At the bottom right of the main area are two buttons: a grey "Back" button and a blue "Next" button. The footer contains links for "Terms of use", "Privacy & cookies", and a three-dot menu icon.

Skype

Microsoft

## Sign in

to continue to Skype

No account? [Create one!](#)

[Sign in with a security key \(?\)](#)

[Sign-in options](#)

[Back](#) [Next](#)

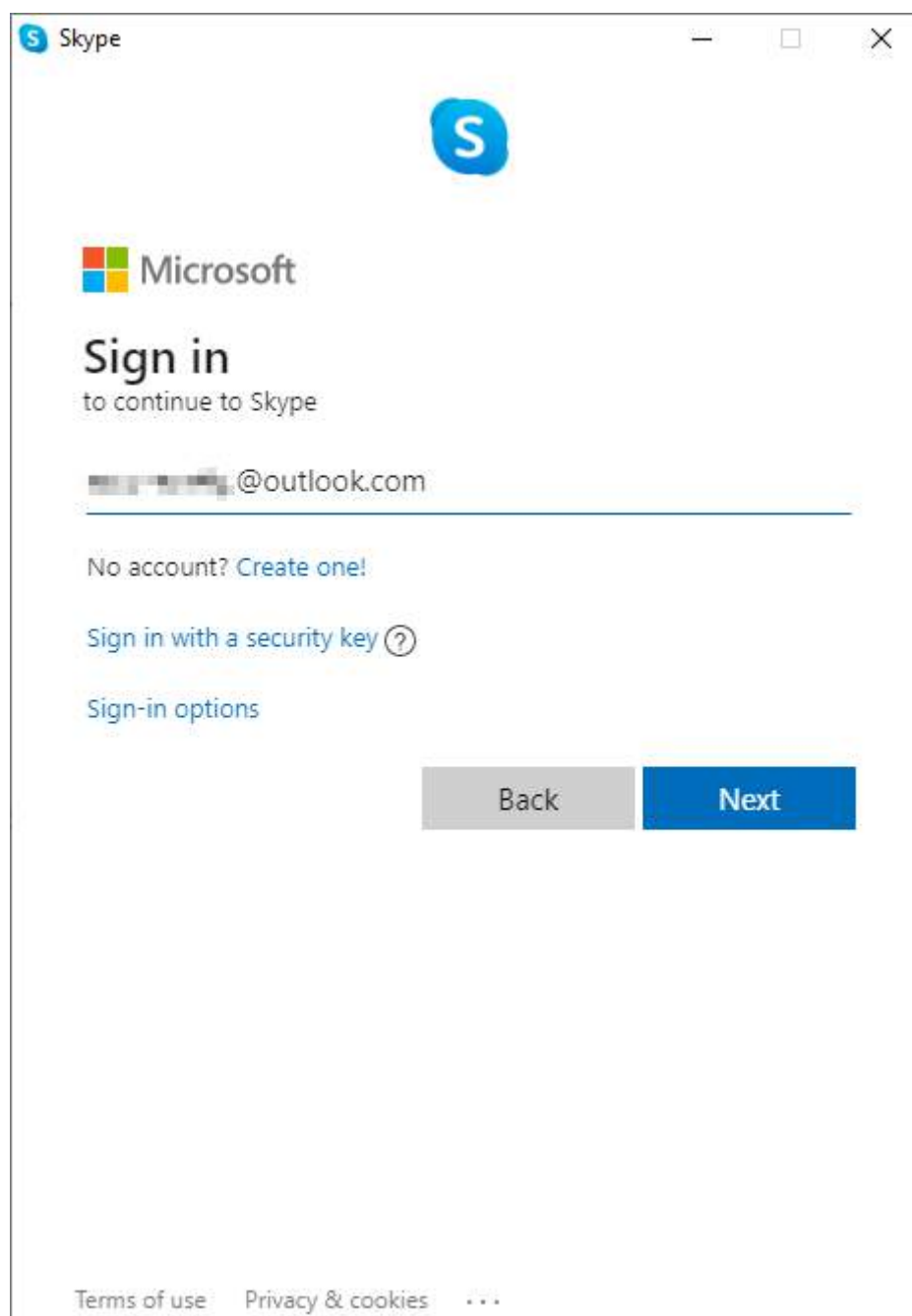
[Terms of use](#) [Privacy & cookies](#) ...

## *Either ...*

If you've used Skype before and you already have a Skype ID you can enter it here and click on Next

If you already have a Microsoft account (you'll have a Microsoft account if you use other Microsoft products - for example, if you use Messenger to send messages to your friends, or if you have a Hotmail or Outlook email address, or if you've created a Microsoft account as part of a Windows login) you can enter the login here and click on Next

I already have a Microsoft account so here I enter my outlook.com email address as the login and I click on Next:

A screenshot of the Skype application window showing the sign-in process. The window has a title bar with the Skype logo and standard window controls. The main content area features the Microsoft logo, the text 'Sign in to continue to Skype', and a text input field containing an email address ending in '@outlook.com'. Below the input field are links for 'No account? Create one!', 'Sign in with a security key', and 'Sign-in options'. At the bottom right are 'Back' and 'Next' buttons. The footer contains links for 'Terms of use', 'Privacy & cookies', and a menu icon.

Skype

Microsoft

Sign in  
to continue to Skype

██████████@outlook.com

No account? [Create one!](#)

[Sign in with a security key](#) (?)


[Sign-in options](#)


Back Next

[Terms of use](#) [Privacy & cookies](#) ...

Enter your password when prompted and then click on Sign in

Skype



 Microsoft

←

XXXXXXXXXX@outlook.com

Enter password

.....|

[Forgotten your password?](#)

[Sign in with a security key](#)

Sign in

Terms of use

Privacy & cookies

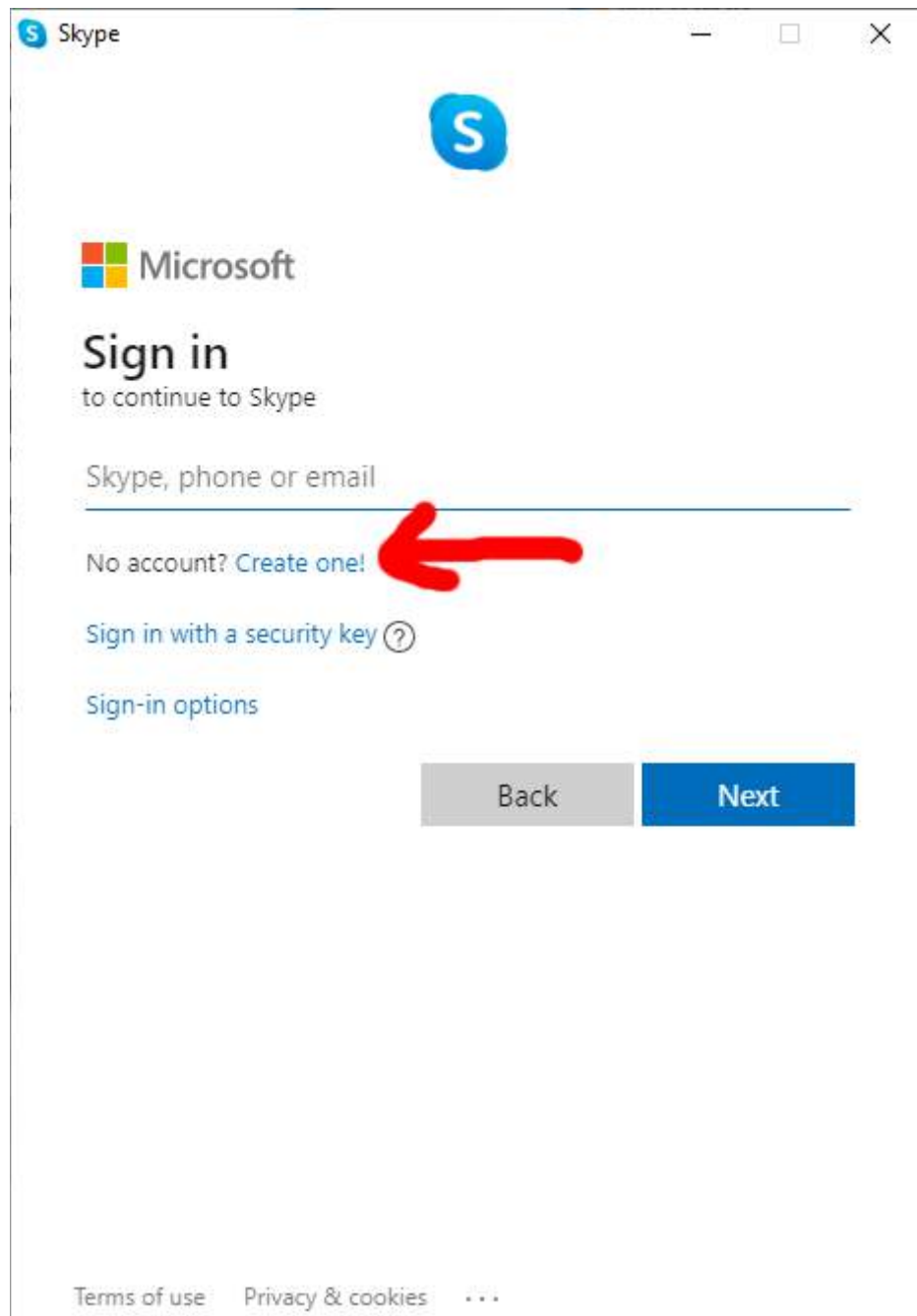
...



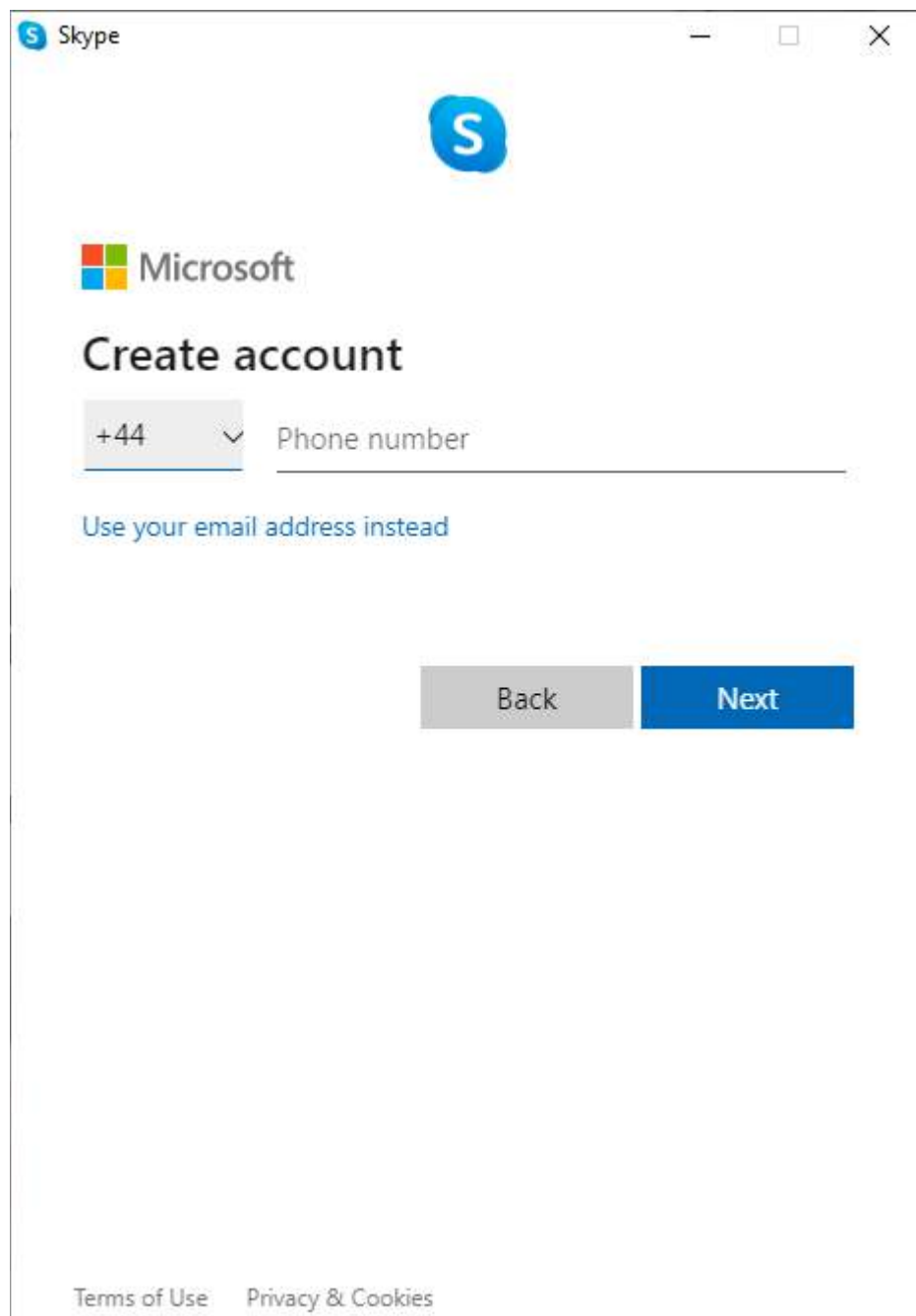
**OR**

If you don't already have a Skype ID or Microsoft account, you can easily create a new Microsoft account by answering a few questions about yourself

Click on Create one! to begin creating a new Microsoft account:



The first information to fill in is either a telephone number or email address you can be contacted on:



A screenshot of the Skype account creation window. The window has a title bar with the Skype logo and the word "Skype", and standard window controls (minimize, maximize, close). The main content area features the Microsoft logo at the top left, followed by the text "Create account". Below this is a form field for a phone number, with a dropdown menu showing "+44" and a checkmark, and the text "Phone number" to its right. A link "Use your email address instead" is positioned below the form field. At the bottom right, there are two buttons: "Back" (disabled, grey) and "Next" (active, blue). At the bottom left, there are links for "Terms of Use" and "Privacy & Cookies".

