

## How to use Skype for people with aphasia



It takes **time** to **learn** a **new** app.

This **guide** might **help** you **learn** something new.

There will be **different ways** to do the **same thing**.

**Use** the **way** that works **best** for **you**.

This **guide** gives **information** on:

- **Signing** up to Skype
- **Adding** a contact/ **friend**
- **Joining** a Skype **call**
- **During** a **call**

## Signing up your account

Select **'Let's go'**

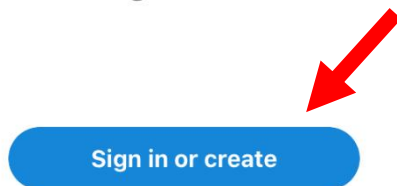
### Welcome to Skype

Free HD video and voice calls anywhere in the world.



Select **'Sign in or create'**.

### Let's get started



Use your Skype or Microsoft account. [Need any help?](#)

Select **'No account? Create one!'**



### Sign in

to continue to Skype

Skype, phone or email

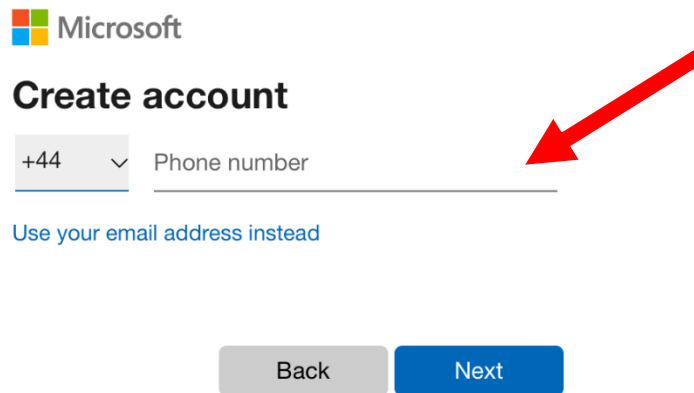
No account? [Create one!](#)

[Sign-in options](#)



Fill in your phone number.

Then select 'next'.



Microsoft

### Create account

+44 Phone number

[Use your email address instead](#)

Back Next

A red arrow points to the phone number input field.

Create your password.

### Create a password

Enter the password you would like to use with your account.

Create password

Show password

By providing your phone number, you agree to receive service notifications to your mobile phone. Text messaging rates may apply.

Next

A red arrow points to the password input field.

Select 'next'.

Fill in your **first name** and **surname**.

### What's your name?

We need a little more info before you can use this app.

First name

Surname

Next

Select '**next**'.

Fill in your **country** and **date of birth**.

### What's your date of birth?

We need a little more info before you can use this app.

Country/region

United Kingdom

Date of birth

Day

Month

Year

Next

Select '**next**'.

To **confirm** your **account** **Skype** will **text** you a **code**.

They will **send** the **code** to the **number** you gave them.

**Fill in the code.**

## Verify phone number

We've just sent a code to +446

Enter code

Choosing **Next** means that you agree to the [Privacy Statement](#) and [Microsoft Services Agreement](#).

Next

Select '**next**'.

You can **select** the **background colour** of your Skype.

## Choose Your Theme

Pick a theme that works for you. You can always change themes in your app settings.



High-contrast theme



Continue →

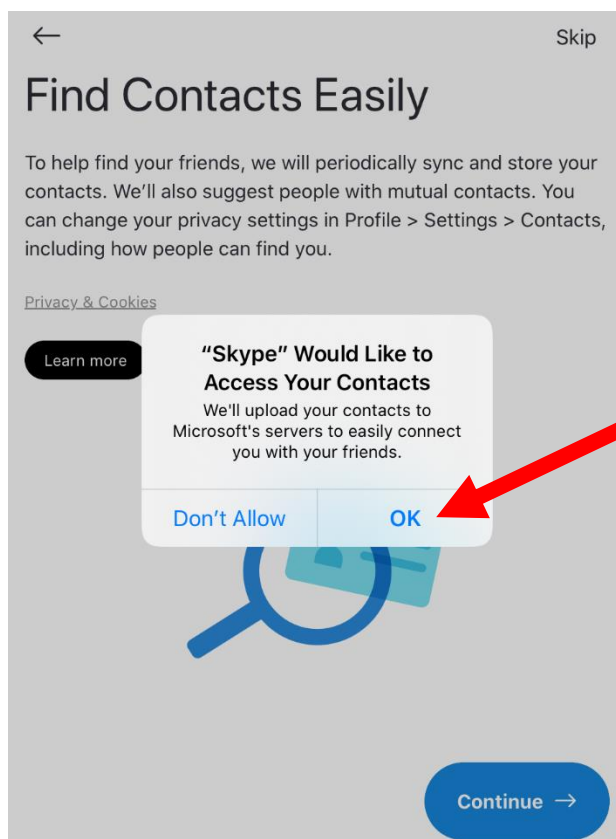
Select '**Continue**'.

