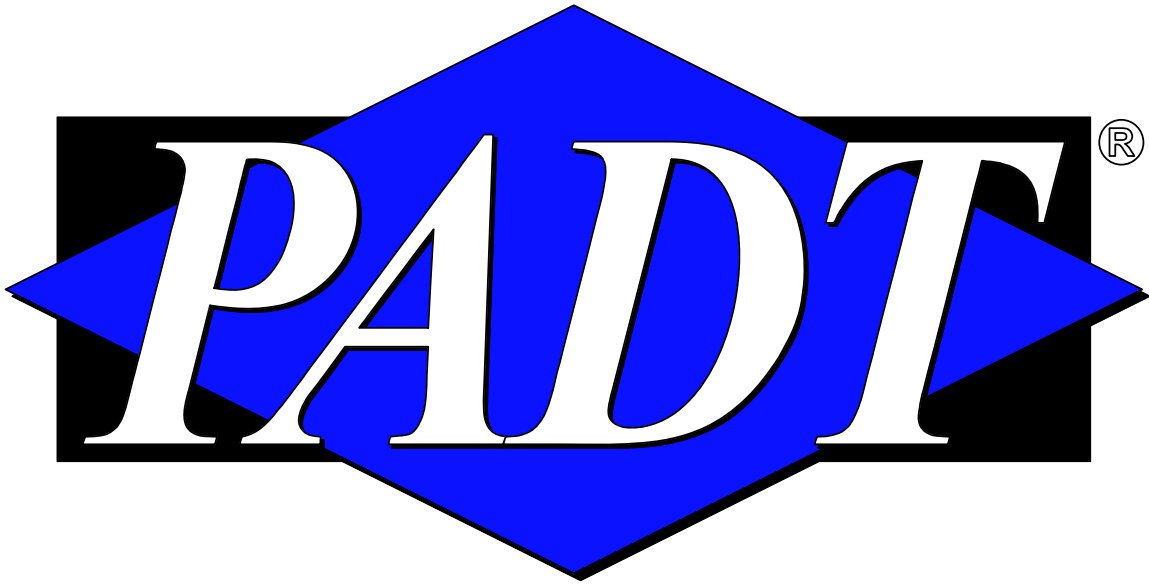


PADT®, Inc.

Skype™ - Install Help Guide



SKYPE™ – Install How To Guide

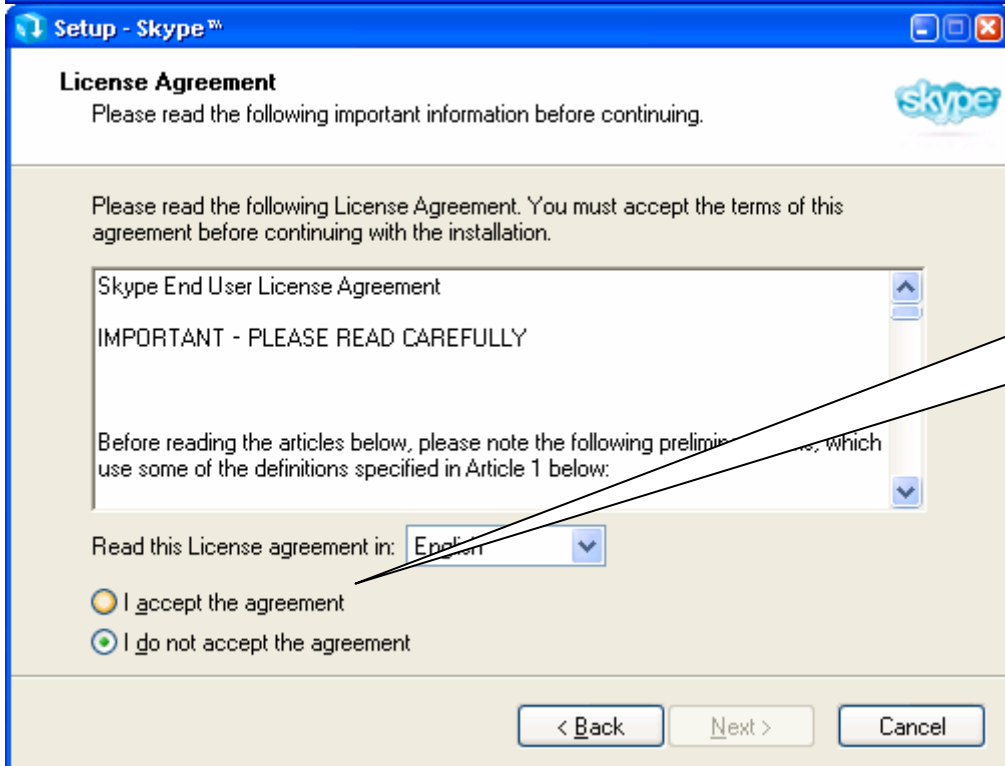
Download the most recent version of Skype from here:

www.skype.com

1. Welcome!! PADT, Inc. is excited about using Skype™. Thanks for your interest!
2. After downloading. Launch the Skype™ setup.exe file

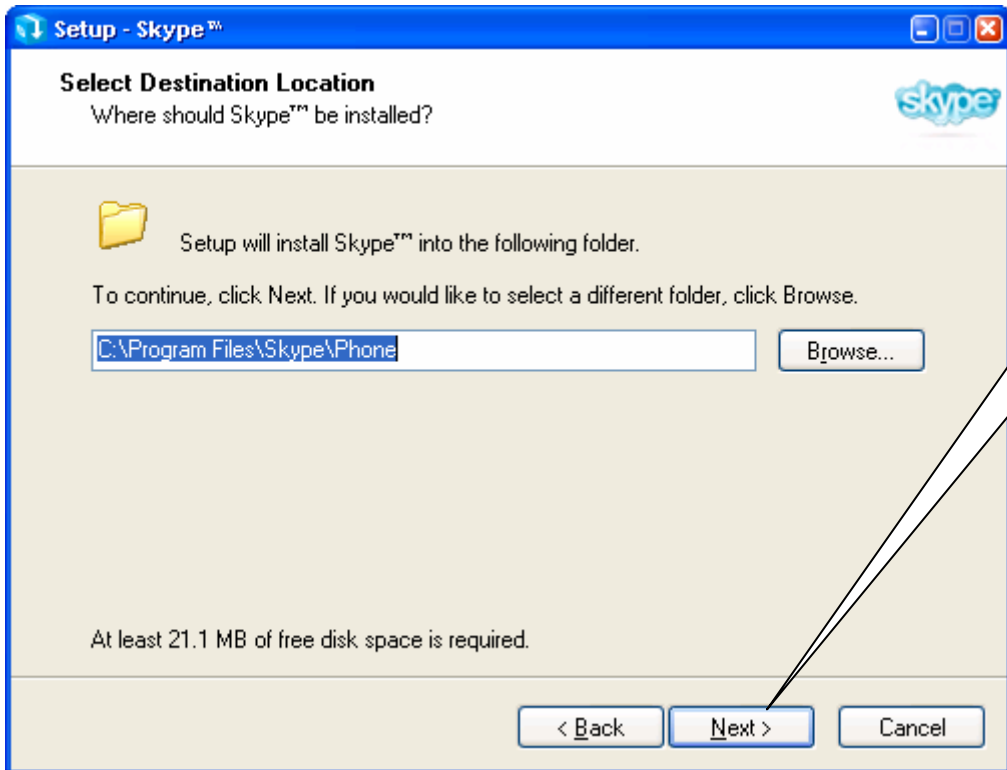


Select your Language and click Next

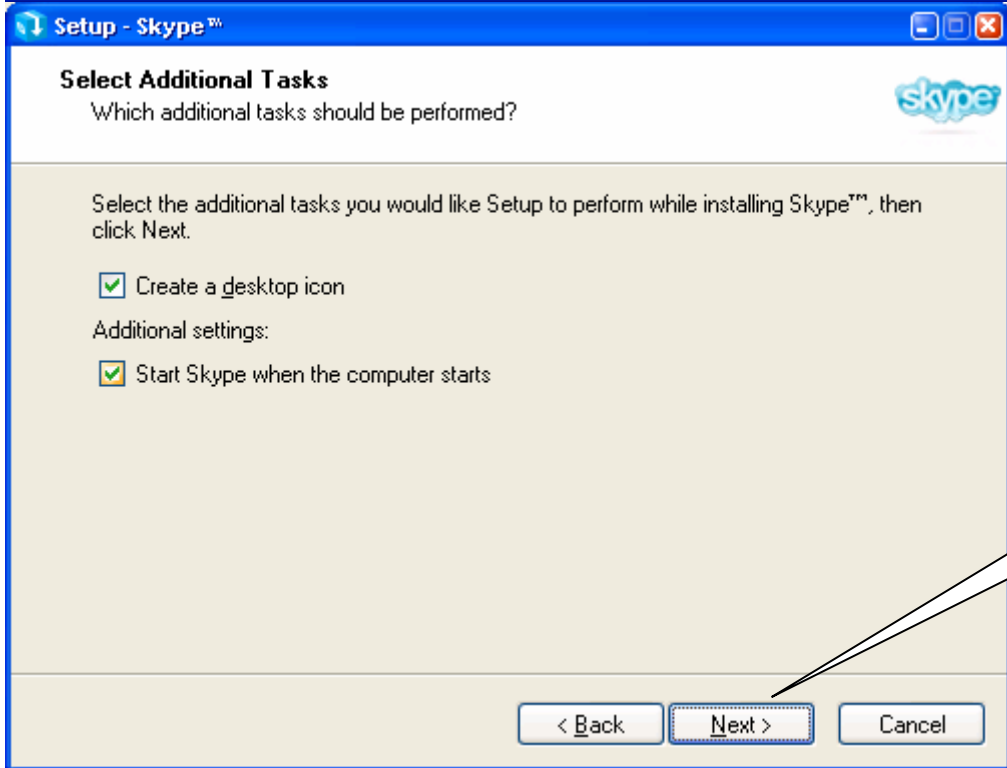


Do you Accept the Agreement? Click Next