Skype

Microsoft

Create account

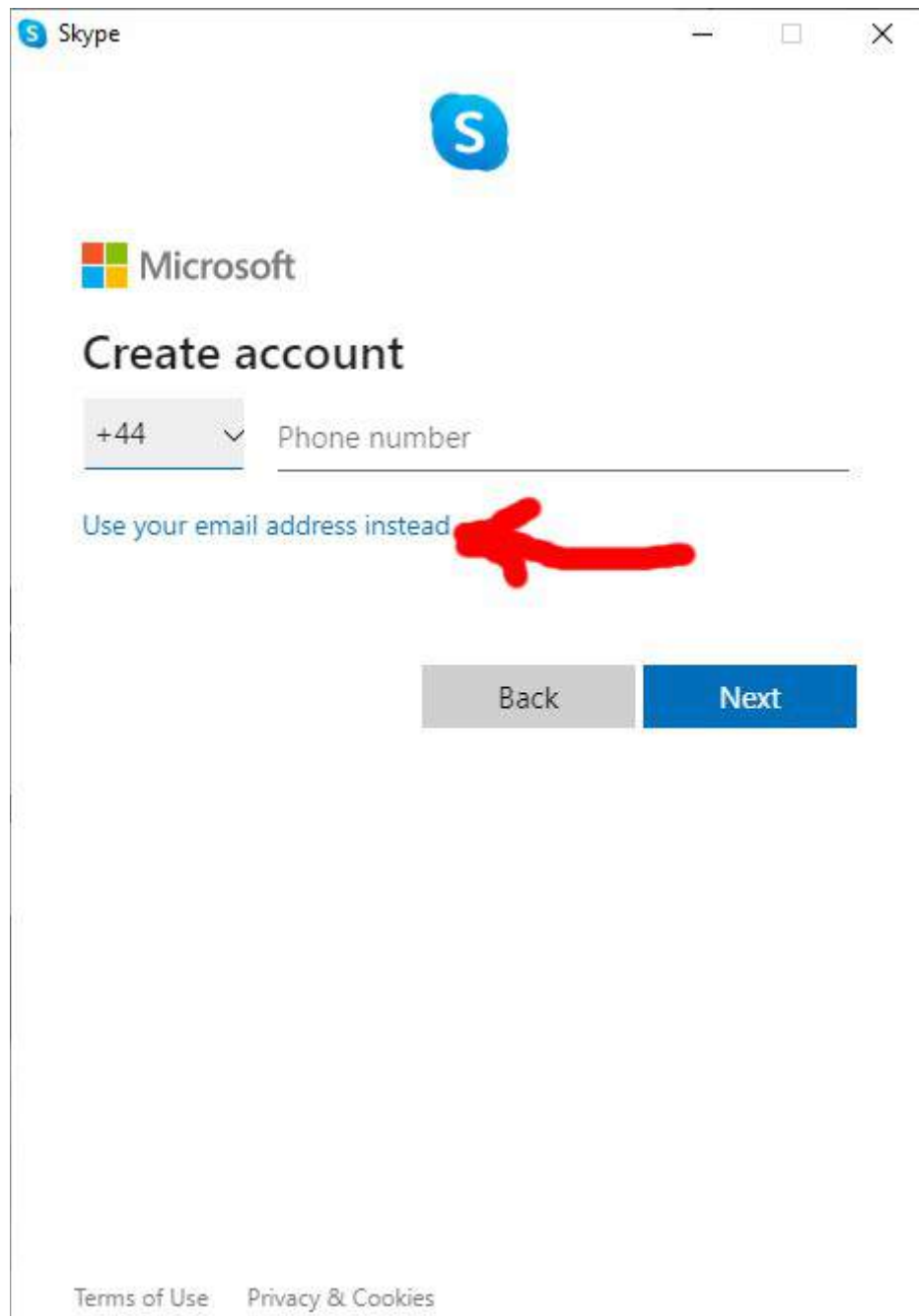
+44 Phone number

[Use your email address instead](#)

Back Next

[Terms of Use](#) [Privacy & Cookies](#)

I prefer to use email (it's easier to control spam with email) so I click on Use your email address instead:



The image shows a Skype account creation window. At the top, there's a Skype logo and window controls. Below that is the Microsoft logo. The main heading is "Create account". There's a form with a dropdown menu showing "+44" and a "Phone number" input field. Below the form, there's a link that says "Use your email address instead" with a red arrow pointing to it. At the bottom, there are "Back" and "Next" buttons. At the very bottom, there are links for "Terms of Use" and "Privacy & Cookies".

Skype

Microsoft

## Create account

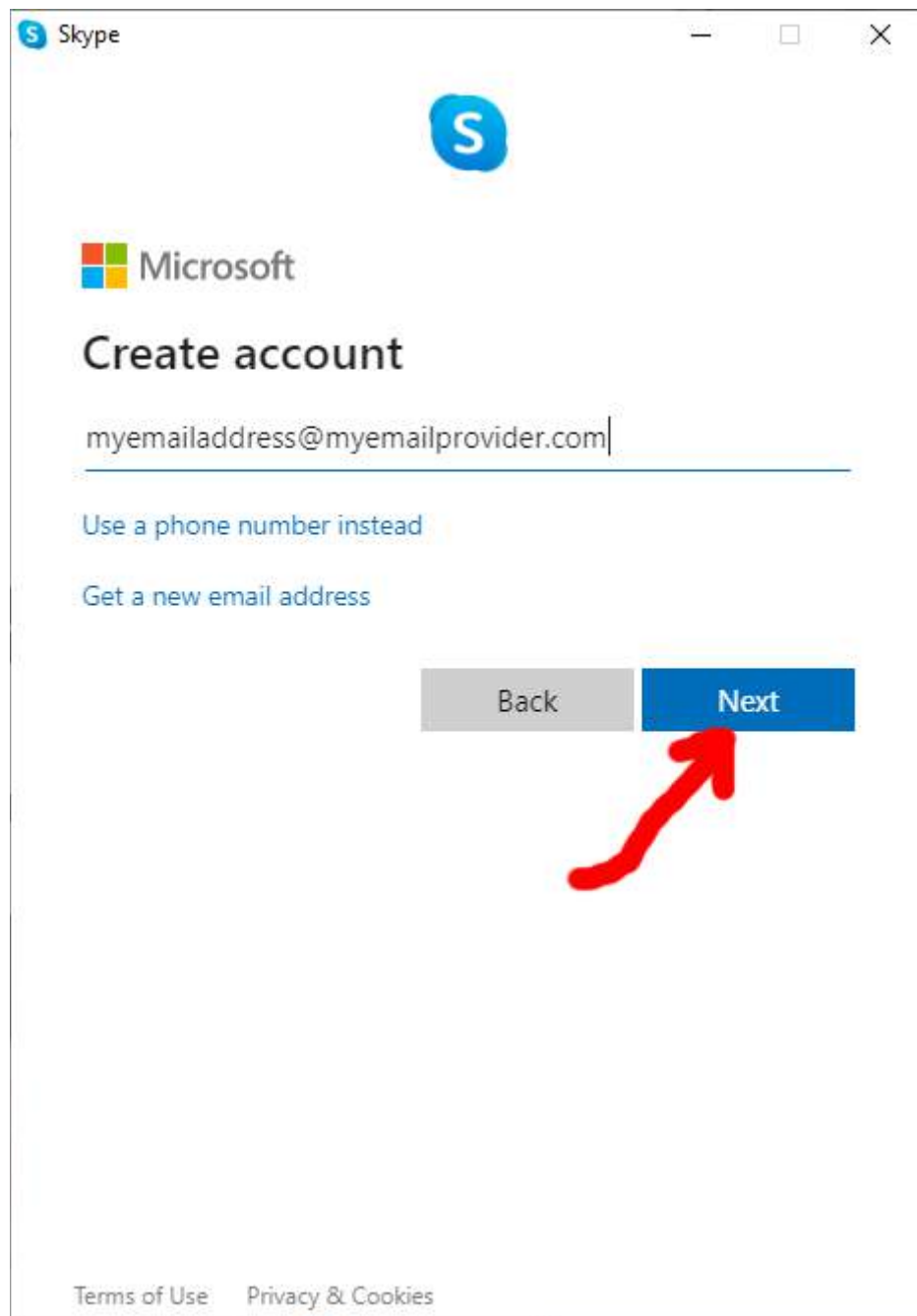
+44 Phone number

[Use your email address instead](#)

Back Next

[Terms of Use](#) [Privacy & Cookies](#)

Fill in your email address and click on Next:



The image shows a Skype application window titled "Skype". At the top center is the Skype logo (a blue circle with a white "S"). Below it is the Microsoft logo. The main heading is "Create account". There is a text input field containing the placeholder email address "myemailaddress@myemailprovider.com". Below the input field are two links: "Use a phone number instead" and "Get a new email address". At the bottom right are two buttons: a grey "Back" button and a blue "Next" button. A red arrow points to the "Next" button. At the bottom left are links for "Terms of Use" and "Privacy & Cookies".

Skype

Microsoft

## Create account

myemailaddress@myemailprovider.com

[Use a phone number instead](#)

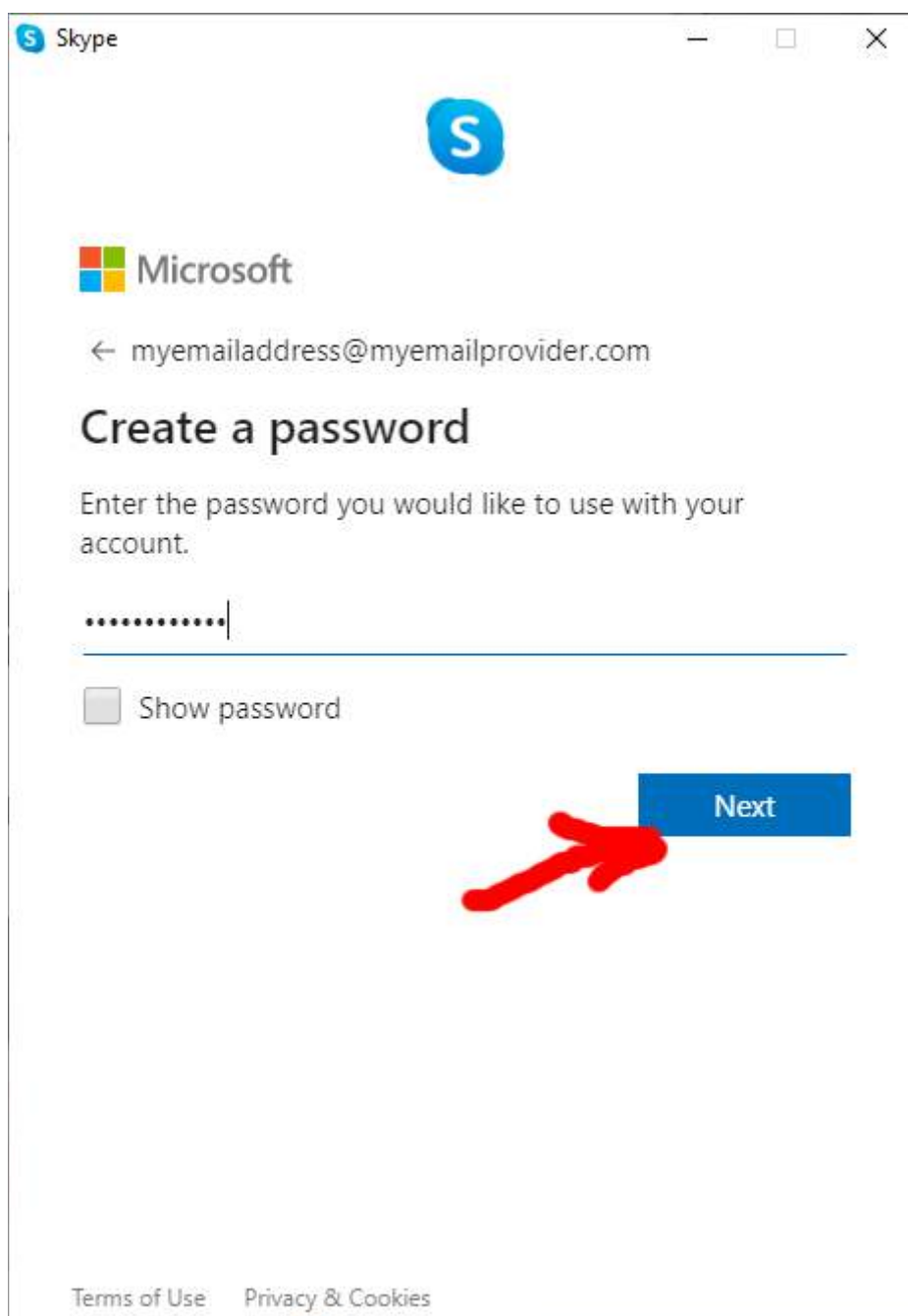
[Get a new email address](#)

Back Next

[Terms of Use](#) [Privacy & Cookies](#)



Fill in the password you'd like to use for your new Microsoft account (and remember it for future use!) and click on Next:



The image shows a Skype application window with the title bar "Skype" and standard window controls. The main content area features the Microsoft logo at the top, followed by a back arrow and the email address "myemailaddress@myemailprovider.com". The heading "Create a password" is prominently displayed. Below it, a text prompt asks the user to "Enter the password you would like to use with your account." A password input field contains several dots, indicating masked text. A checkbox labeled "Show password" is positioned below the input field. A blue "Next" button is located at the bottom right of the form area, with a large red hand-drawn arrow pointing directly at it. At the very bottom of the window, there are links for "Terms of Use" and "Privacy & Cookies".

Skype

Microsoft

← myemailaddress@myemailprovider.com

## Create a password

Enter the password you would like to use with your account.

