



MINISTRY OF EDUCATION  
AND CULTURE



CYPRUS PEDAGOGICAL  
INSTITUTE



Eduweb

**Combating Digital Exclusion**  
**Children educate digitally illiterate**  
**adults in safe and creative web**

## **Adults Training Lessons**

**Online communication**

Create a Skype account

Co-funded by the  
Erasmus+ Programme  
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# **EduWeb: Combating Digital Exclusion - Children educate digitally illiterate adults in safe and creative web**

## **O3A2: Educational Material**

### **Adults Training Lessons**

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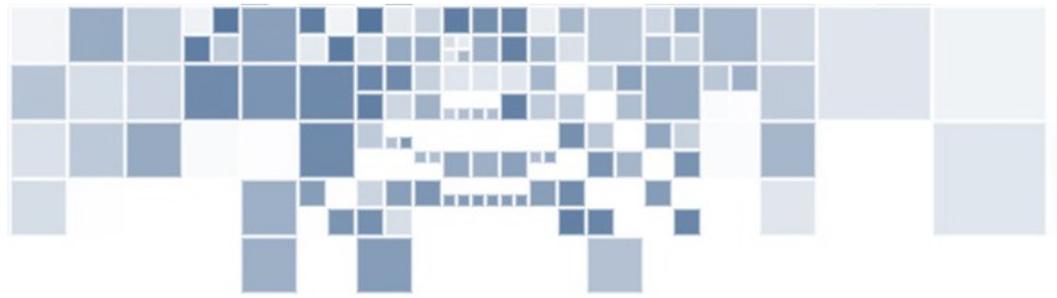
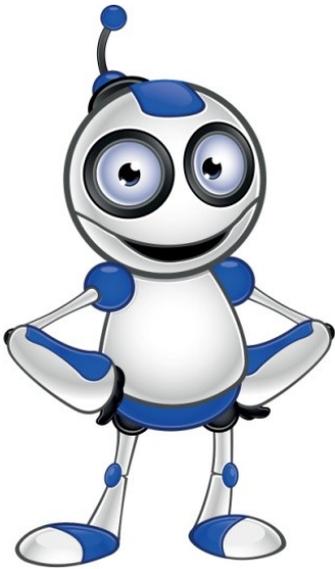
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# SKYPE

## LESSON 2

**Category:** Online communication

**Activity Description:**

Create a Skype account

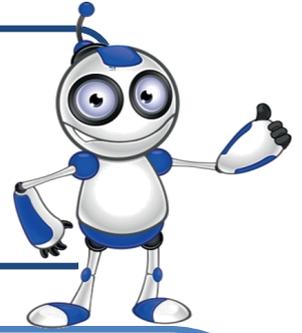


**Aims (What are you going to learn?):**

⇒ During this lesson you will learn how to create a Skype account.

## Digital Competences:

⇒ Communication and collaboration.



### What are you going to need?

- ⇒ Equipment: computer (laptop or desktop)
- ⇒ Web browsing application (e.g. Chrome)
- ⇒ Peripherals: Microphone, camera build-in or external)
- ⇒ Mobile phone



**Audience:** Adults with basic digital competences in using a computer and web browsing.



**Time needed:** 10 minutes

### Before we start we need to ensure that the user has:

- ⇒ the necessary equipment to access internet,
- ⇒ the ability to handle basic computer or “smart” device functions,
- ⇒ e-mail or mobile phone.

## Level of difficulty:



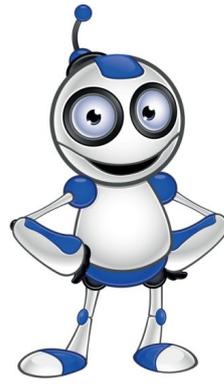
1



2



3



4



5

## Similar applications:

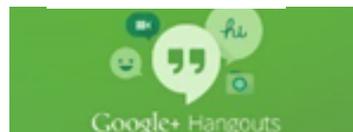
⇒ Viber



⇒ ooVoo



⇒ Google Hangouts



## Internet Safety

### Attention!

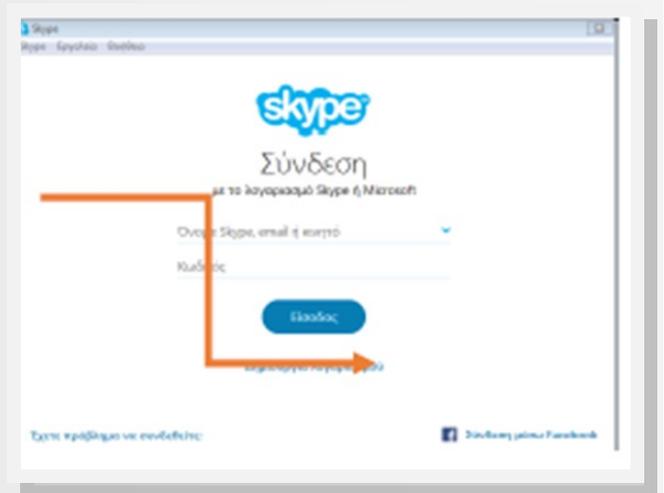
Web applications passwords must not be saved on the computer.