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If you prefer leave default folder selection. Click Next



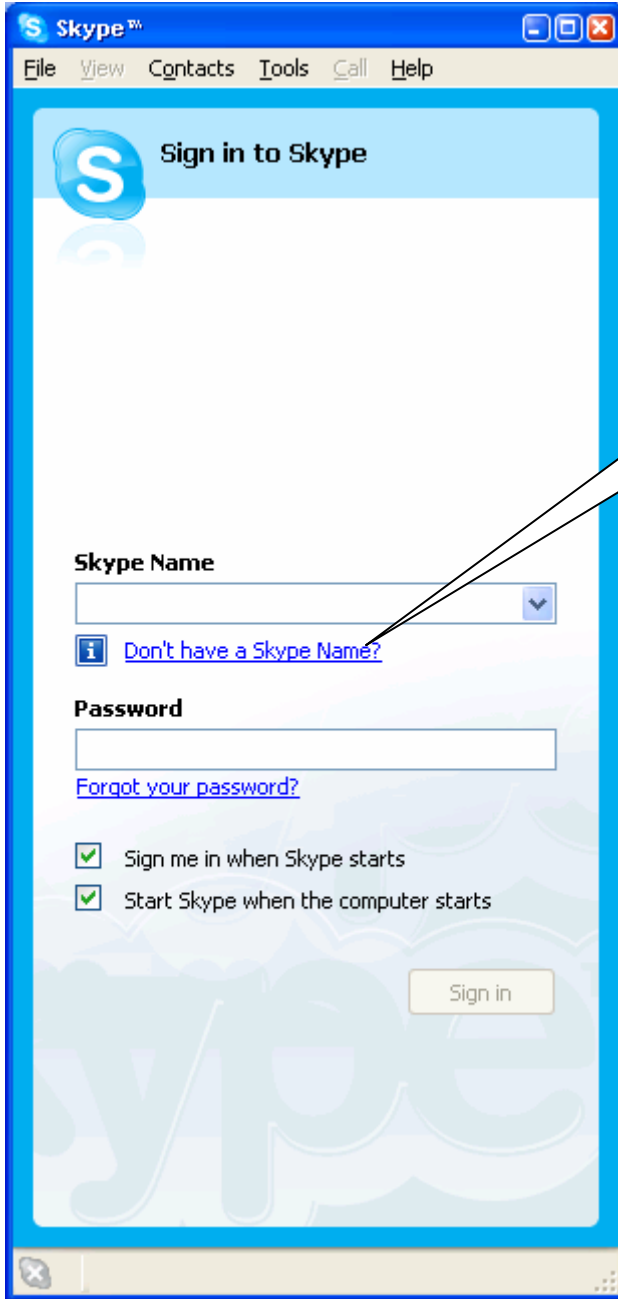
Click Next

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That's it for Installation. Click **Finish!** Your next step is to setup your User\Login Account

SKYPE™ – Install How To Guide



Click "Don't have a Skype Name?" – This will launch the new user setup.