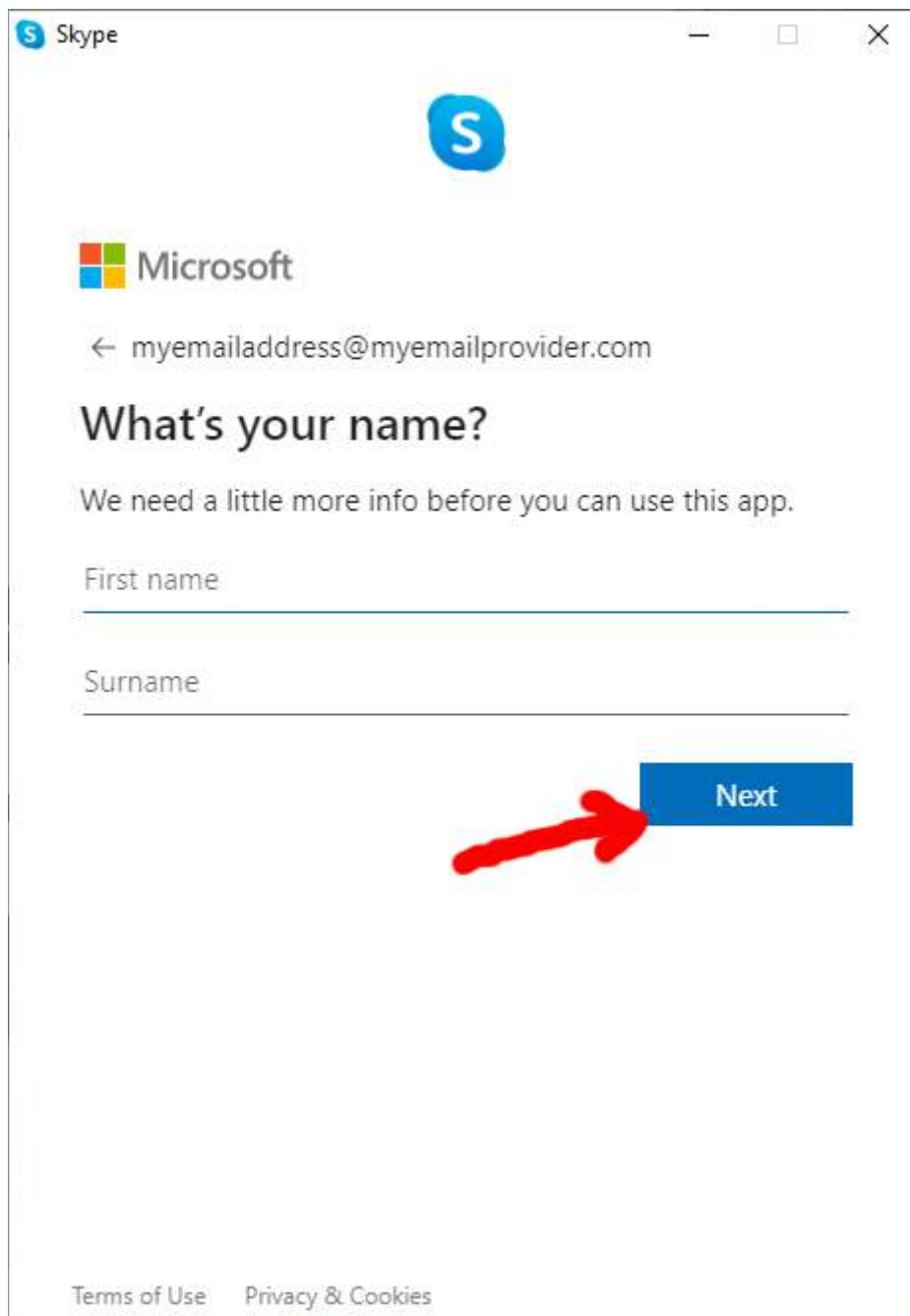
.....|

☐ Show password


Next


[Terms of Use](#) [Privacy & Cookies](#)

Fill in your first name and surname and click Next:



Skype



 Microsoft

← myemailaddress@myemailprovider.com

## What's your name?


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

First name

---

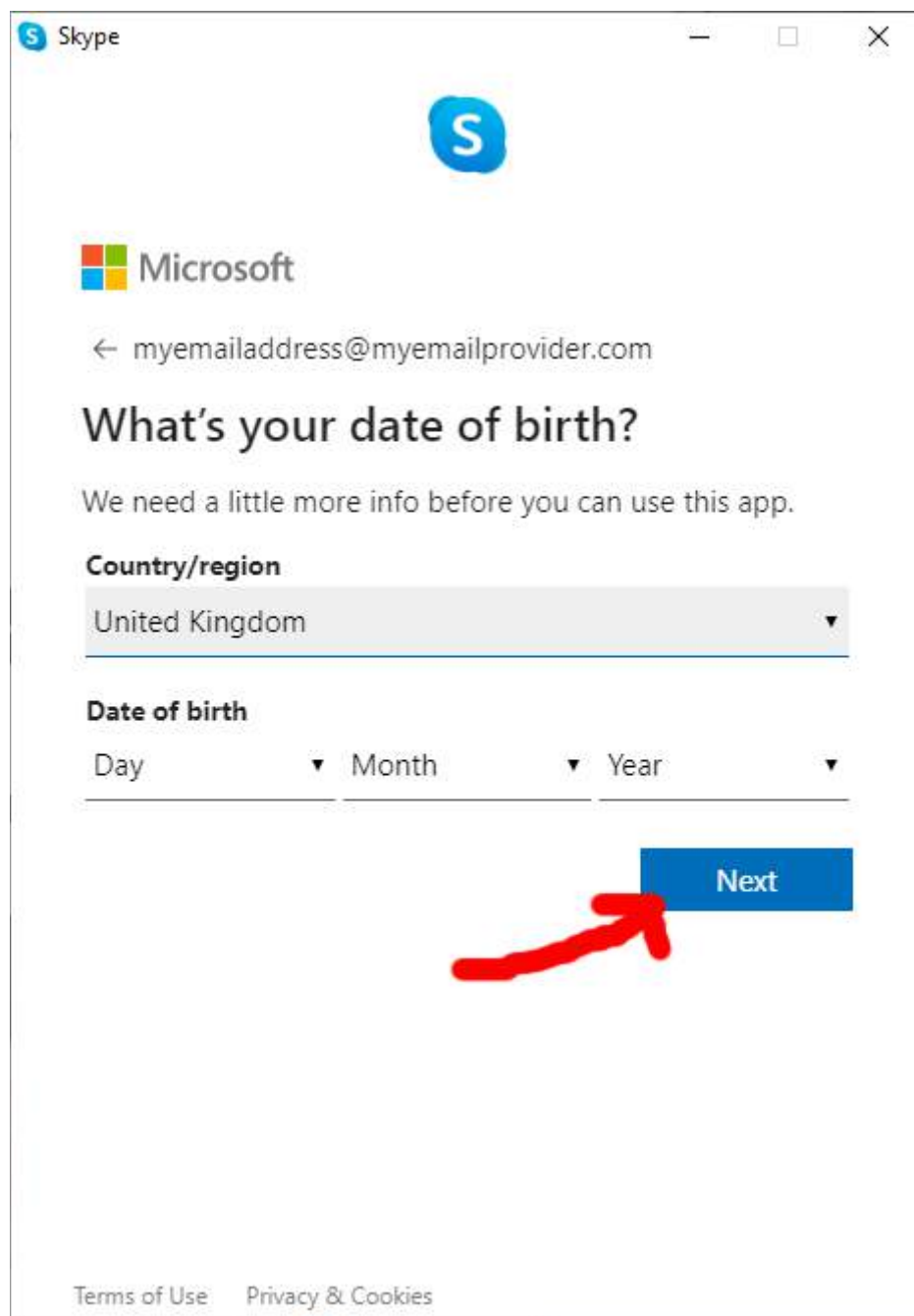
Surname

---

 **Next**

[Terms of Use](#) [Privacy & Cookies](#)

Fill in your date of birth and click Next:

A screenshot of the Skype registration window. The window has a title bar with the Skype logo and the word "Skype". Below the title bar is a large blue Skype "S" logo. Underneath is the Microsoft logo. A back arrow and the email address "myemailaddress@myemailprovider.com" are shown. The main heading is "What's your date of birth?". Below it is a message: "We need a little more info before you can use this app." There are two dropdown menus: "Country/region" with "United Kingdom" selected, and "Date of birth" with "Day", "Month", and "Year" options. A blue "Next" button is at the bottom right, with a red arrow pointing to it. At the bottom left are links for "Terms of Use" and "Privacy & Cookies".

Skype

Microsoft

← myemailaddress@myemailprovider.com

## What's your date of birth?

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

**Country/region**

United Kingdom ▼

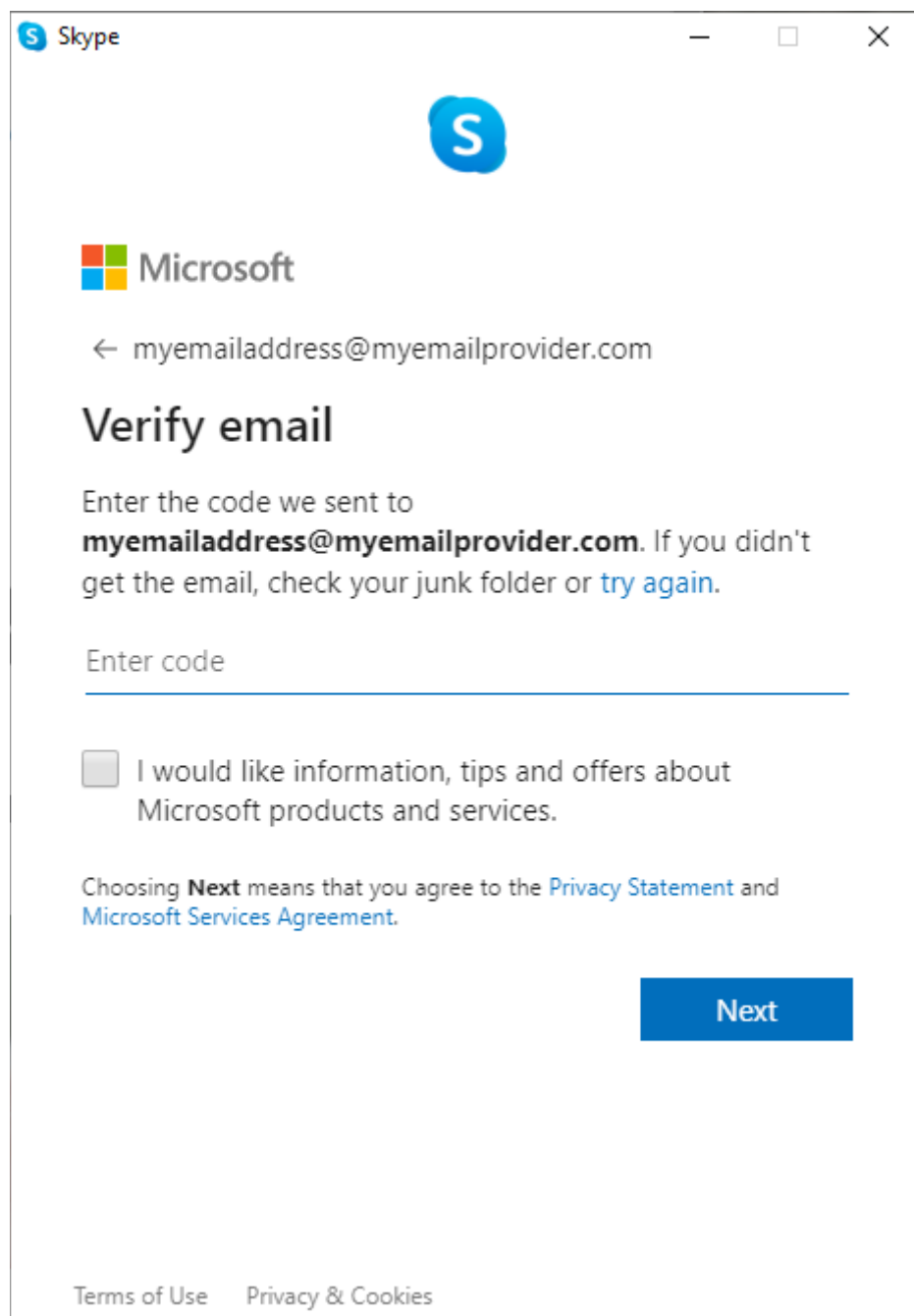
**Date of birth**

Day ▼ Month ▼ Year ▼


Next


[Terms of Use](#) [Privacy & Cookies](#)

The next screen asks for a security code:



Skype



 Microsoft

← myemailaddress@myemailprovider.com

## Verify email

Enter the code we sent to **myemailaddress@myemailprovider.com**. If you didn't get the email, check your junk folder or [try again](#).

Enter code

☐ I would like information, tips and offers about Microsoft products and services.

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

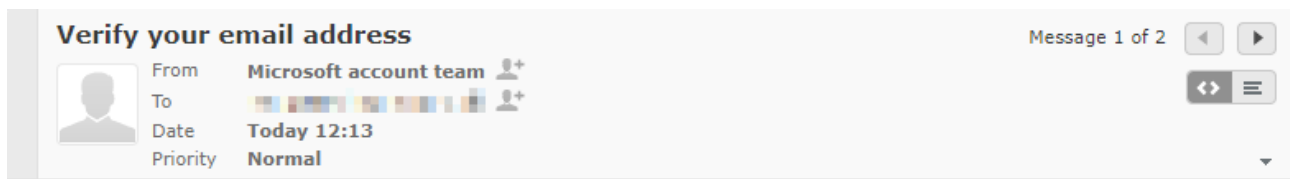
**Next**

[Terms of Use](#) [Privacy & Cookies](#)

For this you need to go and check your emails and look for an email from Microsoft containing the security code.



Here's the email I received



Microsoft account

## Verify your email address

To finish setting up your Microsoft account, we just need to make sure that this email address is yours.

