

Additional Skype Functions

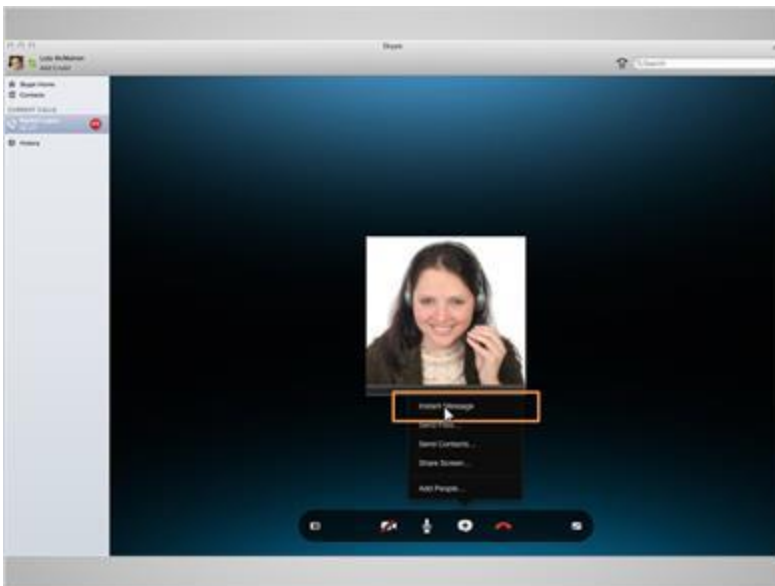


Are you ready to explore the extra Skype features with Lola? You can learn how to send an instant message, share a file, and even share your screen with the person you are Skyping. Go ahead and click on whichever topic you would like to explore first. Be sure to click on "Complete Course" when you are done exploring.

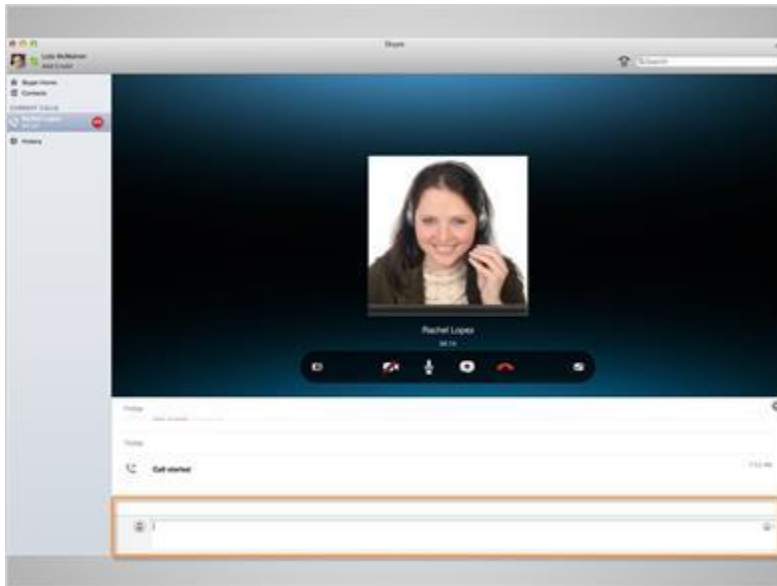
Send an Instant Message



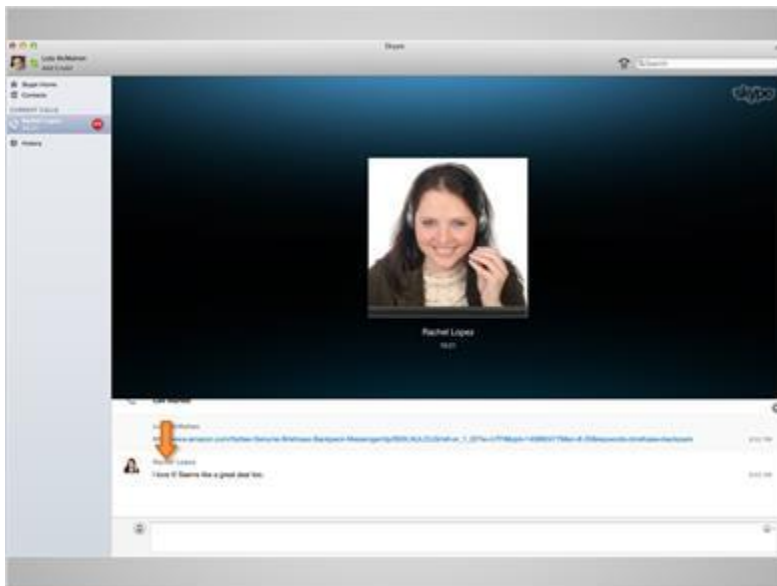
Lola is ready to send her first instant message while Skyping. She is on a call with her friend Rachel, and wants to share a link for a backpack she is thinking about buying.