SKYPE™ – Install How To Guide

Skype™ - Create Account

Create a new Skype Account

Choose Skype Name
Must contain between 6 and 32 characters
[Already got a Skype Name? Click here to sign in](#)

Password *

Repeat Password *

E-mail
A valid e-mail address is the only way to find lost passwords

Please contact me with the latest Skype news

Sign me in when Skype starts

Start Skype when the computer starts

Yes, I have read and I accept the [Skype End User Licence Agreement](#)

* Fields marked with red asterisk are required

Sign In Cancel

Choose your own Skype™ name. PADT users use the following naming convention: **padt-lastname**. Your PADT, Inc. tech support rep will require your username and ANSYS Tech support ID for authentication.

Enter your **password**, a valid **email address** and select the check box that you have read the agreement.

Click **Sign In!** You are finished with the setup. You can further edit your user profile later. **Next**, walk through the Skype® getting started Wizard to setup your first contact!!!

SKYPE™ – Install How To Guide

Skype™ - Create Account

S Help your friends find you

Filling in these fields is optional. The more information you provide about yourself here, the easier it will be for your friends and family to find you on Skype.

Full Name
Your full name is how your friends will see you on Skype

Country/Region

City

E-mail
Your e-mail will be kept private, but those who know it will be able to use it to search for you on Skype.

Next > Cancel

Enter your Full Name, Country, City and Email address.

Click **Next** and the main login screen will pop up.

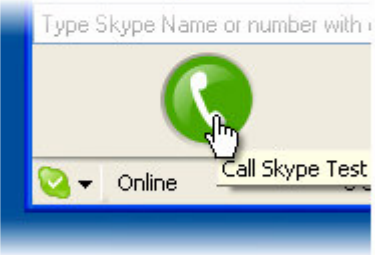

SKYPE™ – Install How To Guide

Skype™ - Getting Started Wizard

Test your sound settings with the help of Skype Test Call

Step 1. In the Contacts tab, locate and click the contact 'Skype Test Call'.

Step 2. Click green 'Call' button to start the call. Follow the directions given in the recording.



If you have problems with sound settings, [Click here to get help setting up your equipment.](#)

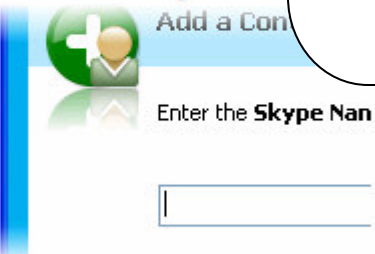
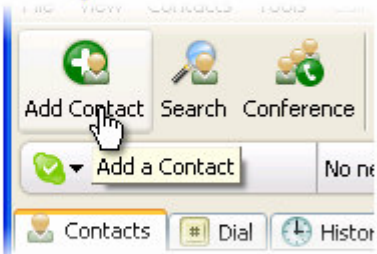
Previous 1 2 3 4 Next

Skype™ - Getting Started Wizard

Add your friends to your Contact List

Step 1. Click the green 'Add Contact' icon on the Skype application toolbar.

Step 2. Type your friend's Skype Name into 'Add' box on the 'Add a contact' window and click 'Search' to find them.

