Creating a Skype Account on a Computer
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Skype is a computer program that enables the user to video chat, instant message, or call other users. Skype is used in both personal and professional settings. Professionally, Skype enables businesses to conduct video interviews and meetings across the country or the world. Personally, Skype allows friends and family to keep in touch despite the physical distance between them. Although it is a free program, Skype offers additional features at a fee. The following instructions detail how to create a Skype account on a computer; however, the program can be installed and used on your mobile phone, tablet, or other internet-connected devices.

Getting Started
1. To make and use a Skype account on a computer, you need:
   - A webcam, for video communication
   - A computer or mobile device with a microphone and speakers, or a headset
   - An internet connection
2. To get to the Skype website, enter http://skype.com into your search bar, or click the URL.
3. In the top right corner of your screen, click JOIN US.

Create an Account
NOTE: The yellow box towards the top of the screen enables you to create a Skype account with your Microsoft or Facebook accounts. The following instructions detail how to create a freestanding account. Ignore the yellow box.

1. Type your First and Last name in the labelled boxes.
2. Type your email address in the two boxes below your name.
   NOTE: Other Skype users cannot see your email address. Other users can see your PROFILE INFORMATION.
Profile Information

NOTE: Only COUNTRY/REGION and LANGUAGE are required. BIRTHDAY, GENDER, CITY, and MOBILE PHONE NUMBER are not required. With MOBILE PHONE NUMBER specifically, only your contacts will be permitted to see your phone number, if you choose to provide it.

1. From the drop down options, select the day and month of your birthday. Supply the year in the provided box.
2. Select your Gender and Country/Region from the drop down options.
3. Type the name of the city you wish to be associated with.
4. Select a language from the drop-down.
5. Next to the flag icon, select the country in which you live. Enter your mobile phone number in the box below the flag icon.
6. Select your answer to the question: “How do you intend to use Skype?” from the drop-down below the question.

Skype Name and Password

1. As you contemplate your Skype Name, know that it must meet the following specifications:
   a. Between 6 - 32 characters
   b. Begin with a letter
   c. Contain only letters and numbers (no spaces or special characters)
2. Type your Skype Name in the labeled box.
3. When you have typed your chosen Skype Name into the box, move the cursor to the PASSWORD box and click there to make the blinking cursor appear. If your chosen name is invalid, a comment will appear beneath the Skype Name box. If this happens, choose a different name, or modify your chosen name, until the name is no longer deemed Invalid. Skype also provides suggestions when you type the first letter of your name.
4. As you contemplate your password, know that it must be between 6 - 20 characters, and can include both Latin letters and numbers. Your password must contain at least one number.
5. Type your chosen password in the labeled box.
6. Type your password again in the box labeled REPEAT PASSWORD.

Receiving Future Information
1. Read the information regarding promotions and updates.
2. If you would like to receive information about new products, features, or special offers, select the way in which you would like to receive the information, BY SMS or BY EMAIL.
3. Be aware of the charge that may be incurred for receiving SMS messages.

Final Steps
1. Type the supplied CAPTCHA text in the provided box.
   NOTE: If you cannot read the text in the box, you can listen to it by clicking on the blue image of the speaker to the right of the box.

2. Read and accept the Skype Terms of Use and the Skype Privacy Statement. To read the complete terms, click on the underlined information title. If any of your information is missing or needs to be edited, you will have to make the information meet Skype standards before proceeding.

   Congratulations, you have successfully created a Skype account!