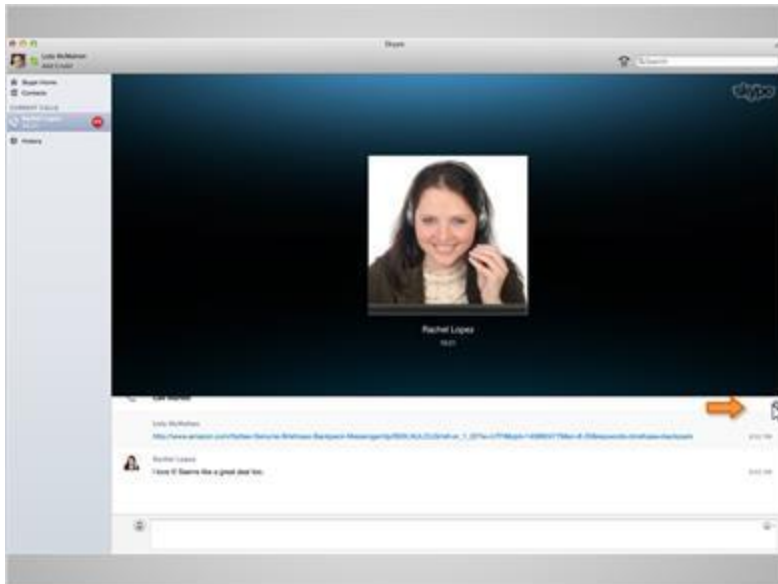
She clicks on the icon with a plus sign in the middle, and then clicks on first option, which is "Instant Message".



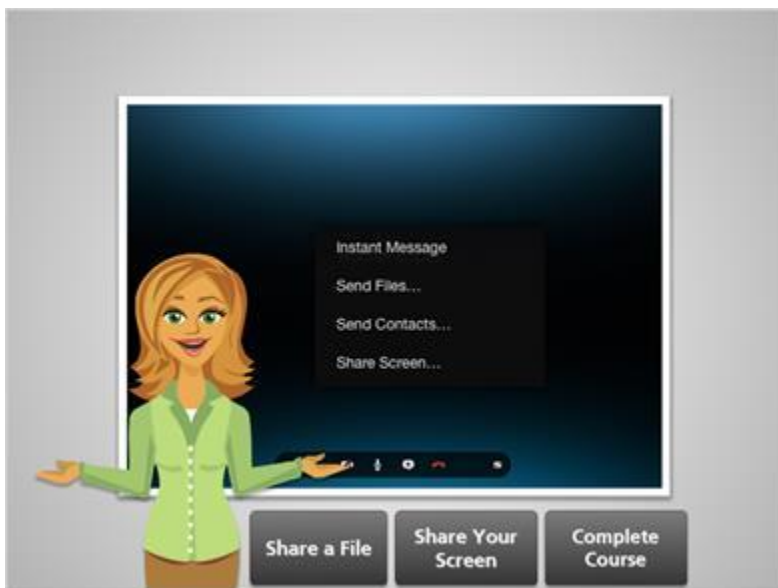
There is a chat box that appears at the bottom of her screen. She types in the link for the backpack she wants Rachel to take a look at. She hits the “Return” key to send the message on its way.



Any instant message from Rachel would appear directly below the one Lola just entered. You can see Rachel has responded to Lola saying she like the backpack!



If Lola wants to close the instant message option, all she has to do is click on the “x” on the right hand side of the screen.