Next **allow Skype** to **access** your **contacts** on your **device**.

You can **choose** to **skip** this stage.

Sharing your contacts might make it **easier** to **find** your **friends**.

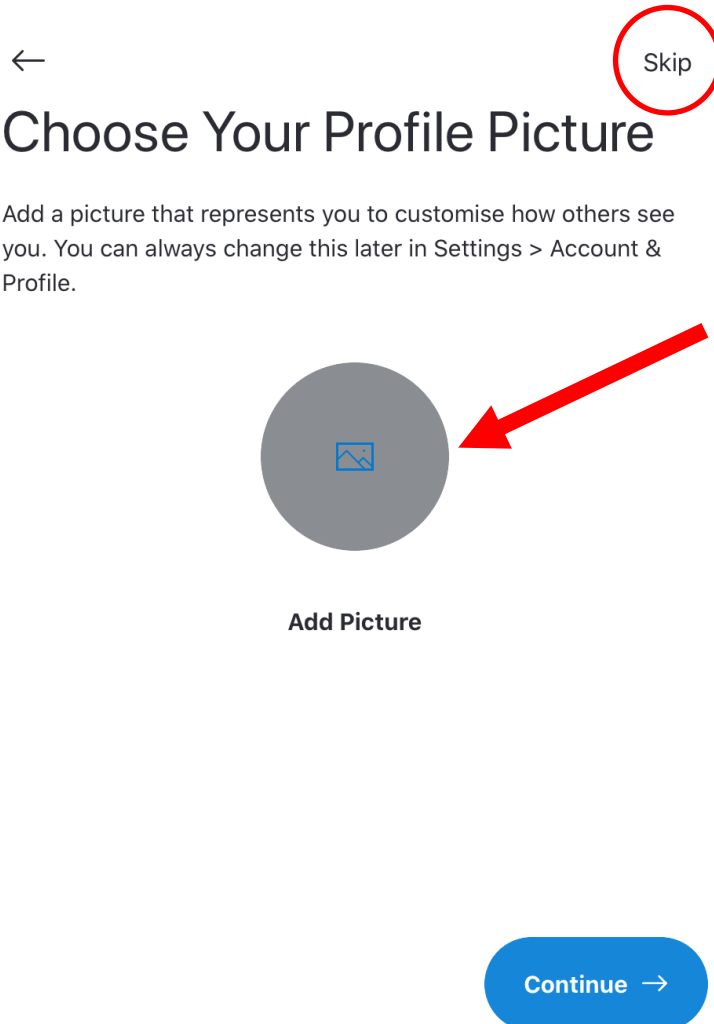
Select **'OK'**



Select **'Continue'**.

You can **add a profile picture**.

**Click on the picture** and **load** one from your **device**.



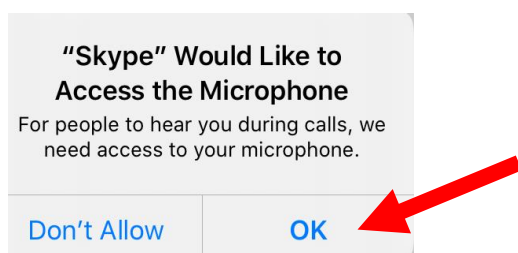
Select '**Continue**'.

You **do not need** to **add a photo**.

**Select 'Skip'** to miss this step.

Give Skype **permission** to **use** your **microphone**.

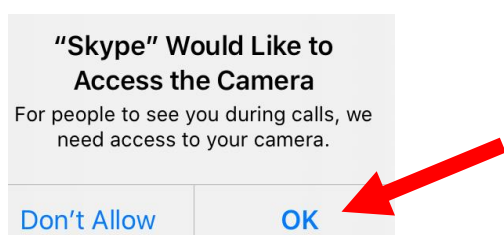
Select '**OK**'.



