



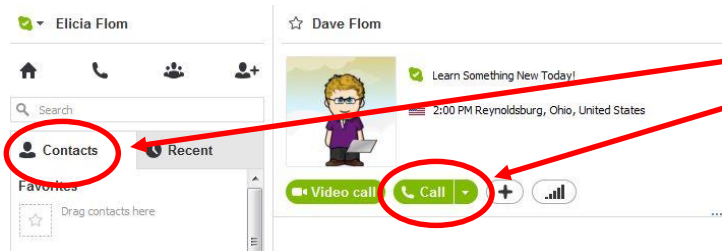
SKYPE™ Virtual Classroom

For your Instructor-Led software training sessions, or for computer assistance, follow the steps below to join us using SKYPE.™ Double Click the Skype™ Program icon:



When you see this login screen:

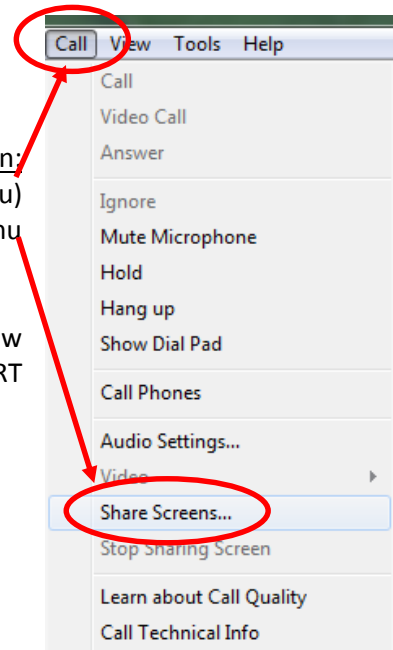
1. Type your SKYPE name
2. PRESS TAB (or click in Password Field)
3. Type your Password, then
4. Click the SIGN IN button.



To make a call:

- SELECT or ADD a contact
- Click CALL

To share your screen:
Click CALL (in the Skype™ menu)
Click SHARE SCREENS from the drop down menu



Locate this window
Then Click START



For additional support for Skype™ visit:

General Support

<https://support.skype.com/en/>

User Guides

<https://support.skype.com/en/user-guides>