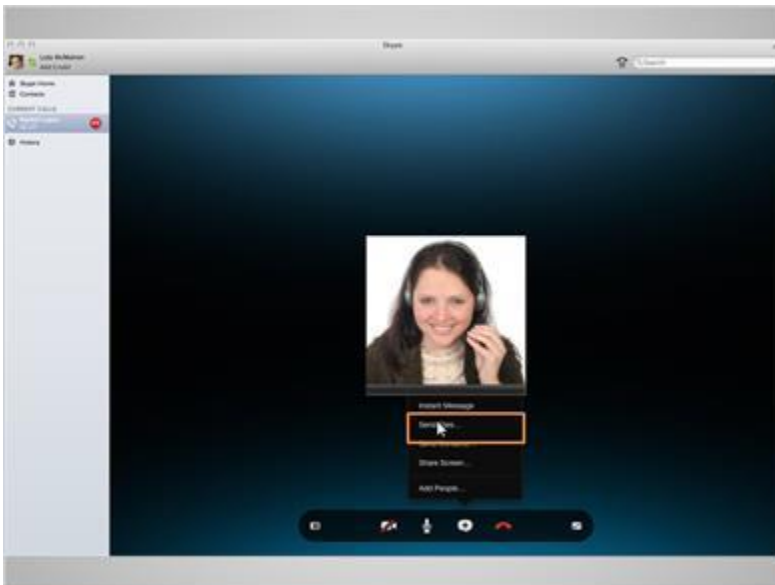


That concludes instant messaging.

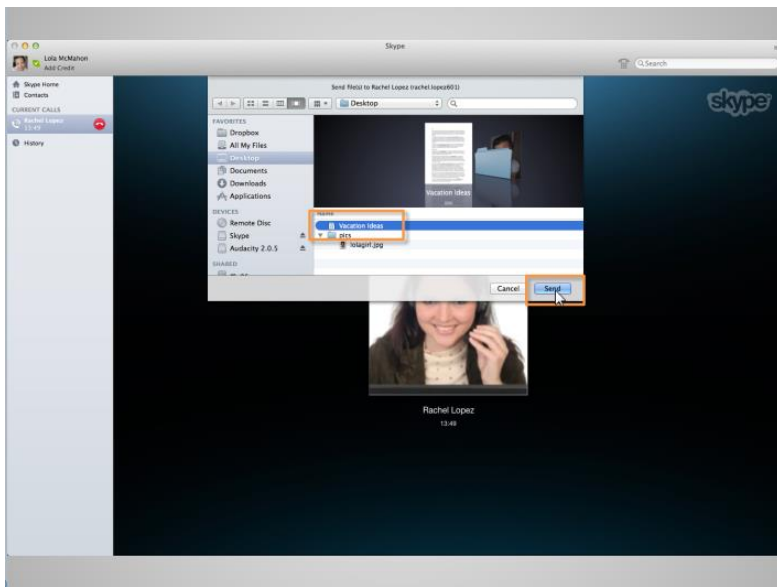
Share a File



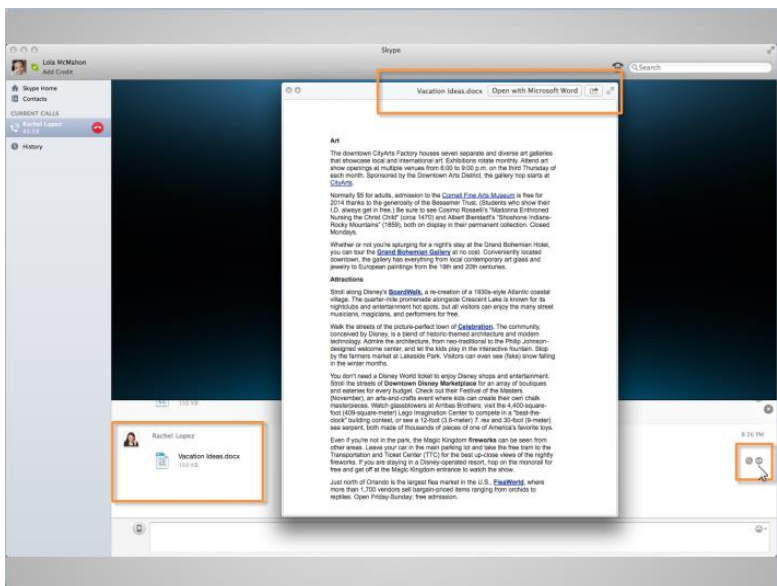
Lola and Rachel have been discussing Rachel's upcoming visit to Florida. Lola has created a list of events that they can attend when Rachel gets there. To share the file, Lola would click on the icon with a plus sign in the middle,



and then on the second option, which is "Send Files...".