Select '**Continue**'.

Give Skype **permission** to **use** your **camera**.

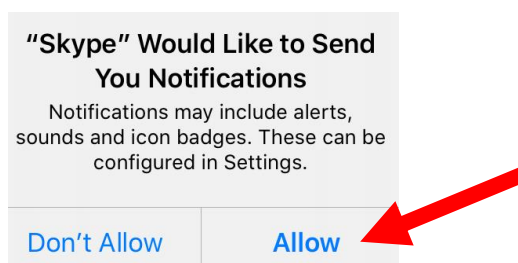
Select '**OK**'.



Select '**Continue**'.

Give Skype **permission** to **send** you **notifications**.

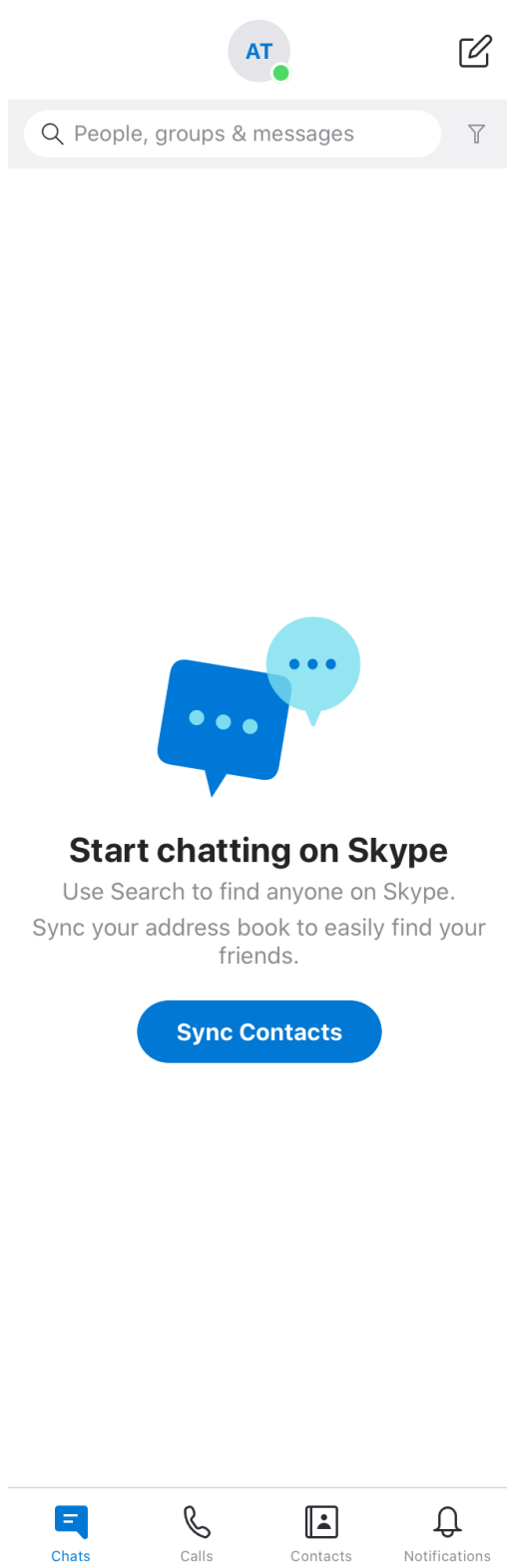
Select '**OK**'.



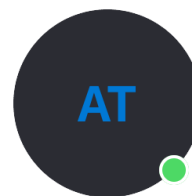
Select '**Continue**'.



You are ready to **start using** your **Skype** account.



## Welcome, Aphasia



Tell your friends what you're u... 

**Start a conversation**

Search for someone to start chatting with or go to  
Contacts to see who is available.

