



IPA NSW

Skype Conferencing Setup

Manual



Skype is a free software that allows account holders to send free text messages and make live video calls.

NSW Region recognises that it is not convenient for all members to travel to the city to attend the quarterly meetings. However, we would like to offer members the opportunity of 'virtual attendance' at meetings using Skype.

Members will be able to hear the executives and the proceedings. Contributions by online members can be made by typing comments which will be monitored by an assistant to the secretary present at the meeting. This is your opportunity to stay informed and become more involved in proceedings.

Please make a note of the following before proceeding with the download and installation of Skype software:

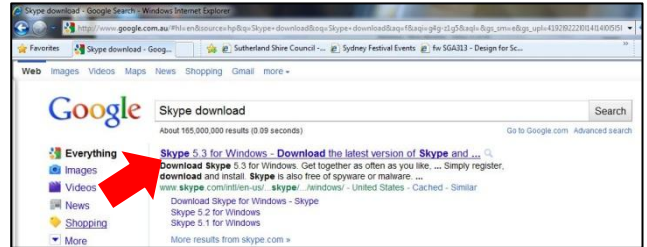
- Ensure your computer has internet connection as this software uses the internet to transmit information.
- Ensure you have functioning speakers and the volume is turned on loud in order to listen to the live conference broadcast.
- If you are a Skype account holder already, please proceed to step 10 of the instructions on how to add IPA_NSW as a contact.
- Ensure you login to Skype and place a call fifteen minutes prior to the beginning of the conference to ensure that all features function.

If you have any questions please feel free to contact IPA NSW member Rick Faizy on t.faizy@gmail.com or on Skype user name faizy110



To set up a Skype account please follow these simple steps:

1. If you have not installed the Skype software yet, it's easiest to find the downloadable software in Google. Search for 'Skype download'. You will find the latest Skype 5.3 for Windows. Click on the blue link as shown.



2. The Skype home page opens up offering a free Skype and a Skype premium package. Choose the free Skype version by clicking on the blue 'Download Skype' button as shown. Skype is a free software for PC to PC or PC to mobile phone communication.



3. The next step is to submit your details. Make sure you scroll down the page.

Create an account or sign in
It only takes a minute or two - then you'll be ready to call your friends for free once you've downloaded and installed Skype.

[Sign in](#) [Create an account](#)

Fields marked with * are required.

First name* **Last name***

Your email address* **Repeat email***

Note: no-one can see your email address.

Profile information

Note: anyone on Skype can see your profile information.

Birth day Day: Month: Year:

Gender

Country*

City

Language*

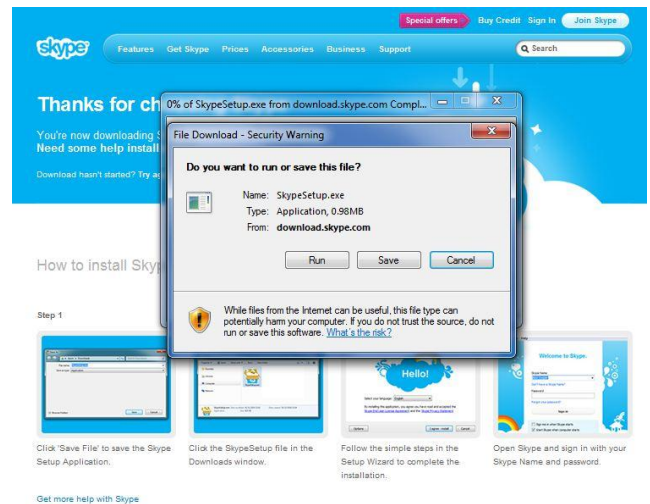


4. Now once you scrolled down you may choose your Skype name and your password (6-20 characters). Make sure you note them down.

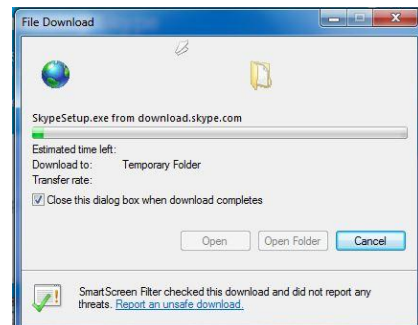
Skype will generate a scripted text which you need to re-enter in the empty box below. If you can't read the scripted text you can refresh it to get a new one.

Click on the green 'I agree – Continue' button as shown.

5. Skype will now send the file and you will receive a window asking you to 'Run', 'Save' or to 'Cancel' the file. Please click on 'Run'.



The file will begin to download...