To verify your email address, use this security code: **0275**

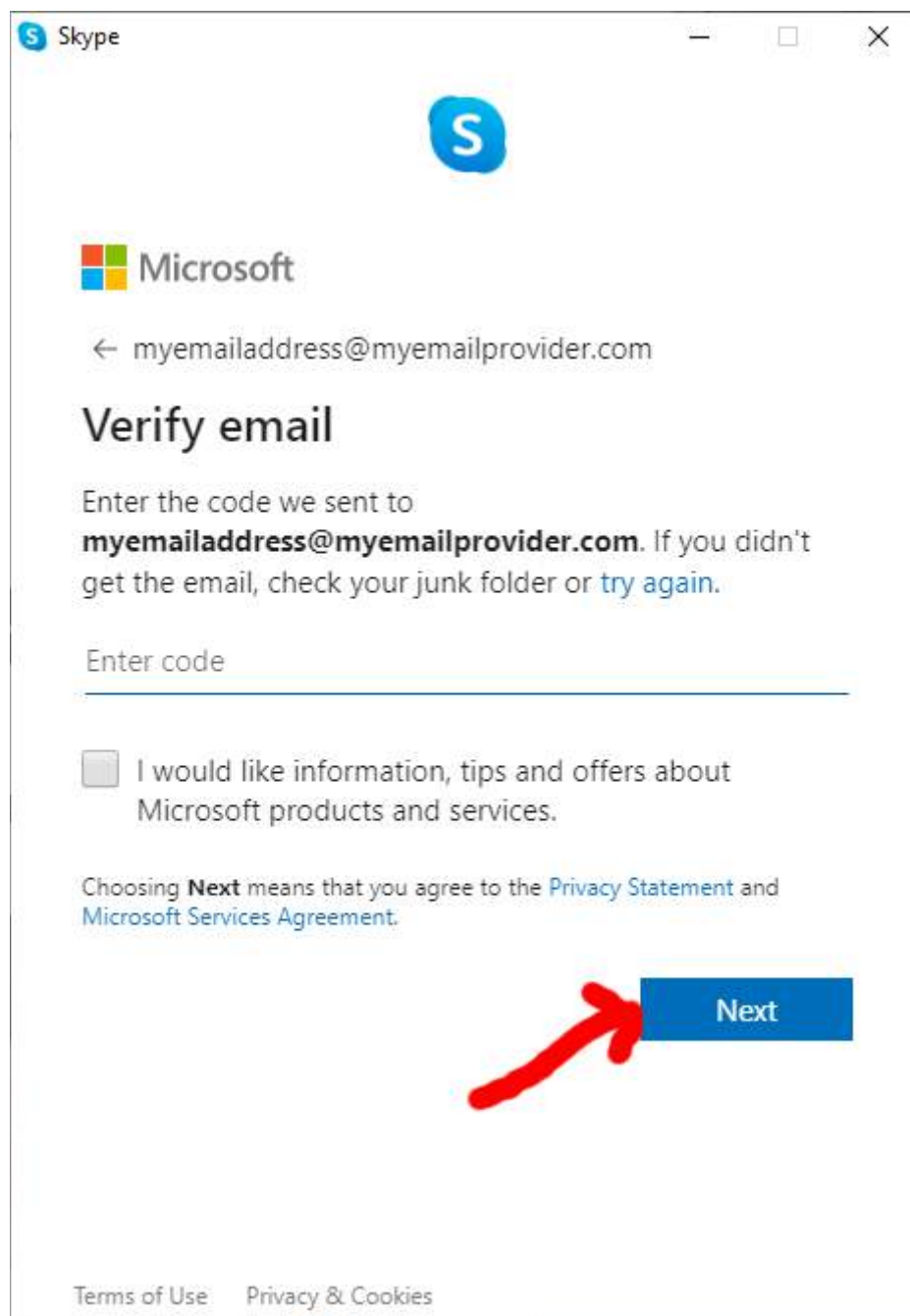
If you didn't request this code, you can safely ignore this email. Someone else might have typed your email address by mistake.

Thanks,  
The Microsoft account team

The email tells me that the security code for me is 0275.

Your code will be different.

Enter the code you have received into the space provided and click Next:



The image shows a Skype application window with a title bar containing the Skype logo and standard window controls. The main content area features the Microsoft logo at the top, followed by a back arrow and the email address 'myemailaddress@myemailprovider.com'. The heading 'Verify email' is prominently displayed. Below it, a message instructs the user to enter a code sent to the specified email address, with a link to 'try again' if the code was not received. A text input field labeled 'Enter code' is provided. A checkbox option allows the user to receive information from Microsoft. A disclaimer states that clicking 'Next' implies agreement to the Privacy Statement and Microsoft Services Agreement. A blue 'Next' button is located at the bottom right, with a large red arrow pointing to it. At the very bottom, there are links for 'Terms of Use' and 'Privacy & Cookies'.

Skype

Microsoft

← myemailaddress@myemailprovider.com

## Verify email

Enter the code we sent to **myemailaddress@myemailprovider.com**. If you didn't get the email, check your junk folder or [try again](#).

Enter code

☐ I would like information, tips and offers about Microsoft products and services.

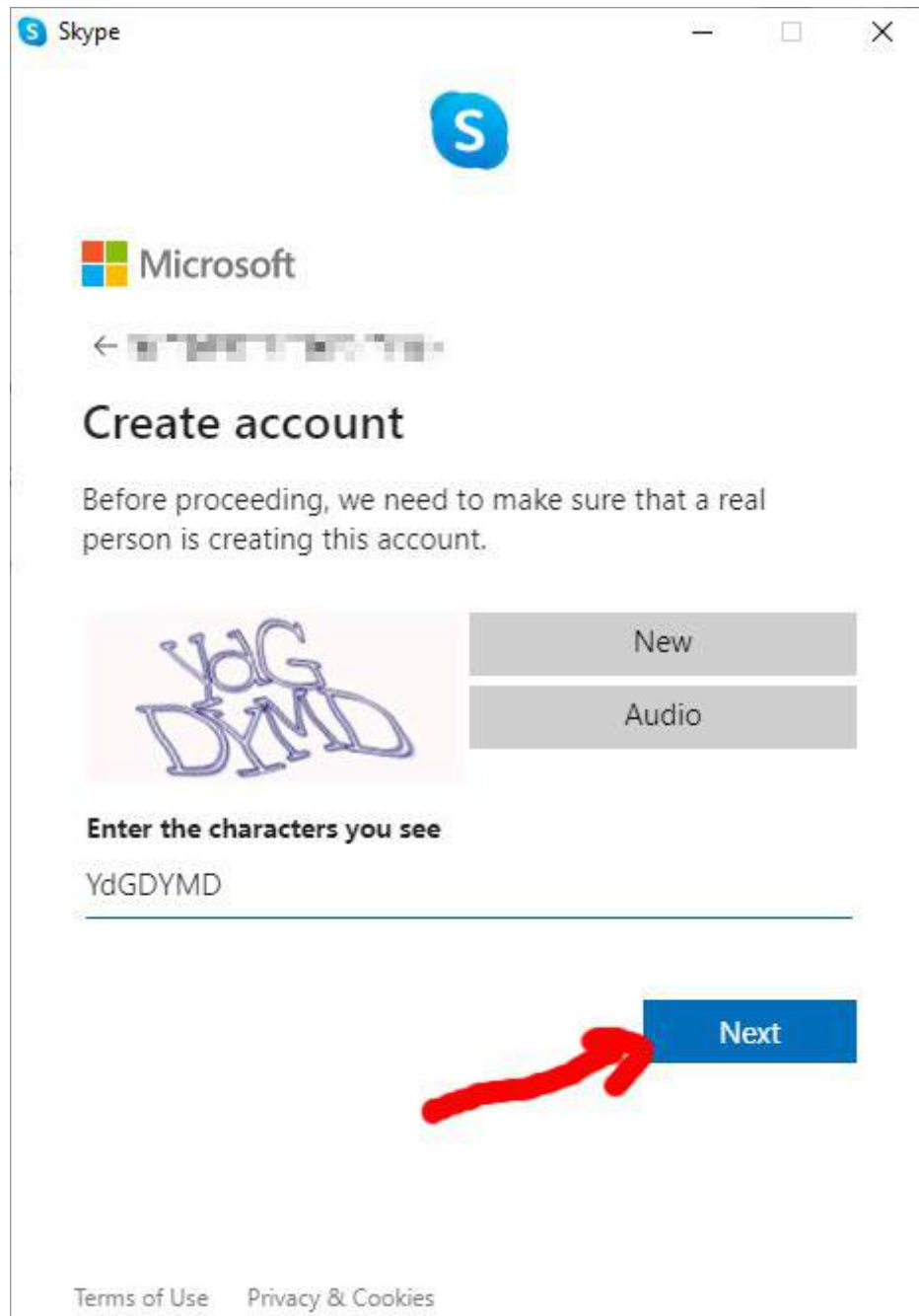
Choosing **Next** means that you agree to the [Privacy Statement](#) and [Microsoft Services Agreement](#).

**Next**

[Terms of Use](#) [Privacy & Cookies](#)

Now there's a final security check to make sure that you're a real person and not a computer. Look at the letters in the picture and enter them in the space provided.

Click Next:



The image shows a Skype application window titled "Skype" with standard window controls. The main content area features the Microsoft logo at the top, followed by a back arrow and a blurred image. The heading "Create account" is prominently displayed. Below it, a message states: "Before proceeding, we need to make sure that a real person is creating this account." A security check is presented with a square image containing the characters "YdG DYMD" in a stylized, purple, hand-drawn font. To the right of this image are two grey buttons labeled "New" and "Audio". Below the image, the text "Enter the characters you see" is followed by a text input field containing "YdGDYMD". At the bottom right, a blue "Next" button is highlighted with a large red hand-drawn arrow. At the very bottom, there are links for "Terms of Use" and "Privacy & Cookies".

Skype

Microsoft

←

## Create account

Before proceeding, we need to make sure that a real person is creating this account.

YdG DYMD

New

Audio

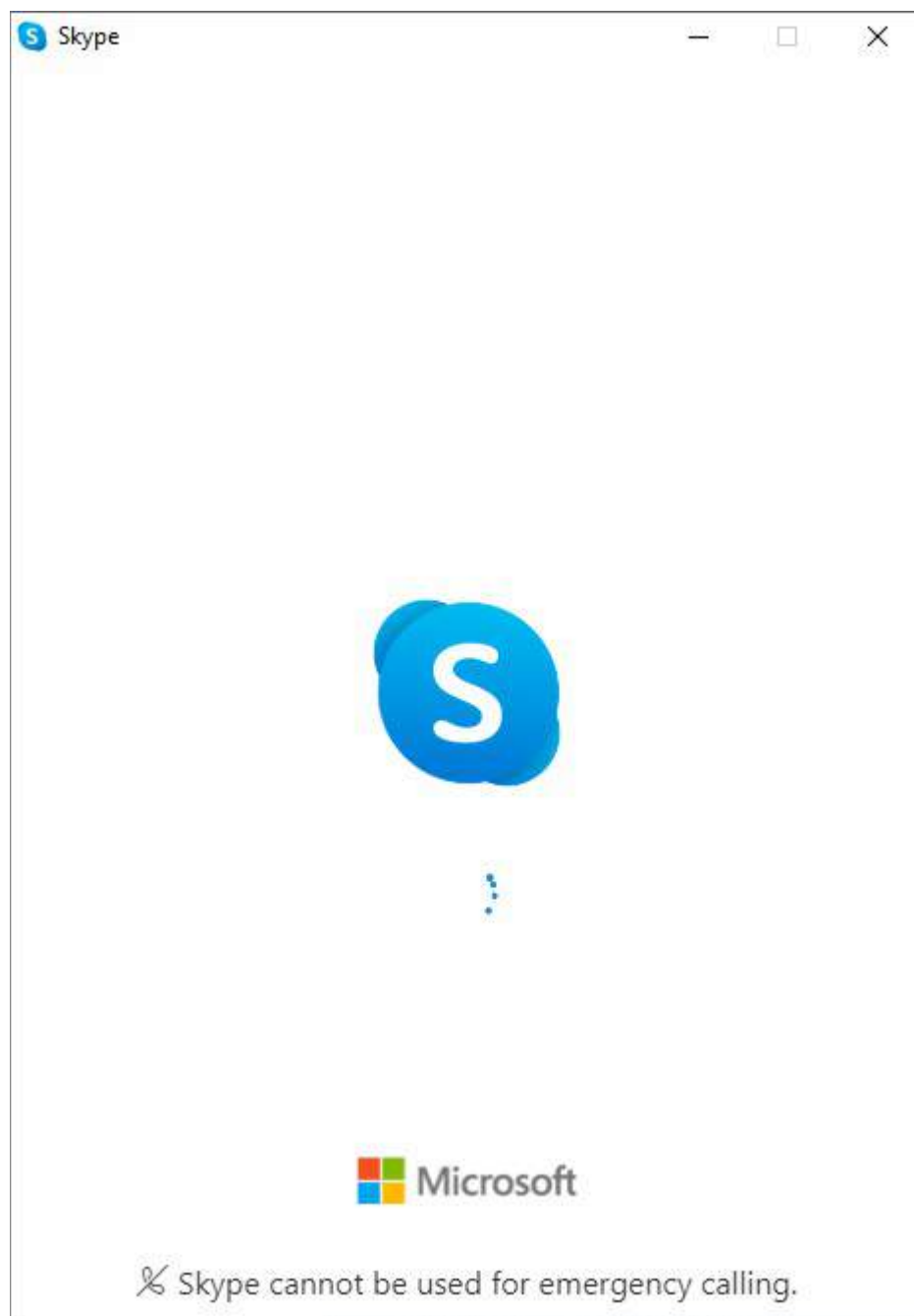
Enter the characters you see

YdGDYMD

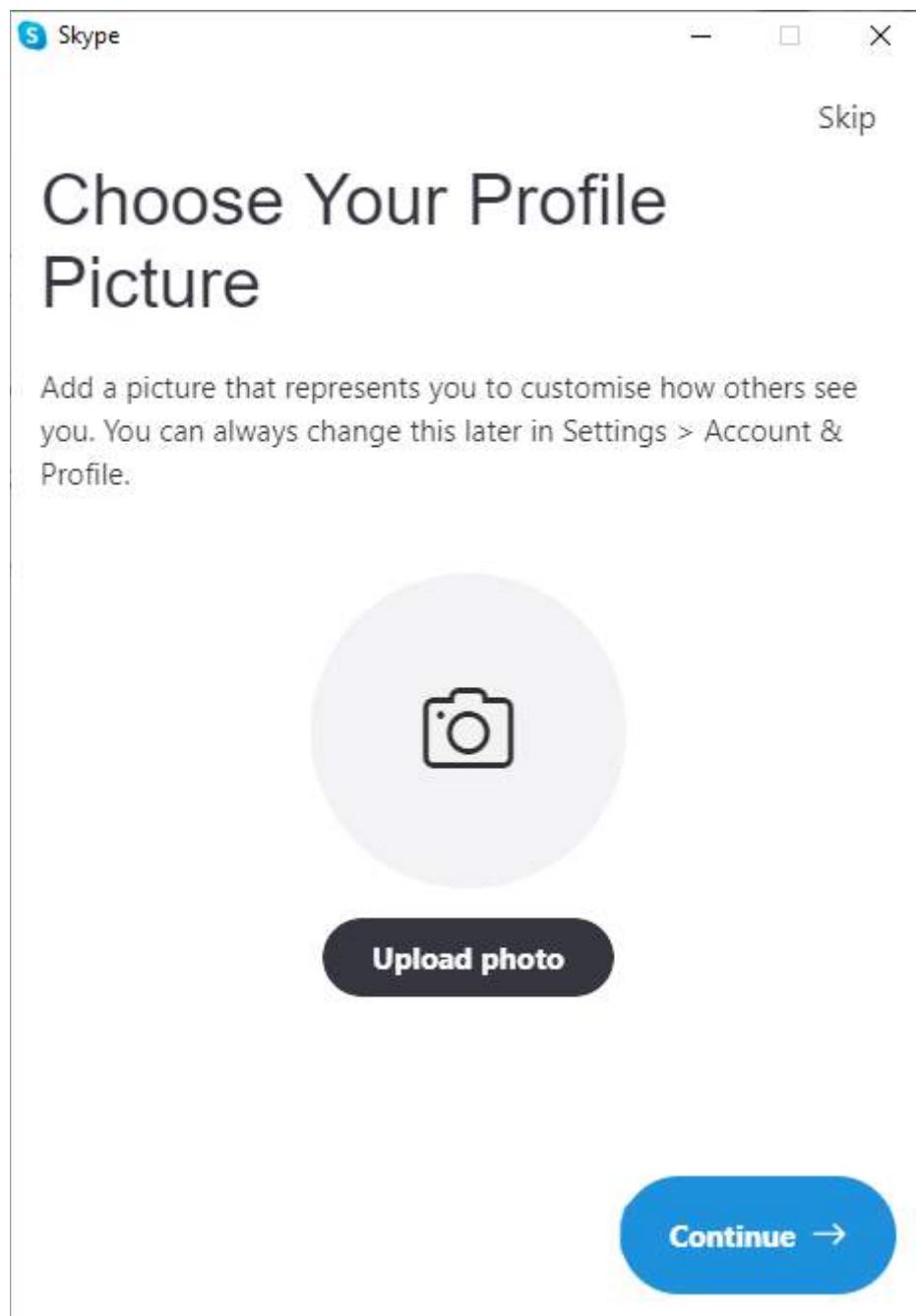
Next

[Terms of Use](#) [Privacy & Cookies](#)