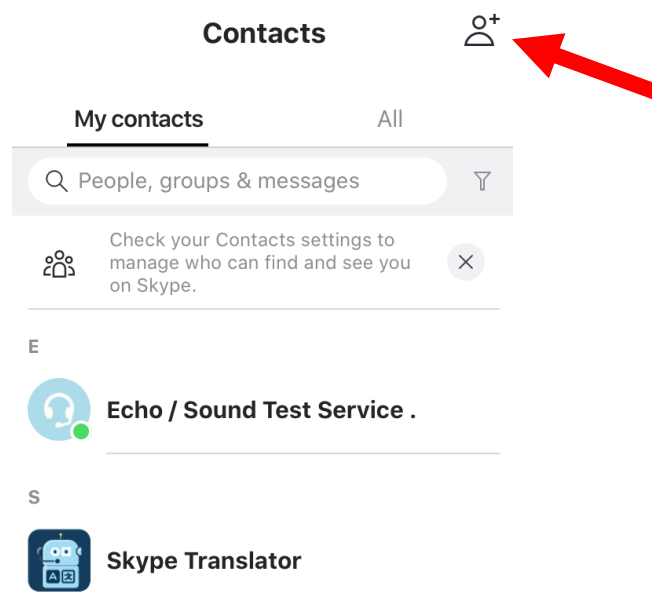
## Adding a friend

Open Skype.

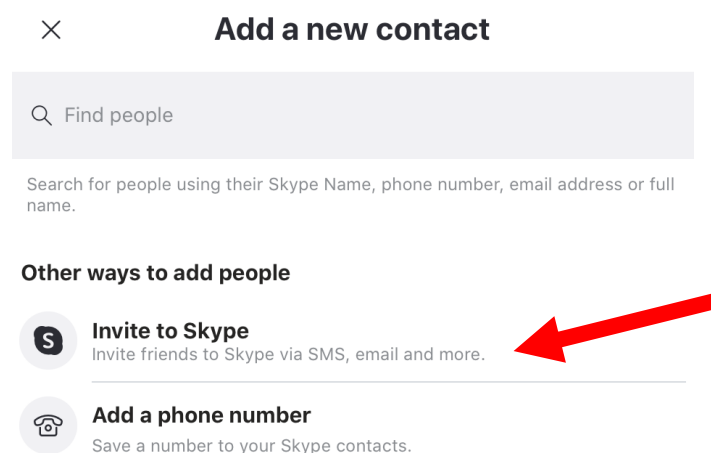
Select the 'Contacts' icon.



Click on the 'add contact' icon.

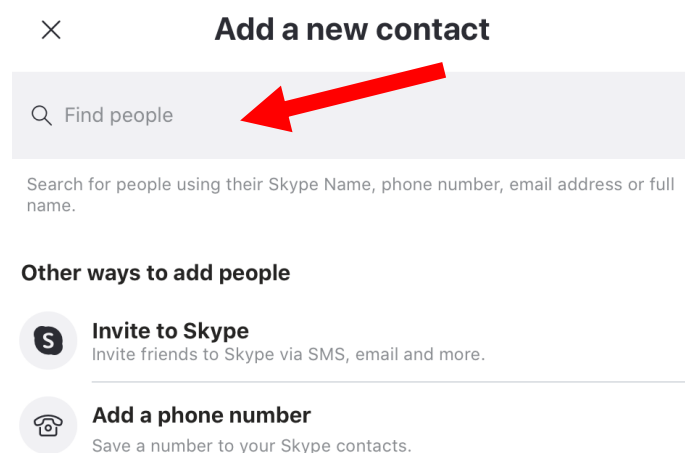


To invite someone to skype select 'Invite to Skype'.



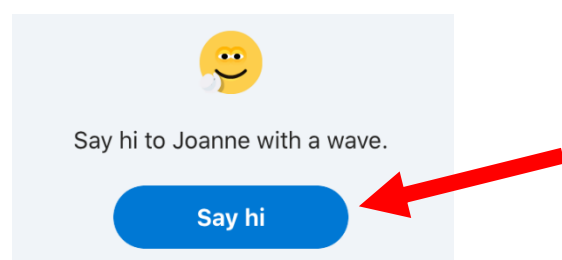
You can **search** for your **friends** by their **name**.

**Write** their **full name** in the search bar.



**Click** on your **friend**.

Select **'Say hi'** to **connect** to your **friend**.



## Joining a Skype call

1. **Open your emails.**
2. You will receive an **email** with a **Skype link**.

You have been invited to meet on Skype. Click here to join the meeting <https://join.skype.com/oVfrYhQO8LdW>

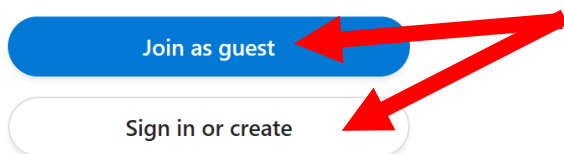
3. **Click on the blue link.**

You have been invited to meet on Skype. Click here to join the meeting <https://join.skype.com/oVfrYhQO8LdW>

4. You can **'Join as a guest'** or you can **'Sign in'** to your account.



You've been invited to join a  
Skype Conversation



Use your Microsoft account. [What's this?](#)

## During a call

When you **join a call** you will see yourself in the top right corner.