# STEPS TO CREATE SKYPE ACCOUNT

1

Create an account.  
Click on **Create an account.**

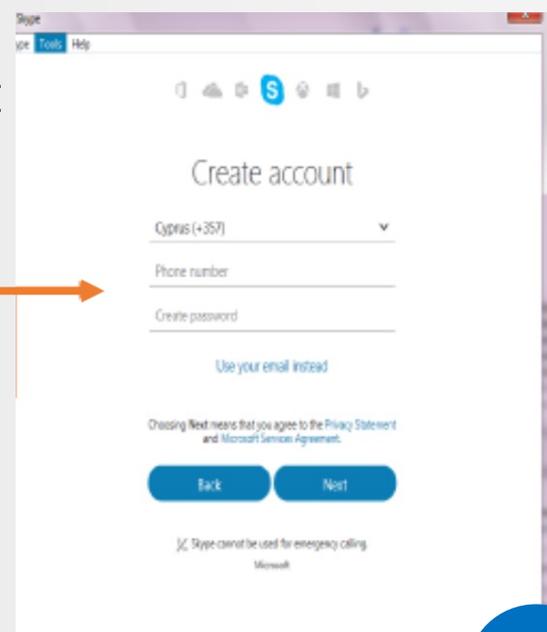


**Note: Skype gives us the opportunity to create an account by using our telephone number or our e-mail address.**

2

After choosing your country, enter your phone number and your password. Save your password at a secure place.

Furthermore, your password should consist of at least eight characters, including symbols, numbers and letters.



4

3

If you don't want to use your phone number, you can connect using your e-mail account, entering a password.

Skype  
Skype Tools Help

### Create account

eduweberts@gmail.com

\*\*\*\*\*

Send me promotional emails from Microsoft

Use a phone number instead  
Get a new email address

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

Back Next

Skype cannot be used for emergency calling.  
Microsoft

← Sign in with a different account

4

Enter your first and last name, as you would want it to appear in Skype. Afterword click on **Next**.