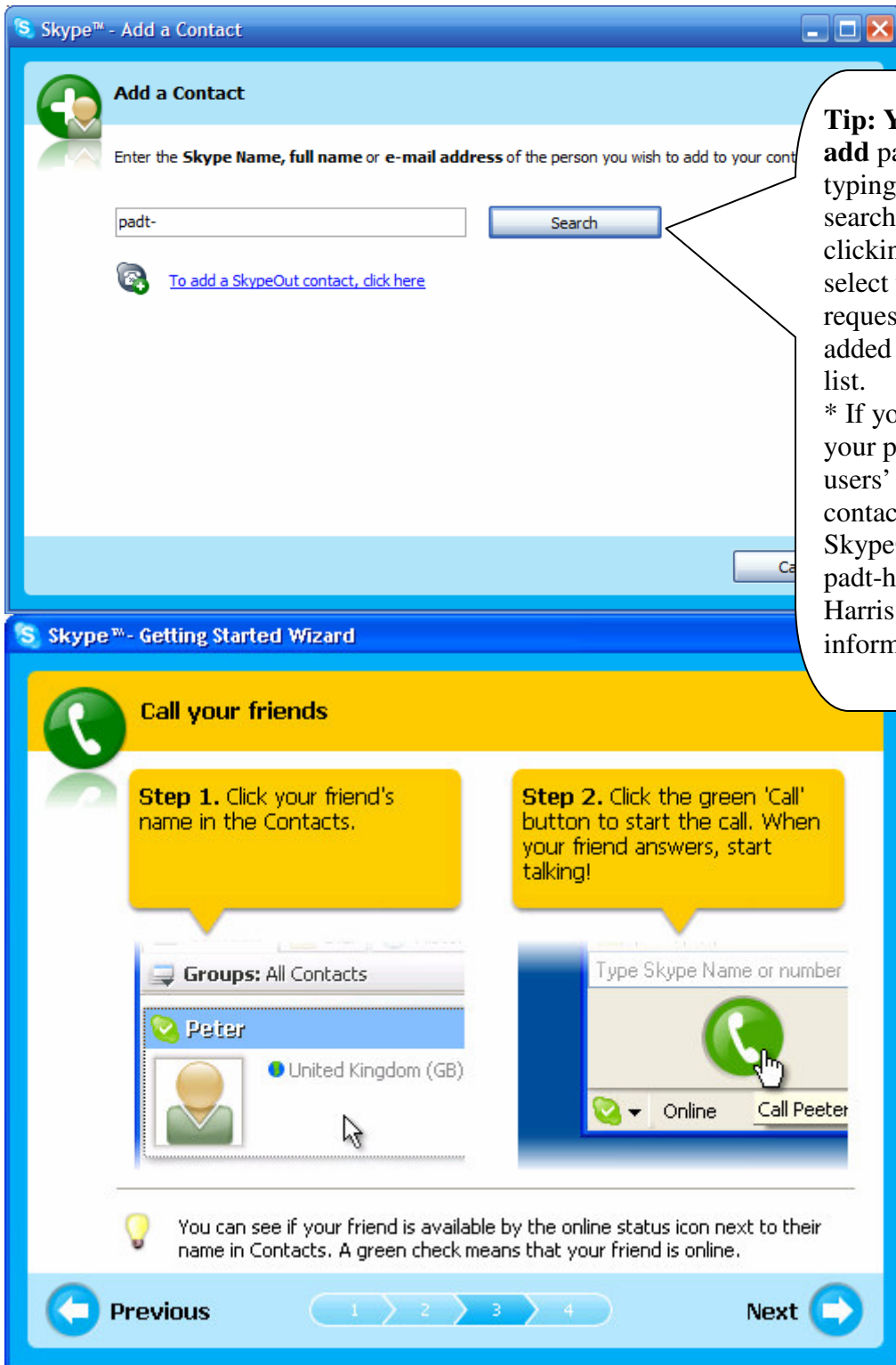


If you can't find your friend's Skype Name, [use Skype search to find them.](#)

Previous 1 2 3 4 Next

NOTE: PADT tech support users will use the following naming convention for their Skype™ user ID: *padt-lastname*
* If you are unsure of your padt-tech support users' last name please contact us using Skype® user name padt-harris or Ted Harris for more information.

SKYPE™ – Install How To Guide



Tip: You can quickly add padt- users by typing “padt-“ into the search box and clicking Search. Then select the users to request that they be added to your contact list.
* If you are unsure of your padt-tech support users’ last name please contact us using Skype® user name padt-harris or Ted Harris for more information.

Step 4 of the wizard will attempt a search of your Outlook address box. Use at your own judgment.

SKYPE™ – Install How To Guide

NOTE: PADT tech support users will use the following naming convention for their skype user ID: *padt-lastname*

* If you are unsure of your padt-tech support users' last name please contact us using Skype® user name padt-harris or Ted Harris for more information.

In the even you have sound or microphone issues please contact your IT support individual.

Thank you!