Skype thinks about it for a bit:

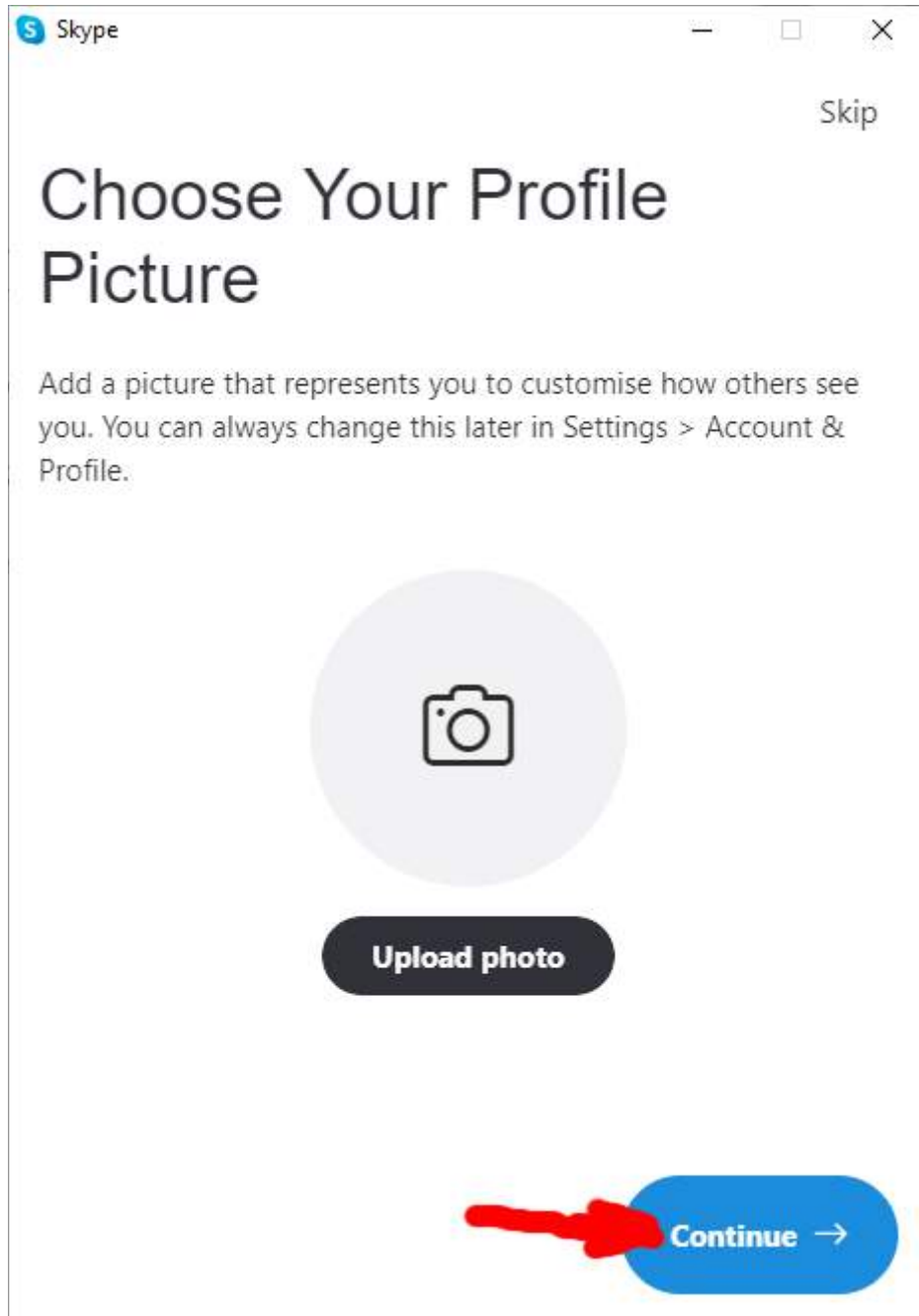


Eventually, you get the profile picture screen which means the Microsoft account has been created ok and Skype has identified you:

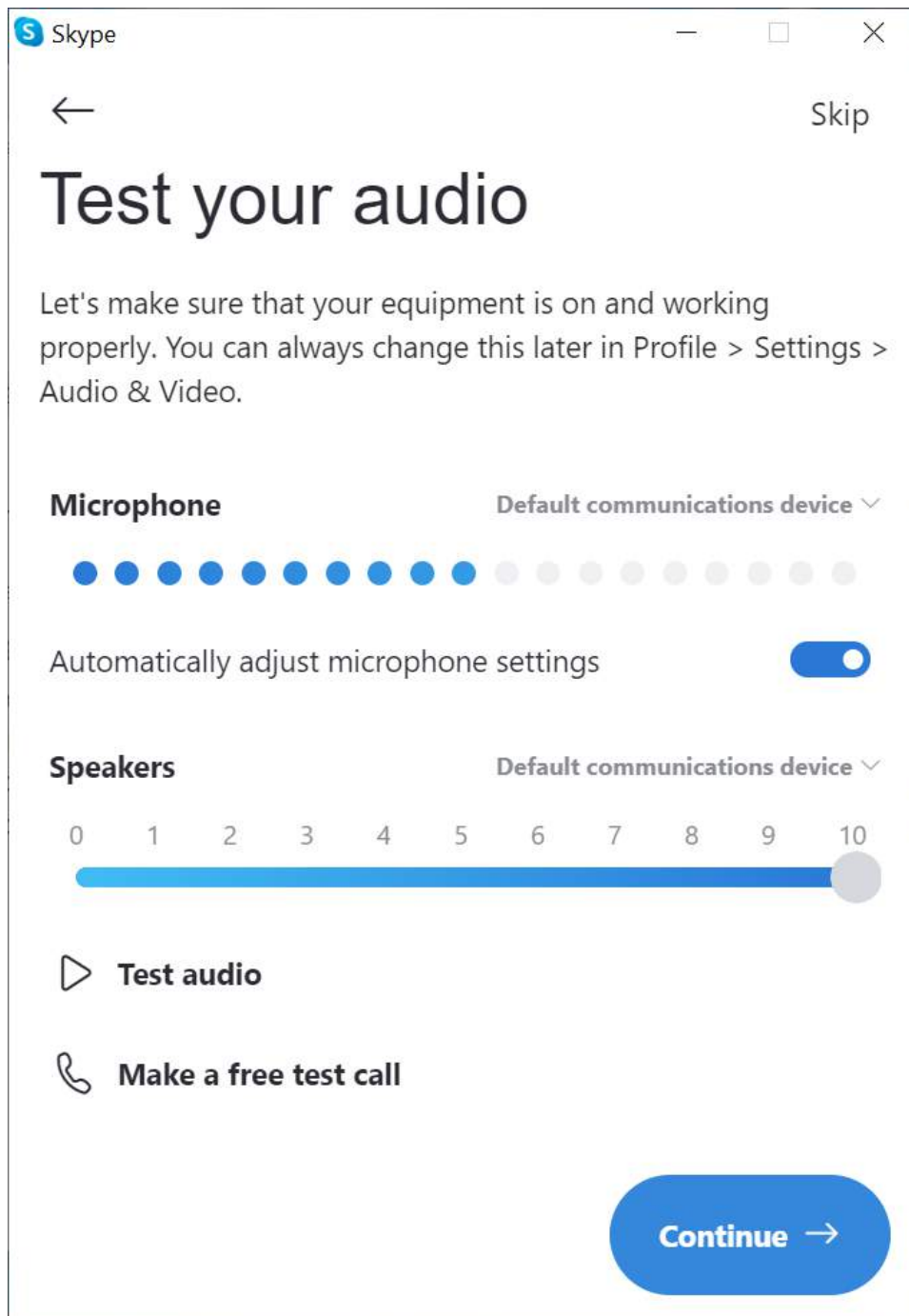


## Step 4b: Set up Skype – preferences

You're now in the last bits of setting up Skype. For now, ignore the setting up a profile picture (it can be done later) and click on Continue:



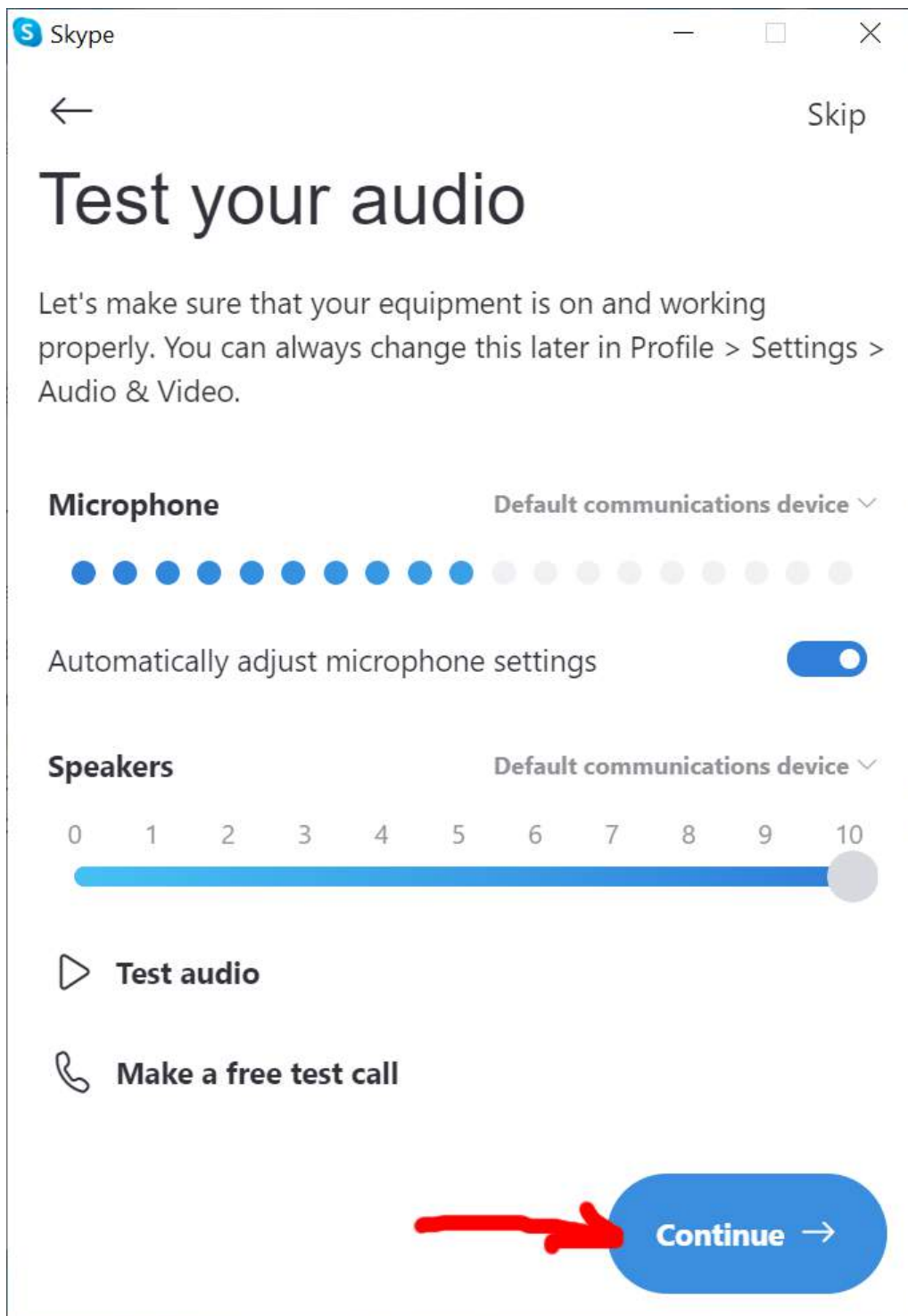
Next, the Skype program makes sure your computer's microphone and speakers are working ok:



If you speak into the microphone now, you should see the blue dots under Microphone move up and down as you speak

To test the speakers, click on Test audio. You should hear a simple tune being played through the speakers. Click on Test audio again to stop the test.

