



THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

(A Central University established by an Act of Parliament)

Hyderabad – 500 007

User Guidelines for Skype as Communication Tool for Teachers

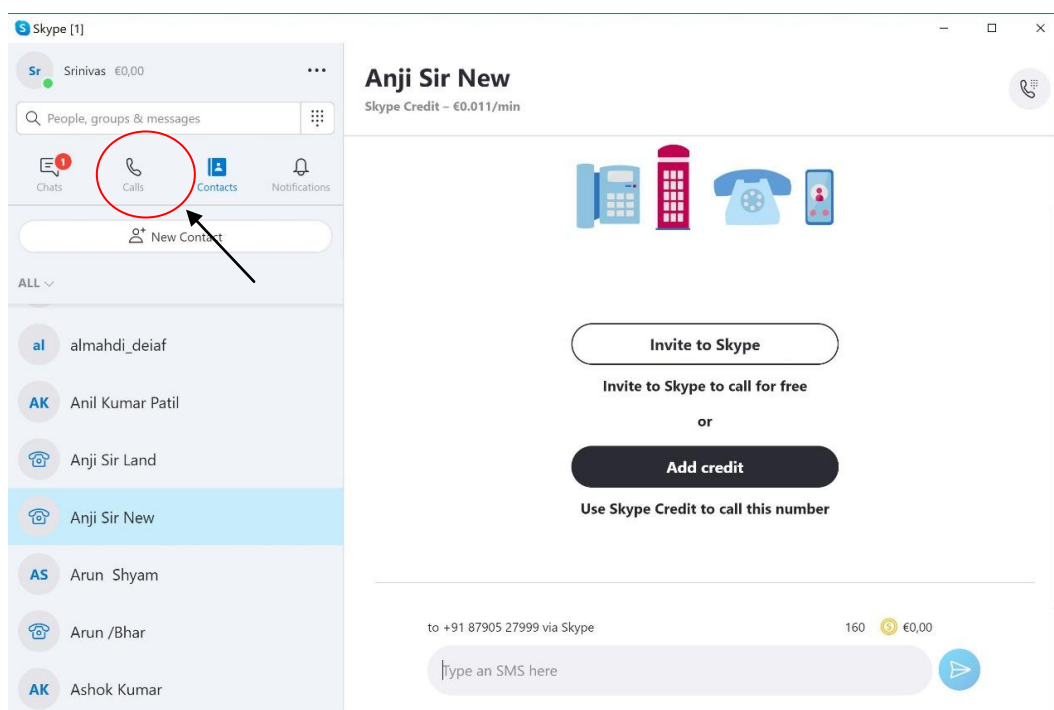
Step: 1 - Download the latest version of Skype from www.skype.com, from Windows store, Play Store (for Android users) or App Store (Apple users) depending on the device you are using.

Step: 2 - Create an account (if you do not have one already) using your **mobile number** or **email address**

- a. Please ask your students to create Skype Ids for themselves, and ask them to email them to you.

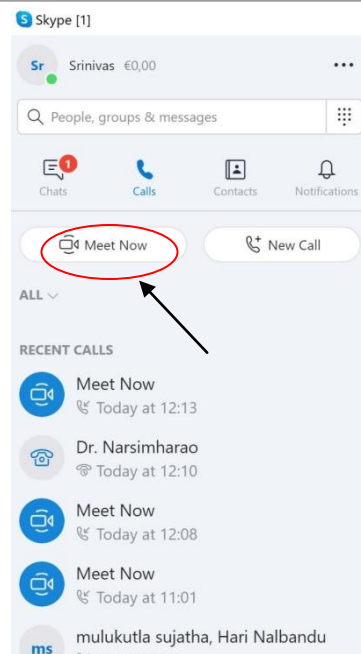
Following are the Steps to start a group call using Skype on your Windows PC

Step: 3 - Add the students' Skype Ids to your **Contacts list**. (You can now call and have up to 50 people in a call, all at once). The screen may appear as follows:

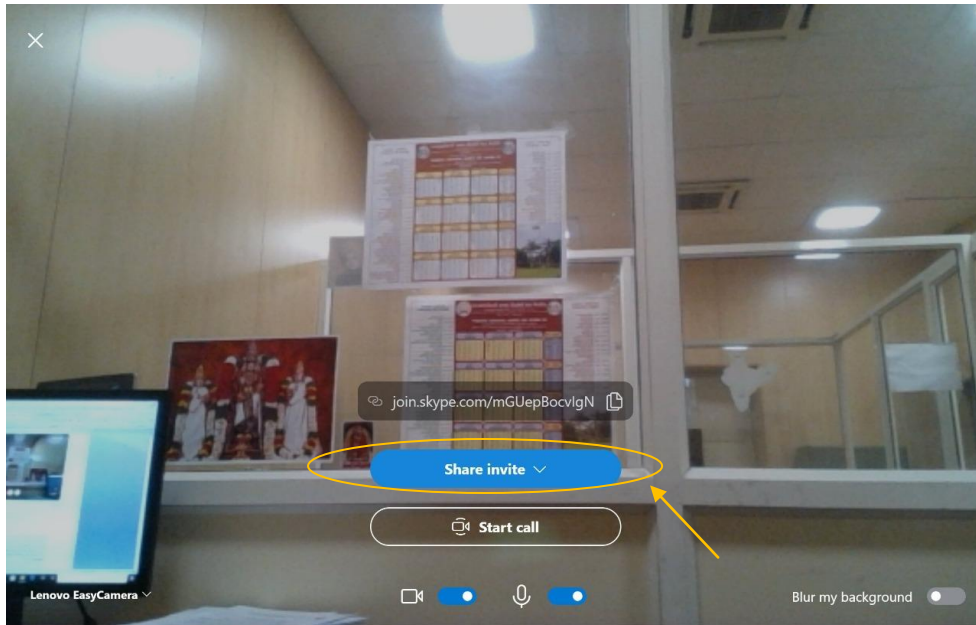


Picture – 1

Click on **Call** (as shown in the encircled portion as in Picture – 1 upper left). Then a new drop-down menu appears. Click on **Meet Now** (as shown in Picture -2, right); a new window opens (as shown in Picture -3, next page).

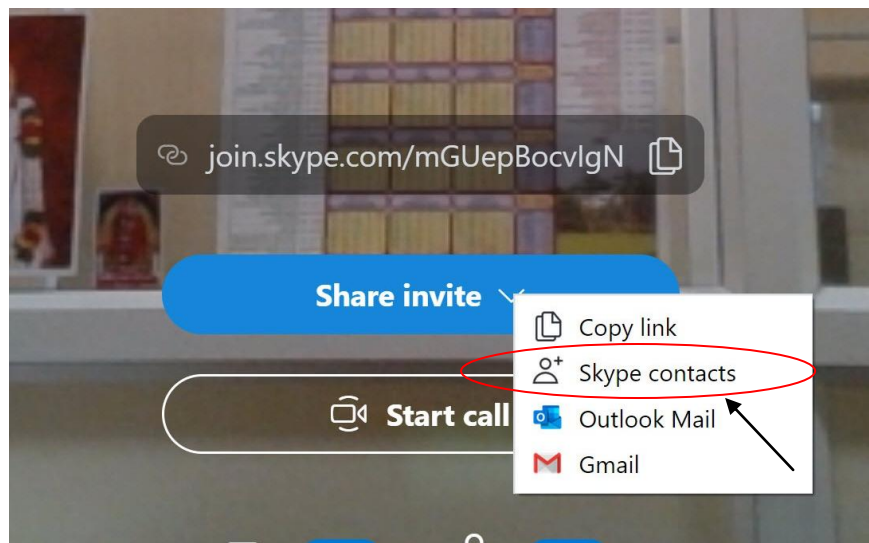


Picture – 2



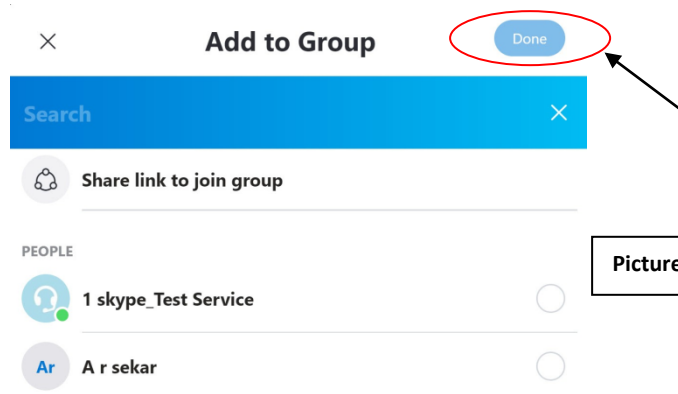
Picture – 3

Step: 4 – Now click on **Share invite** (as in Picture – 3, above) which will open a menu as in Picture – 4 below;



Picture – 4

Step: 5 – Click on **Skype contacts** as shown in Picture – 4 which will open a new window as in Picture – 5. Add the Skype contacts with whom you want to have a group call and click **Done**, (upper right).



Picture – 5

A call will go to the selected contacts with a ring tone. The contacts can then join the call.

Note: The teacher should mark attendance of the students who joined the group call.

Source of visuals

www.skype.com

For more information on Skype, please use the following link for Skype Tutorial

http://virtualfieldwork.org/How_tos/Entries/2009/8/10_2._How_to_Setup_and_Use_Skype_files/Skype%20Tutorial.pdf

Helpful Video links to make Skype Group Calls

1. From Mobile

<https://www.youtube.com/watch?v=8bgDb080gwU> (Mobile)

2. On Windows PC

<https://www.youtube.com/watch?v=NRcb3uB3Jac>