Skype  
Skype Tools Help

### Add details

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

EduWeberts

Liko Aradippou

Back Next

Skype cannot be used for emergency calling.  
Microsoft

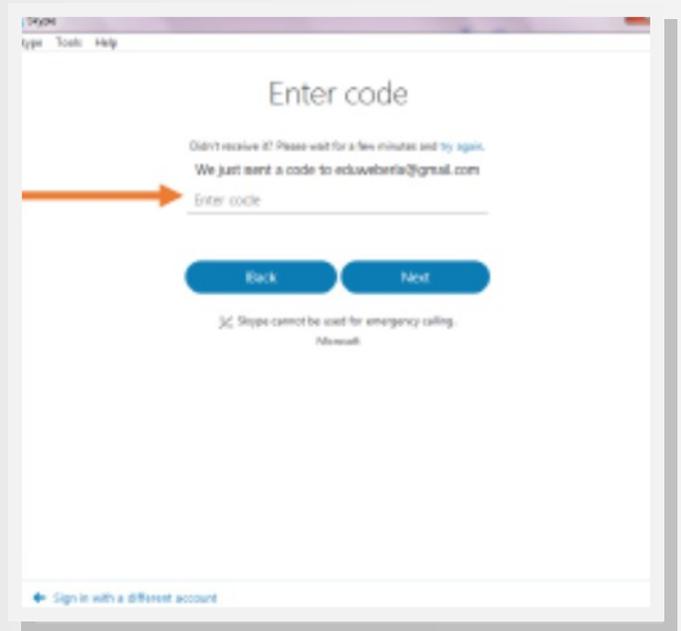
← Sign in with a different account

5

5

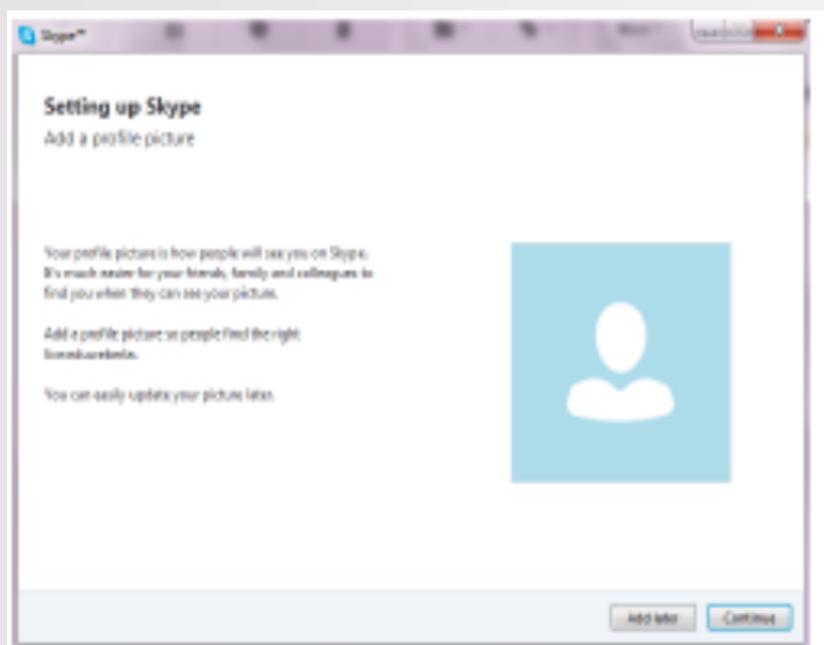
After you enter your e-mail, you will receive an access code on your email (if you have entered your mobile number you will receive a message), to create your Skype account.

Enter the code to continue with the process.



6

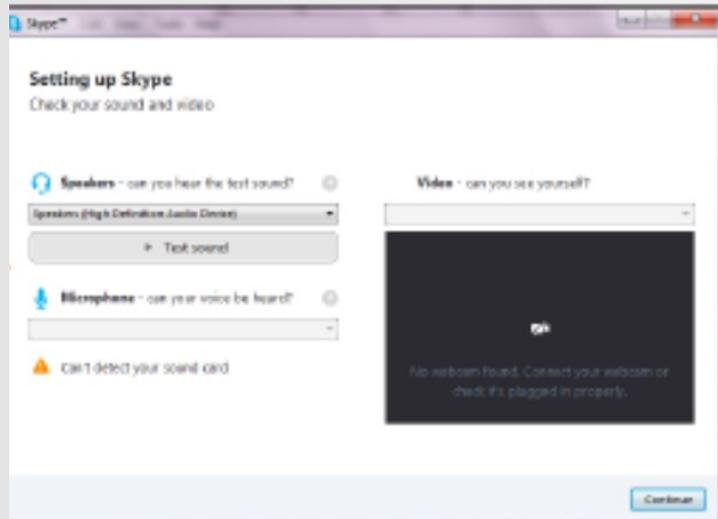
At this point you have the option to add a photograph. It is optional. If you want to skip this step, click on **Continue**.



6

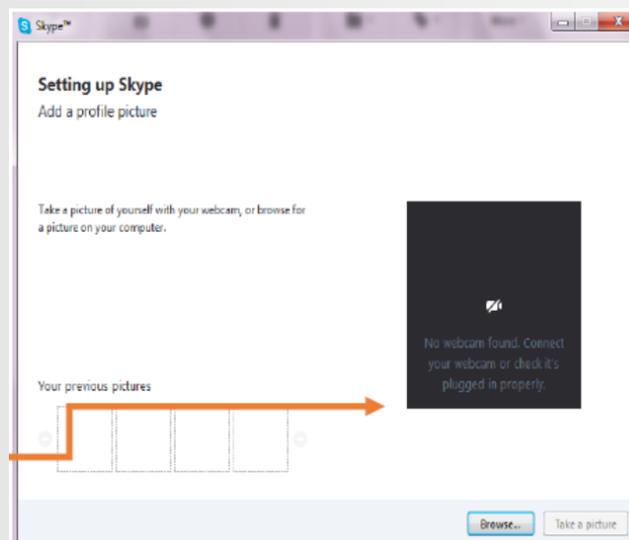
7

Check if the speakers, the microphone and the camera are functioning.



8

You also have the ability to take a picture of yourself to use as profile picture.



At this point you have created your own account and you can now use Skype!!!

7

## Safe use of Skype

- ⇒ Never give your password to anyone.
- ⇒ Save your password at a secure place
- ⇒ Never accept friend request from strangers.
- ⇒ Never download files you don't know where they come from.
- ⇒ **Attention!** There is the possibility that your camera is on even when you are not using Skype. Therefore you are advised to cover it, when you are not using it for video-call.

## LESSON ASSESSMENT

AIMS	YES	NO
I have created an account .		
Am I able to control the microphone?		
Am I able to control the speakers?		
Do I know how to upload a picture, if I wish to?		