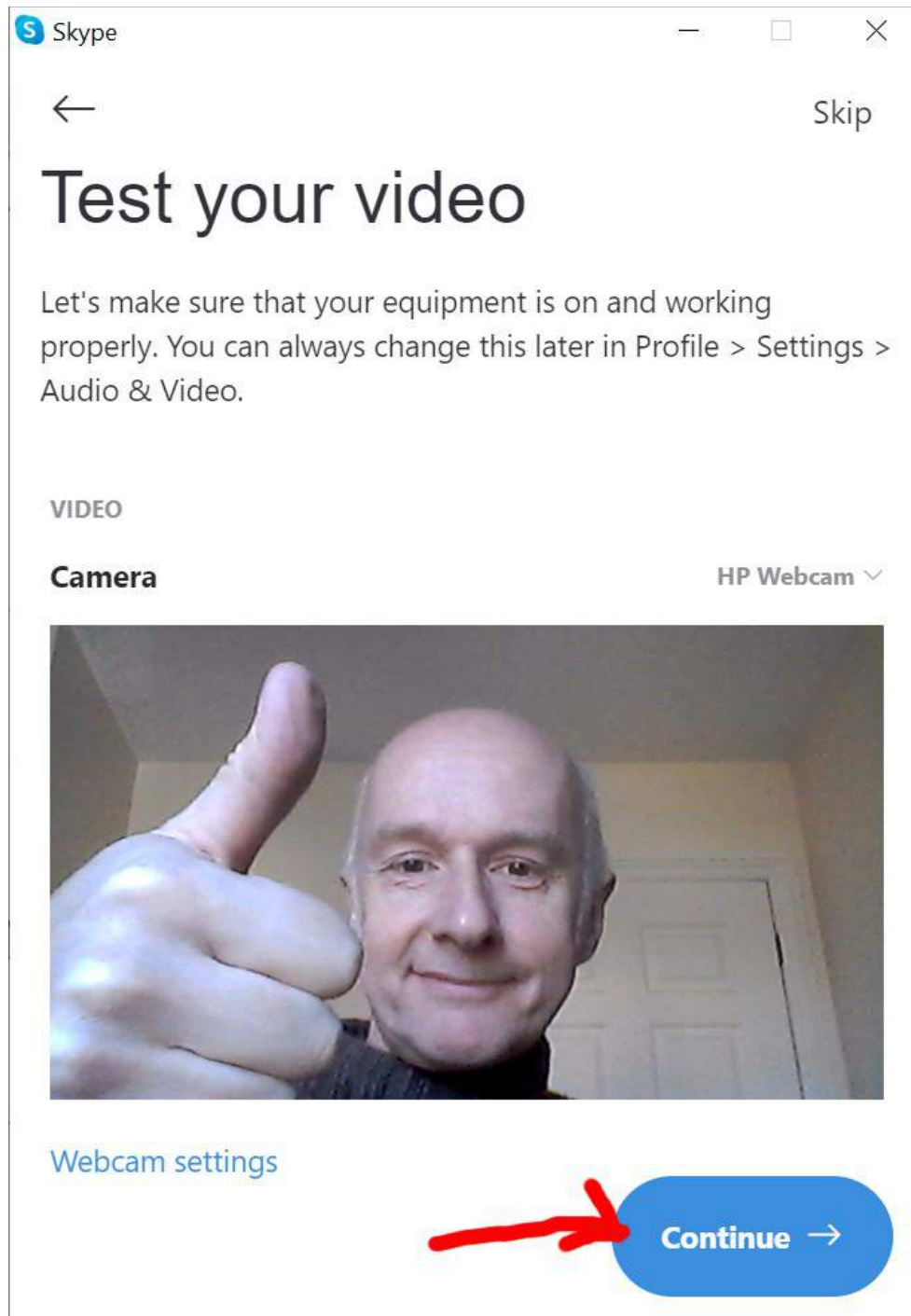
Click on Continue to move to the camera test:





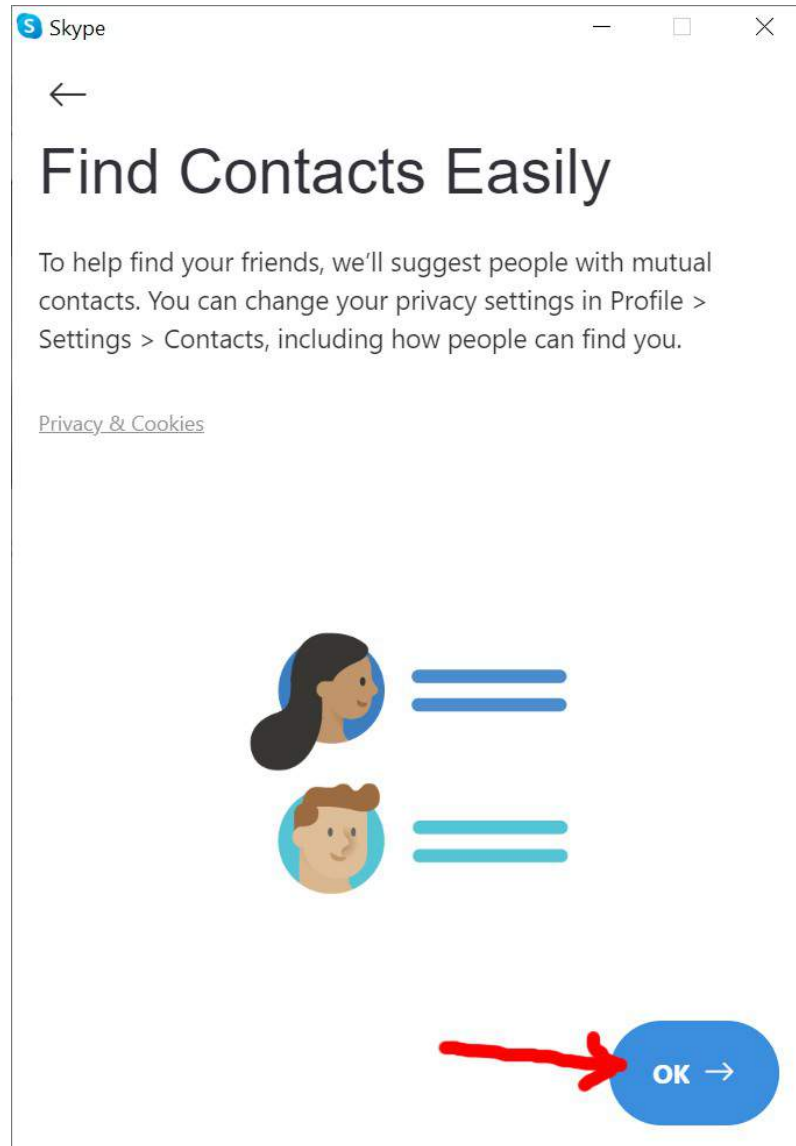
In the camera test, you should see a live picture being displayed from the computer's camera.

Click on continue:



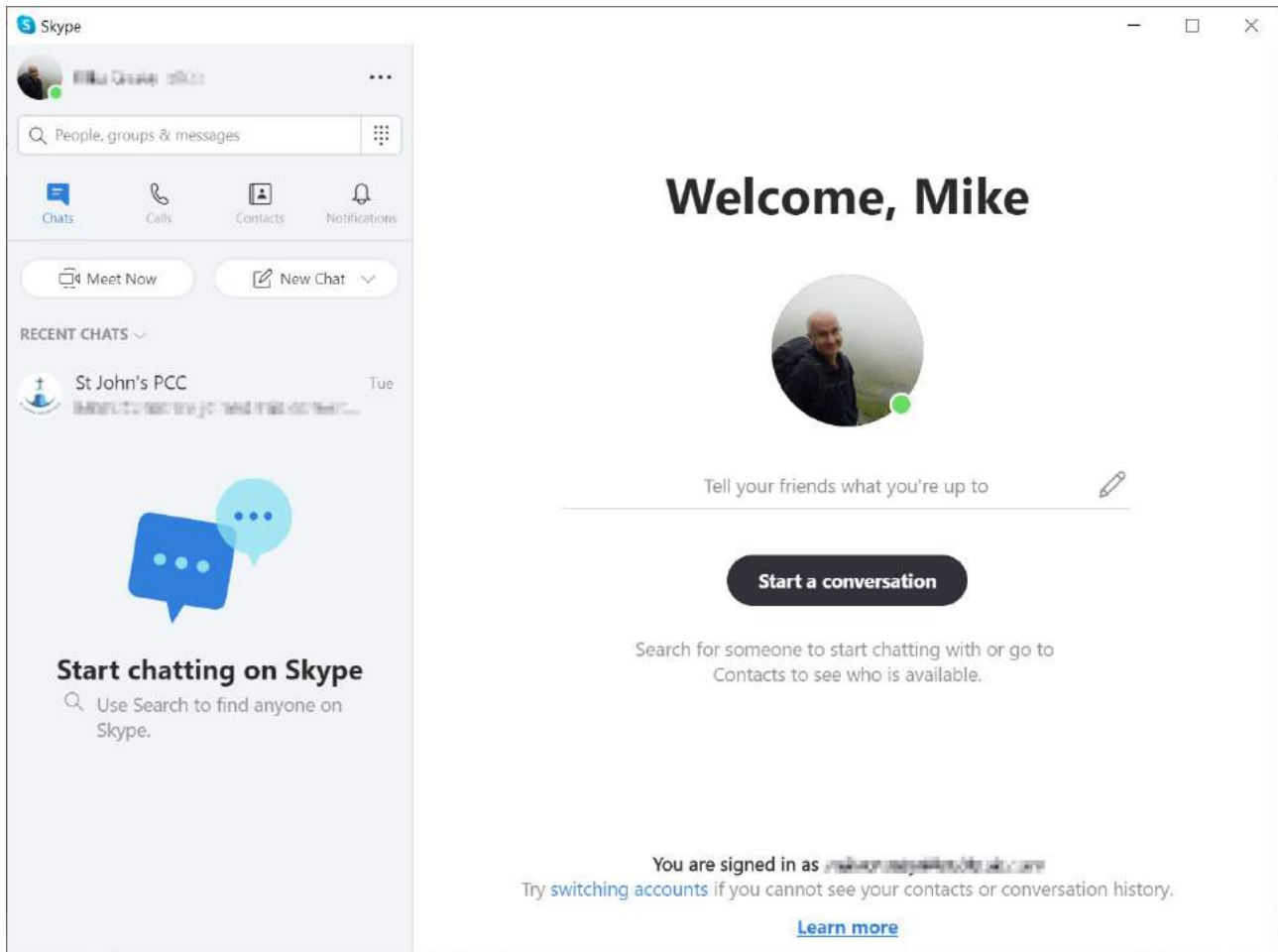
Finally, Skype looks for any contacts you have stored, so you'll be able to call them using Skype without having to re-enter all their details

Click on OK:



And that's it! Skype is now installed and configured on your computer!

You should see a welcome screen, something like this:



27/03/2020

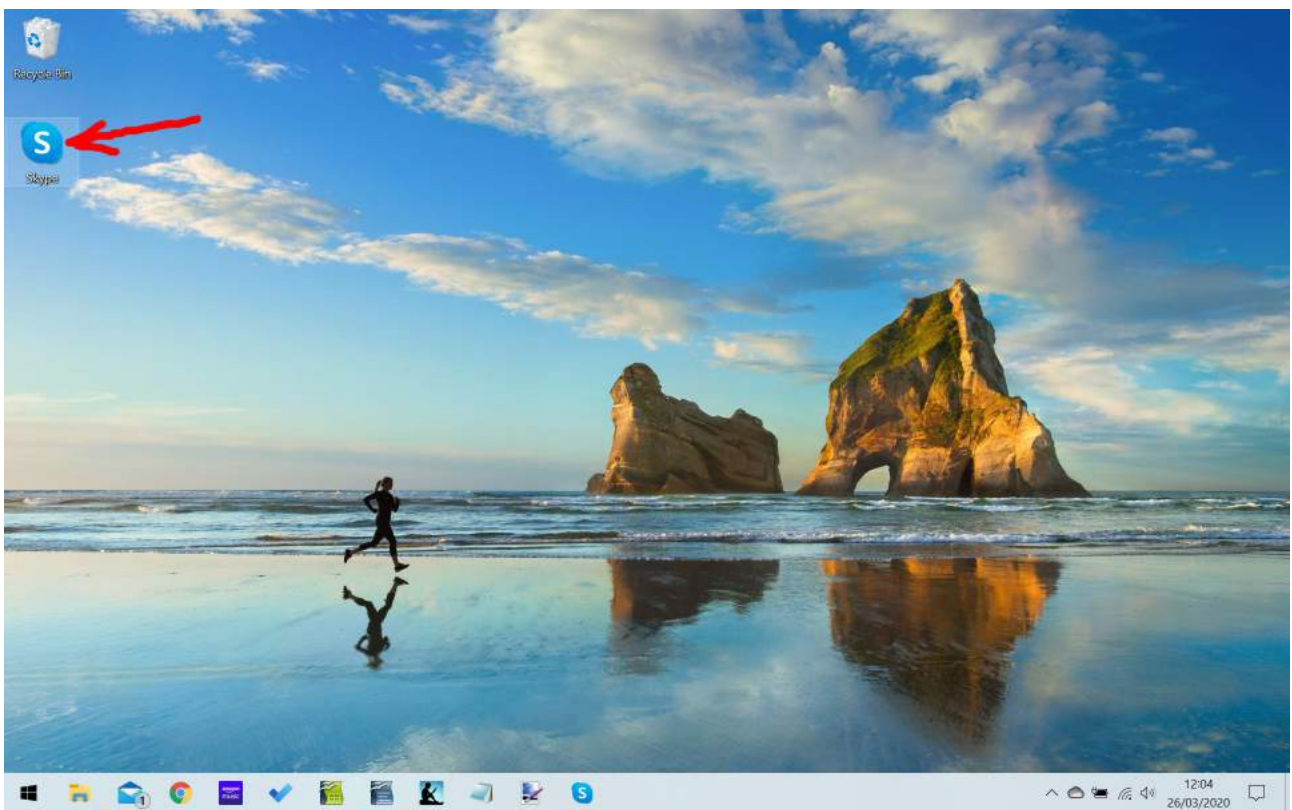
# How to use Skype to make a video call

Here's a quick run-through of making a video call on Skype.