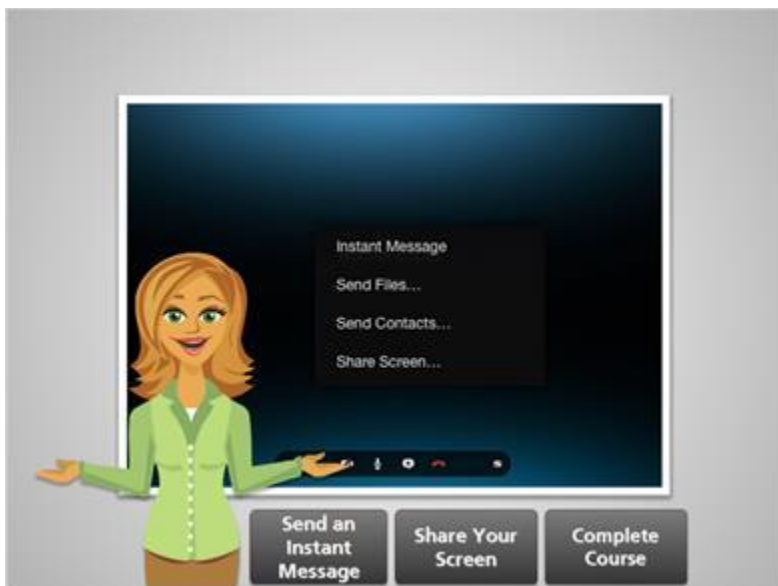
A pop-up appears so Lola can select what file she would like to share. She clicks on the vacation file, then clicks “Send”. The sent file will appear below. Her friend Rachel can now view the vacation schedule on her own computer.



Rachel has received the file, made some changes and sent it back to Lola. Lola can see the file begin to download to her computer. Once it's complete all she would have to do is click on the image that looks like an eye. To be able to make changes and download the file, she would click on "Open with Microsoft Word".



To close the image of the document Lola would click on the "x".

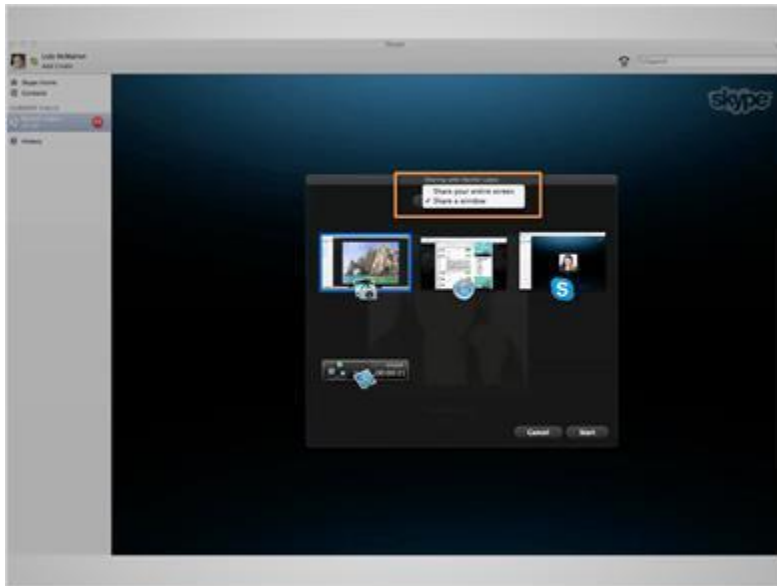


That concludes sharing a file.

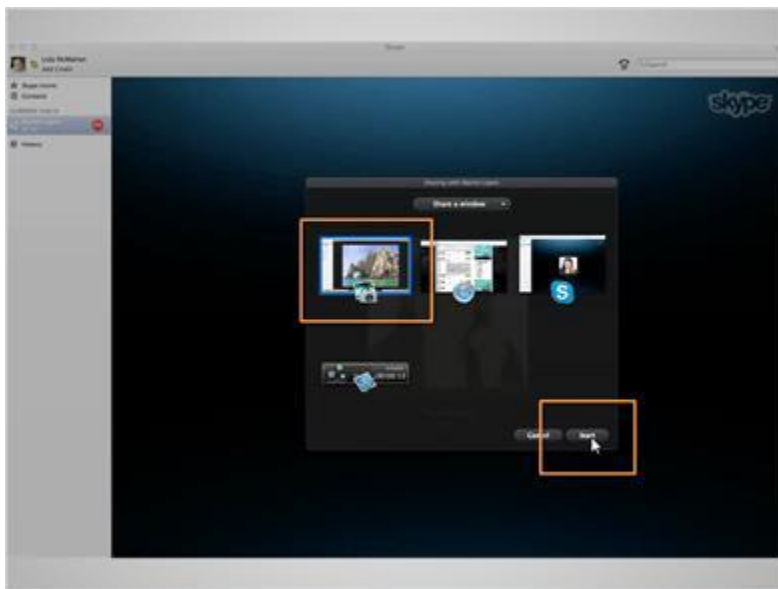
Screen Sharing



Lola took a ton of pictures when Rachel visited. Rachel had been asking her if she could email them to her. Lola decided it might be more fun if they looked at the pictures together while Skyping. On their next call she clicks on the icon with a plus sign in the middle, then clicks on the third option, which is “Share Screen...”.