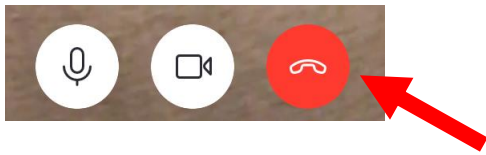


When in a **call** you will see **icons**.

These **icons** have **different functions**.

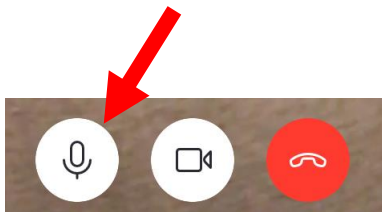
If you are using your **phone** or a **tablet** you need to **touch the screen** to **see the icons**.

To **end** the call select **red hang up icon**.



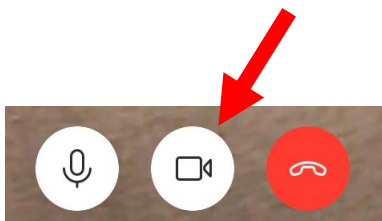
To **mute** your **sound** select the **microphone icon**.

To **unmute** press the **same icon** again.



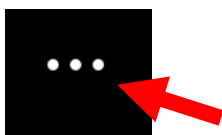
To **turn off** your **video** select **video icon**.

To turn your **video back** on press the **same icon**.

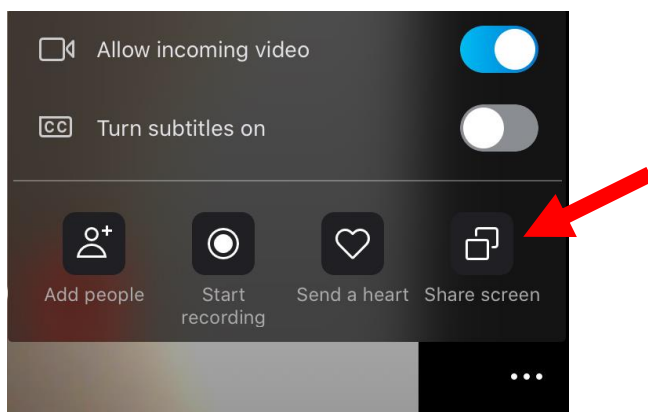


To might want to **share** your **screen**.

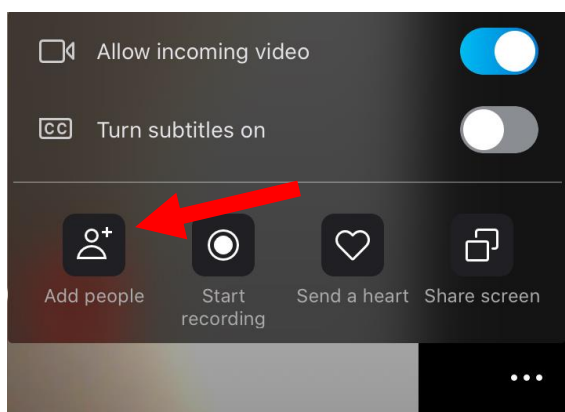
Select the **three dots** in the **right corner** of your screen.



Next choose 'Share screen'.



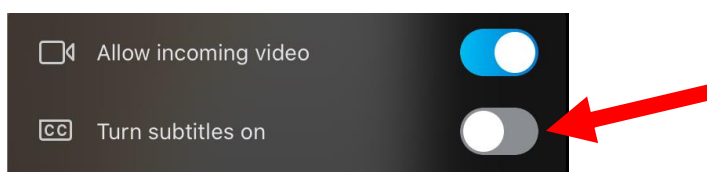
You can also **add more people** to the call by selecting 'Add people'.



People with **aphasia** or people with **hearing** difficulties may **benefit** from **subtitles**.

The subtitles are **not always accurate** on Skype.

To **turn on** the **subtitles** touch the button until it turns blue.



If you want to use your **back camera** to show something in your room.



Select the '**Switch Camera**' icon.

This icon is below **your video**.

**Select again** if you want to **change** the **camera** back.