## Step 1: Start the Skype program

### *Either*

If you've recently installed the Skype program you may have a link to it on your desktop, like this:

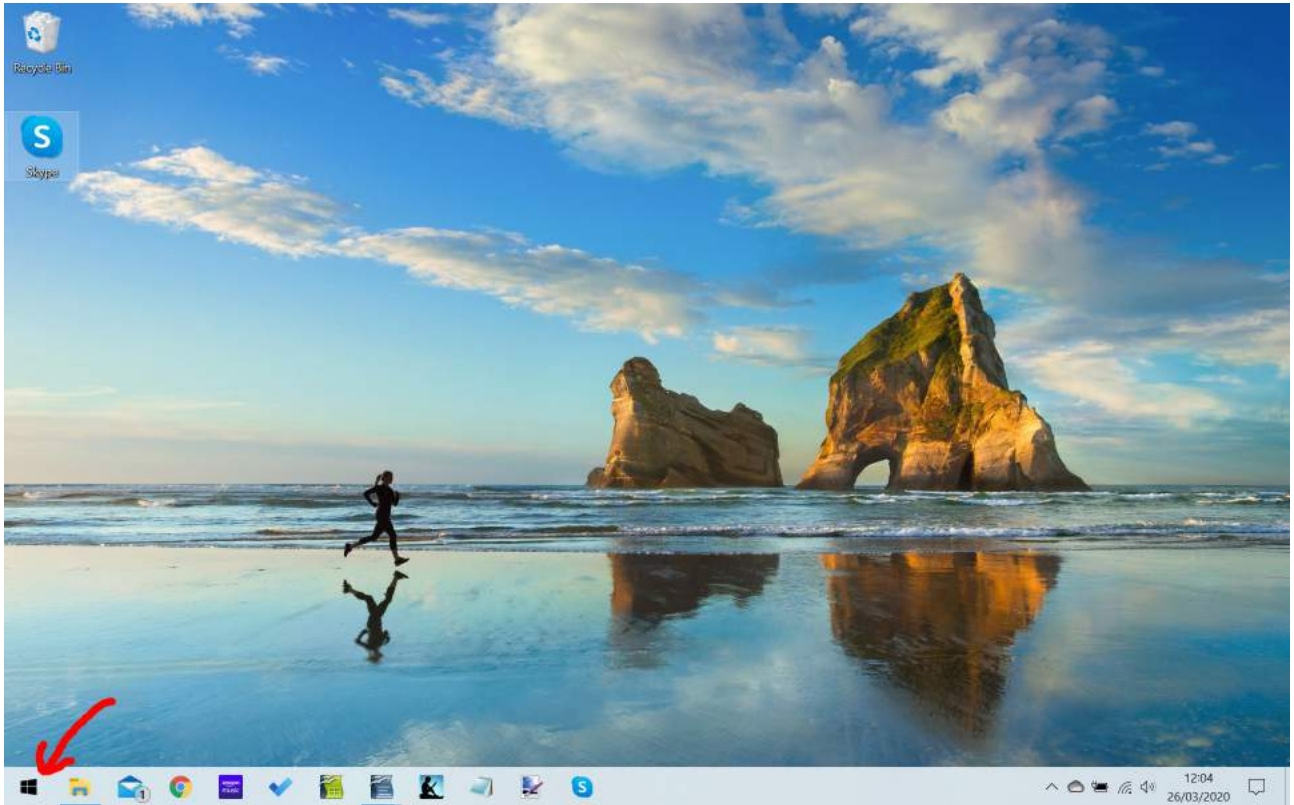


Double-click on the link to start the Skype program

***Or***

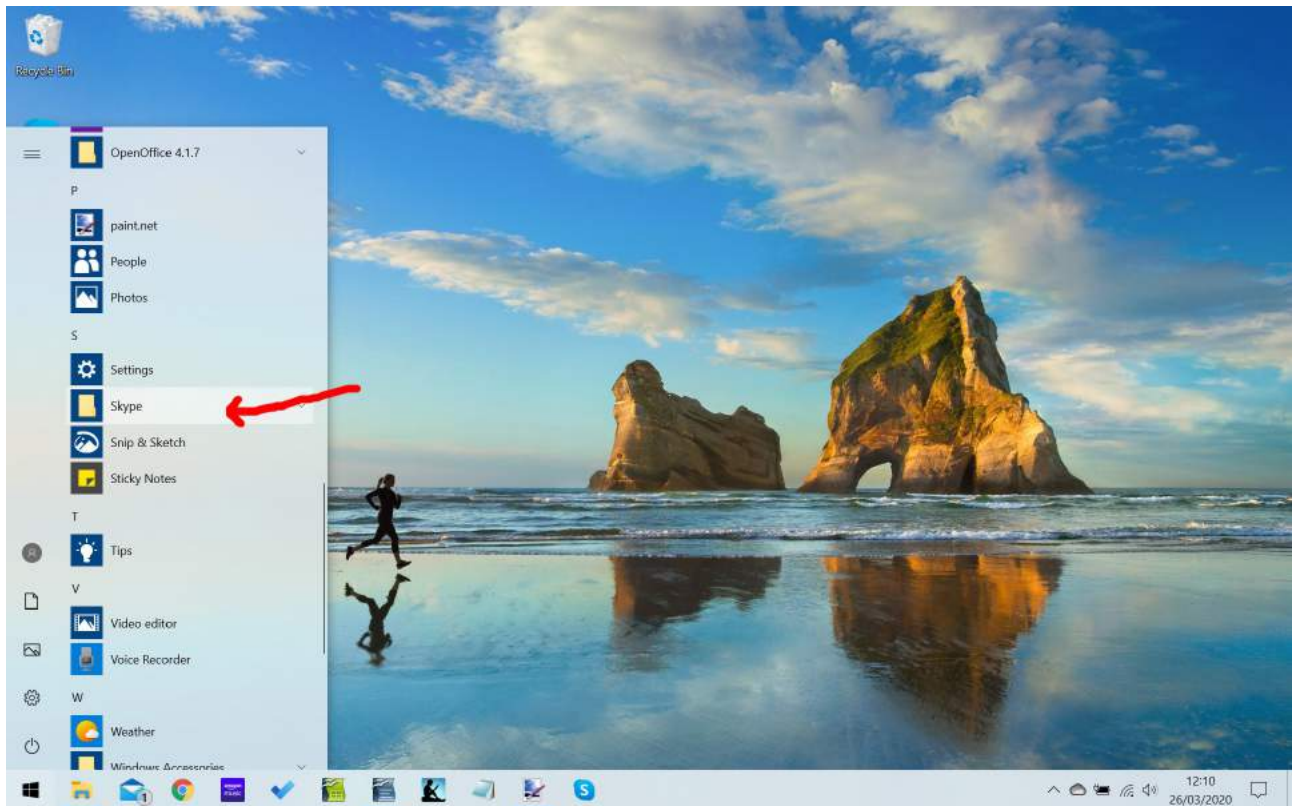
If you don't have the desktop link, the program can be started from the start menu

Click on the windows logo (bottom left of the screen):

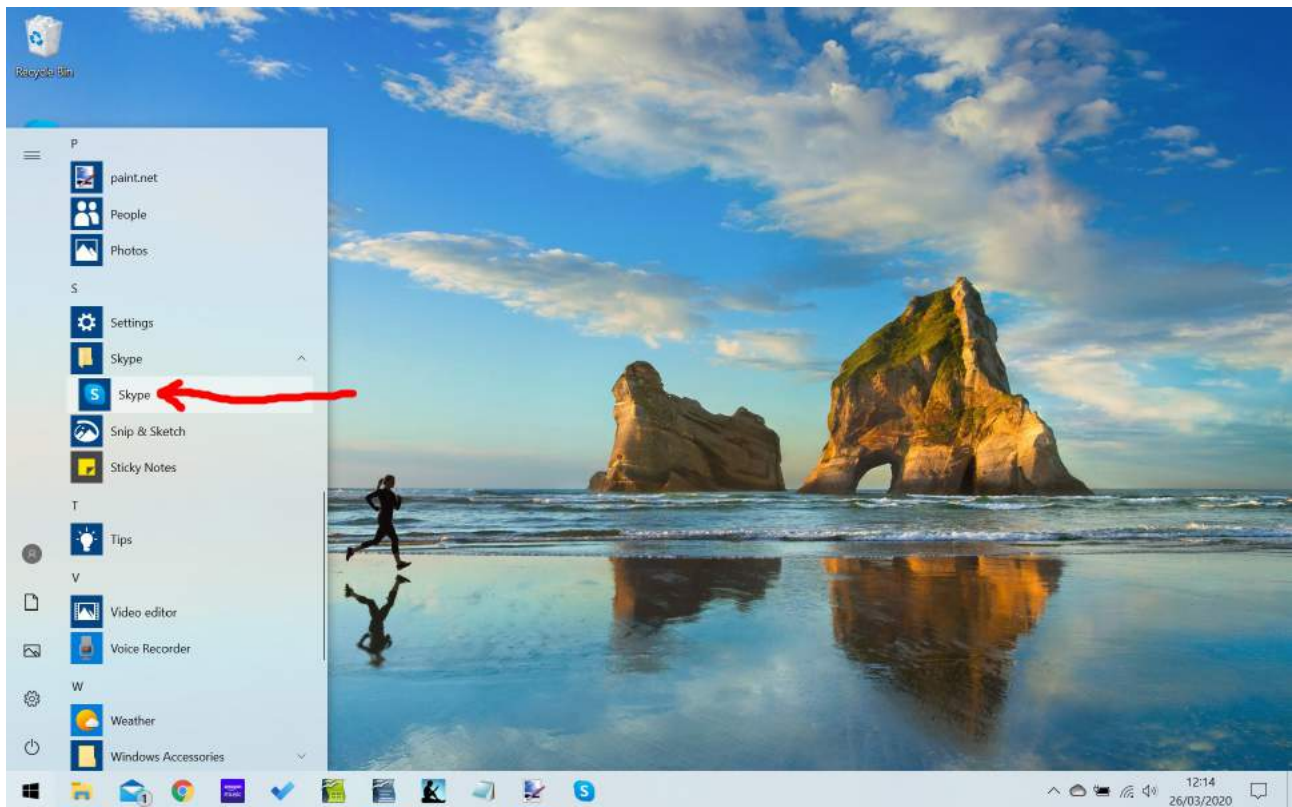




Scroll down the list of programs until you see the Skype folder. Click on the Skype folder to open it:

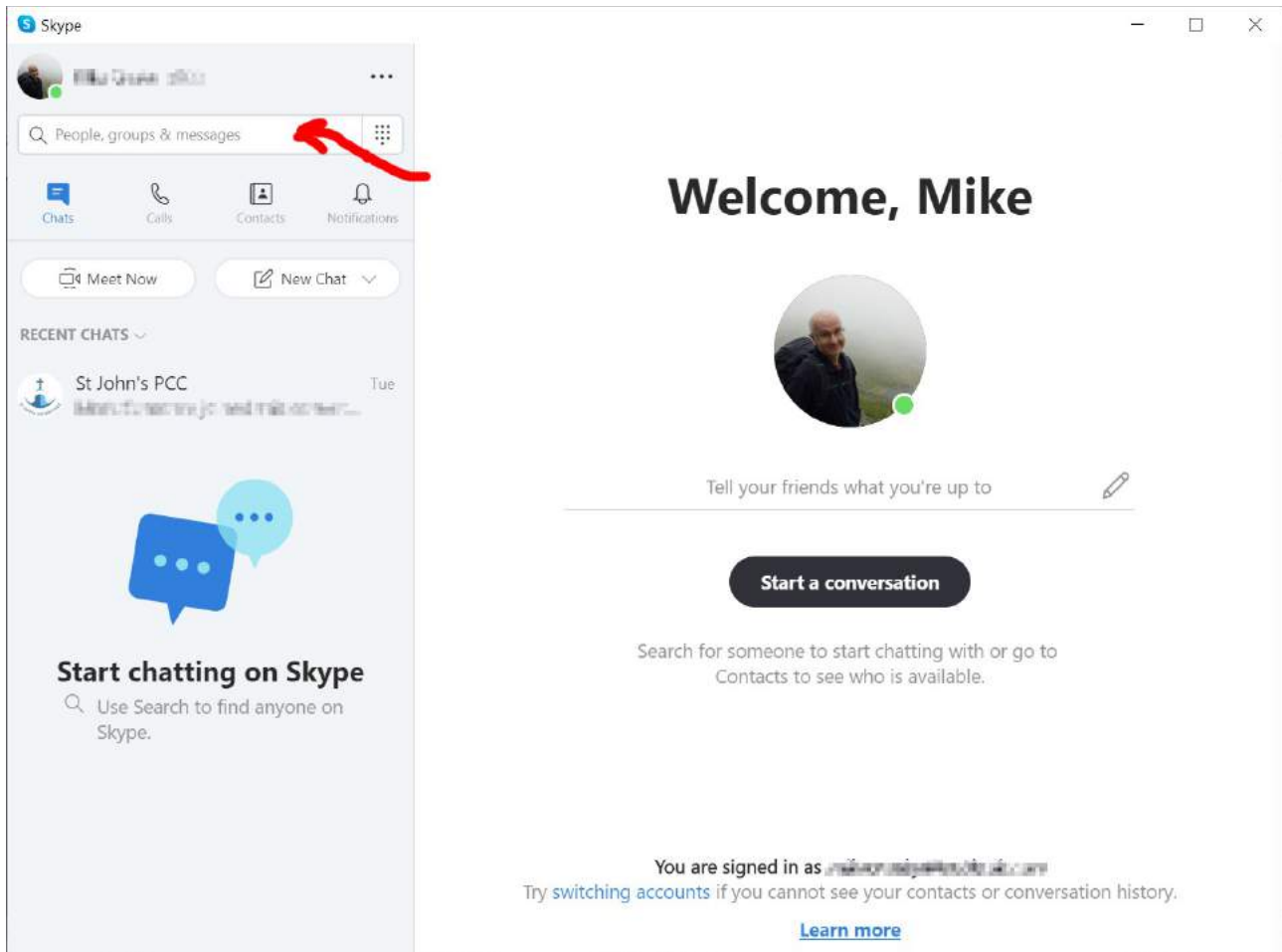


Click on the Skype program link to start the program:



## Step 2: Find the person you want to call

With the Skype program now running, click in the search box:

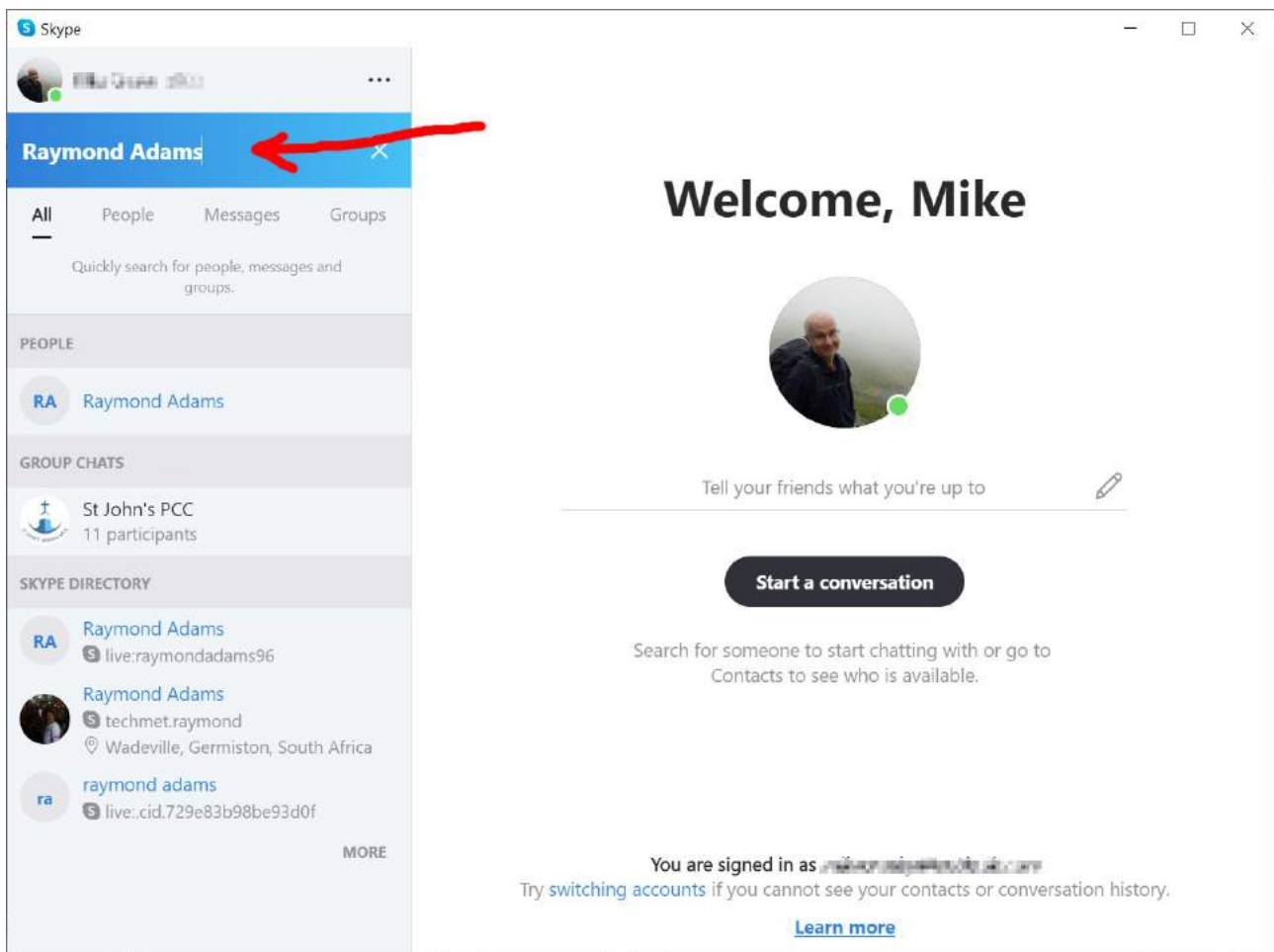


Type in the name of the person you're looking for. Hopefully, this is someone in your contacts so you definitely get the right person!

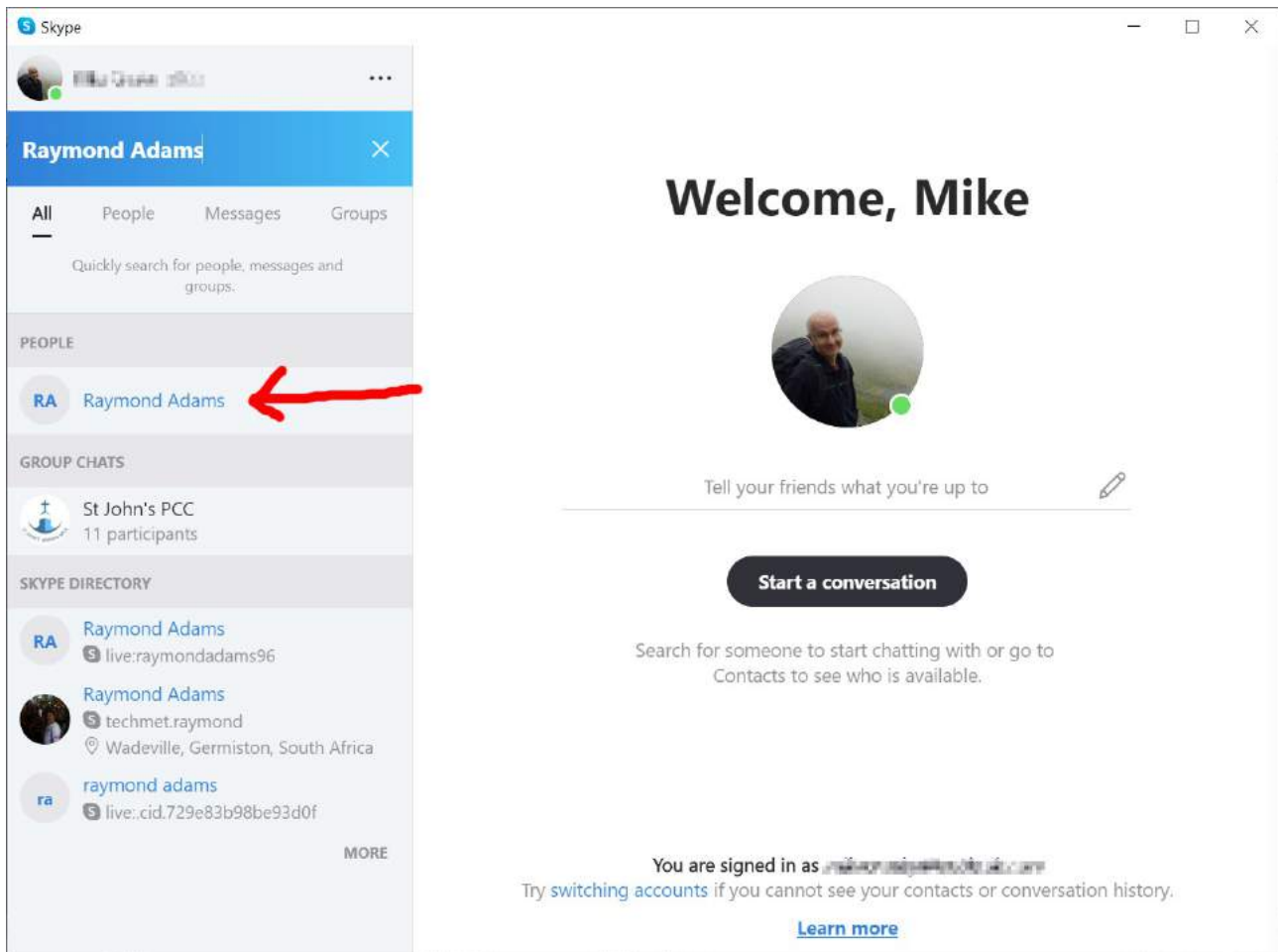
(Wrong numbers can be embarrassing with video calls ... :-) )



Here I've searched for Raymond:



I have Raymond in my contacts, so he appears in the PEOPLE list:

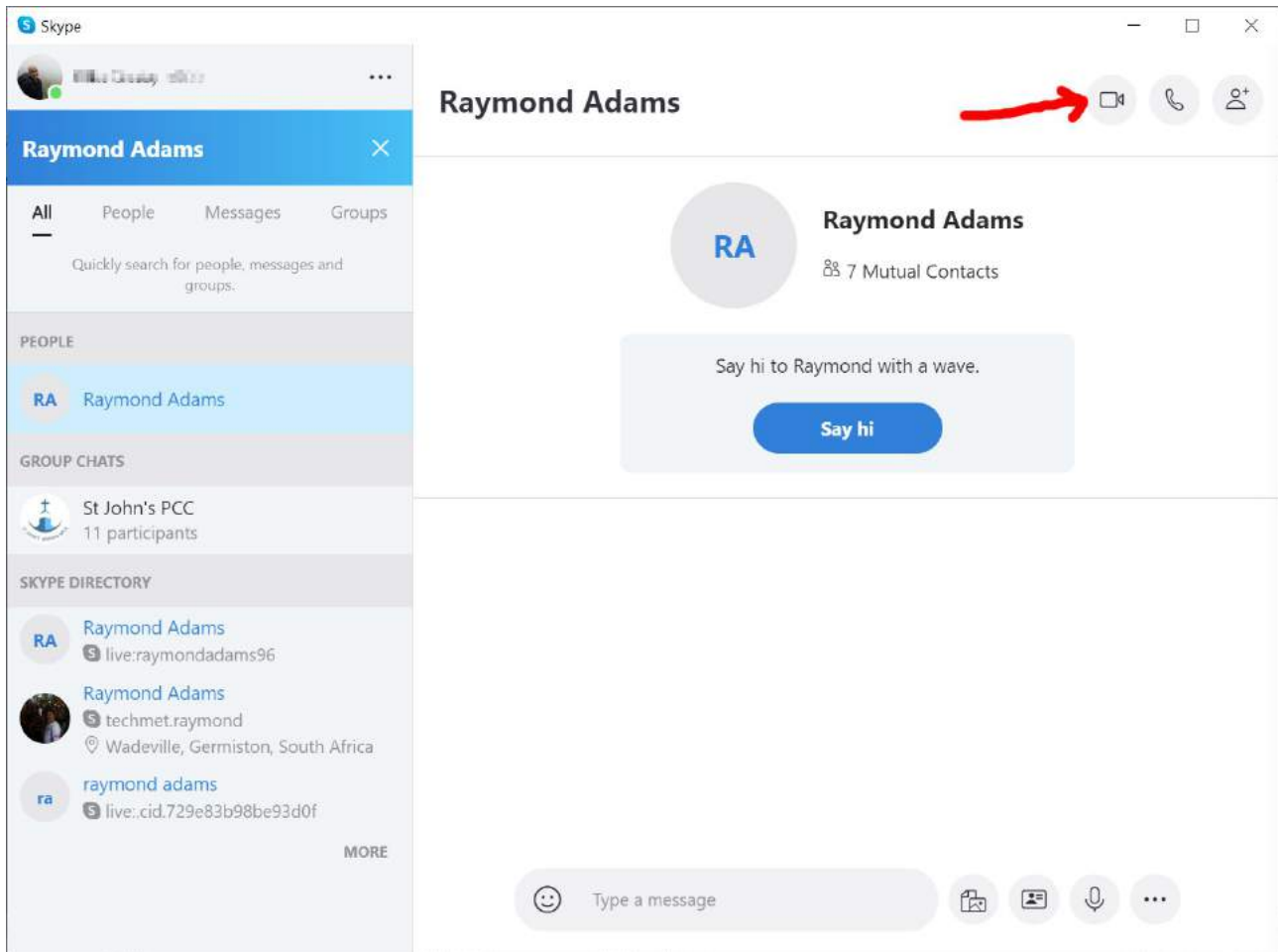


That's the Raymond Adams I want to call – I don't know the other people called Raymond Adams in the SKYPE DIRECTORY list so I won't call those!

I click on the Raymond Adams I want (arrowed in the picture above)

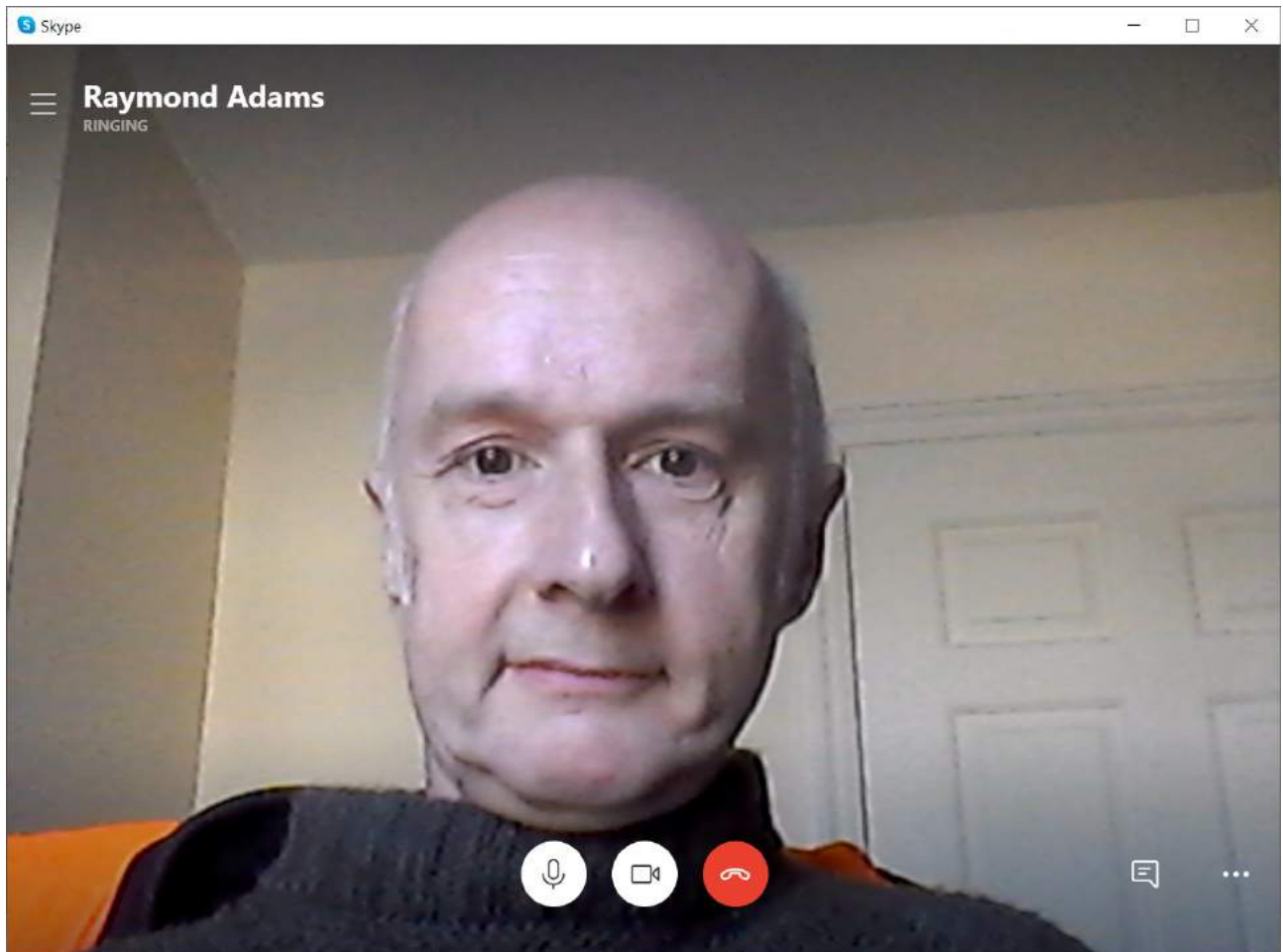
This brings up the options for communicating with Raymond

Click on the camera icon to start a video call:



The screen changes to show you the camera view you're sending to the other person

The call progress is shown in the top left of the screen (ringing, in this case)



Once the other person answers, the screen changes again.

The main picture is the video you're receiving from the other person.

The video you're sending is shown in the small viewer at the top right of the screen.



Congratulations - you've just made a video call using Skype!

27/03/2020