A pop-up with screen sharing options appears. Lola can choose from “Share your entire screen” or “Share a window”. The difference between the two options is that if she chooses to share her entire screen, Rachel will see exactly what is on her desktop. If Lola chooses just to share a window, Rachel can only see what is in that specific window and Lola can maneuver around on her desktop without Rachel seeing what she is doing. Lola decided to select “Share a window”.



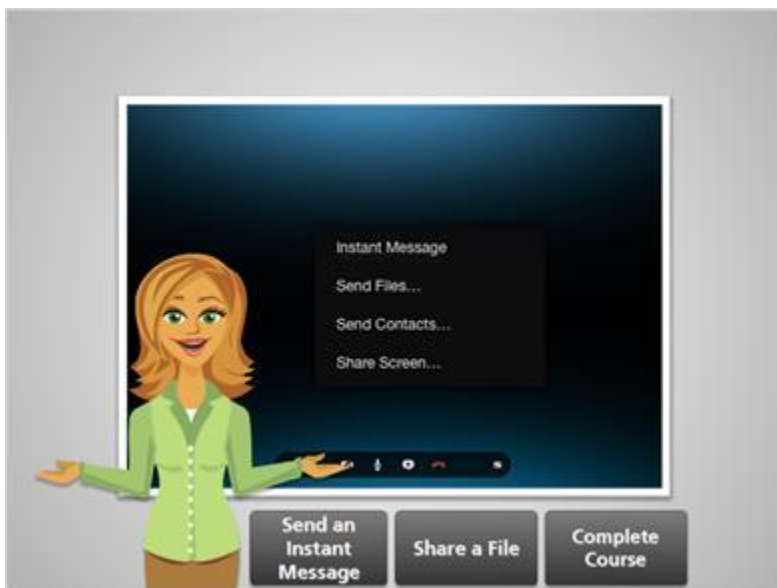
Then she clicks on the window she wants to share and clicks on “Start”. It’s good to note that Lola had opened the file with the pictures prior to her Skype call that way she can access it easily while on the call.



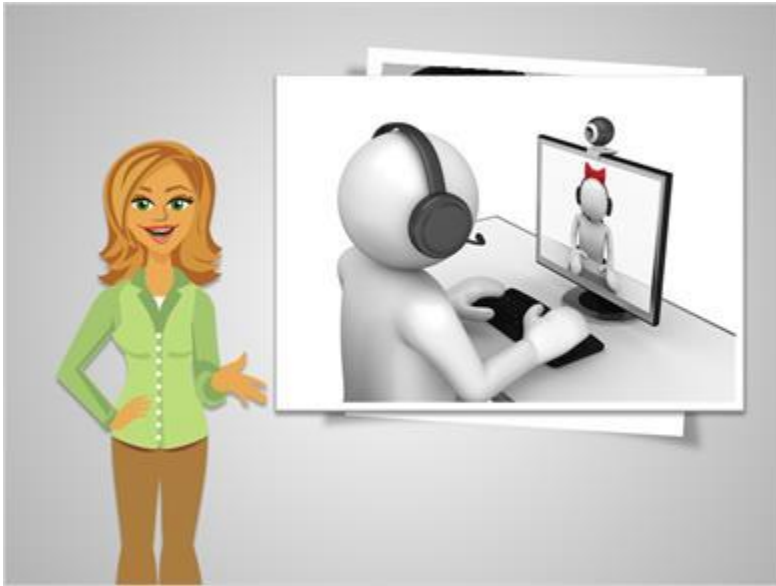
Lola can tell that the screen share has worked because she now sees a small image, down in the right hand corner, of what Rachel can see. She then clicks on the picture file on her computer and can begin showing them to Rachel.



When she is ready to stop sharing her screen, Lola simply would click on the icon with a plus sign in the middle, and then click on “Stop Sharing Screen”.



That concludes screen sharing.



You've done it! You completed the course. You've learned how to sign up for a Skype account, download Skype to your computer, and explored account and Skyping options. Are you ready to make your first Skype call?! Feel free to come back anytime and review the Skype lesson with Lola.