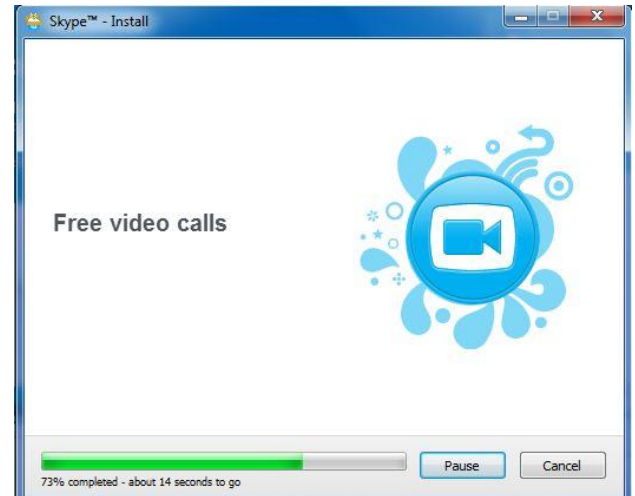




6. Once the download is completed a Skype greeting window will open up where you will be choosing your language. Click on 'I agree – install'. Hereby you are agreeing to the Skype Privacy Policy and Skype End User Agreement.

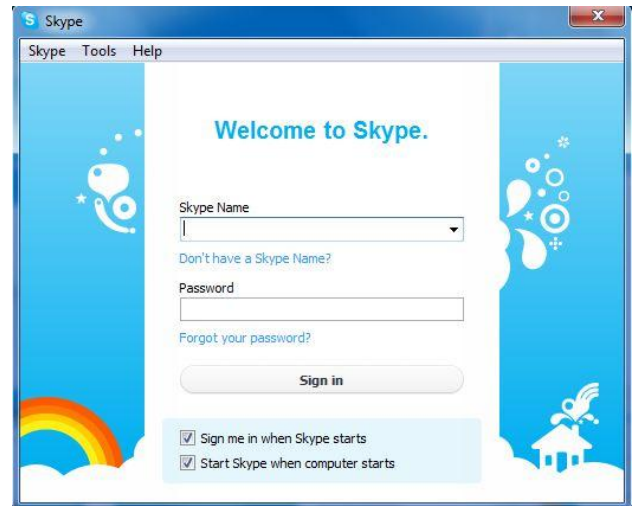


7. Skype will now install it's software on your computer.



8. You are now ready to log in to your Skype account. Do you remember your Skype name and password from step 4? Type it in and click on the light grey 'Sign in' button.

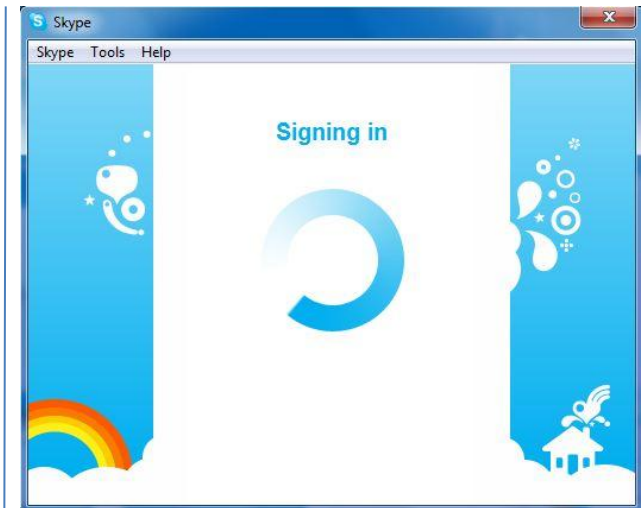
You will see the two ticks underneath the 'Sign in' button. Skype is set up to start once your PC is booting and will start Skype automatically. If you don't want Skype to do so, simply uncheck one or both boxes.





Skype will sign you in ...

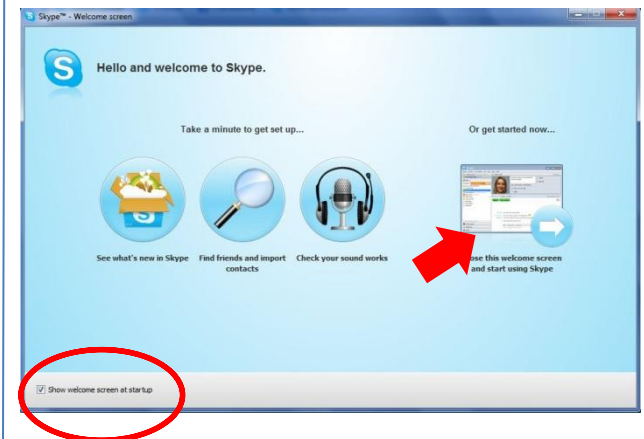
9.



Again, a Skype welcome window appears offering some information. If you don't want to see this window every time uncheck the 'Show welcome screen at startup' box (marked in red circle).

9.

Click on the blue arrow to get started!



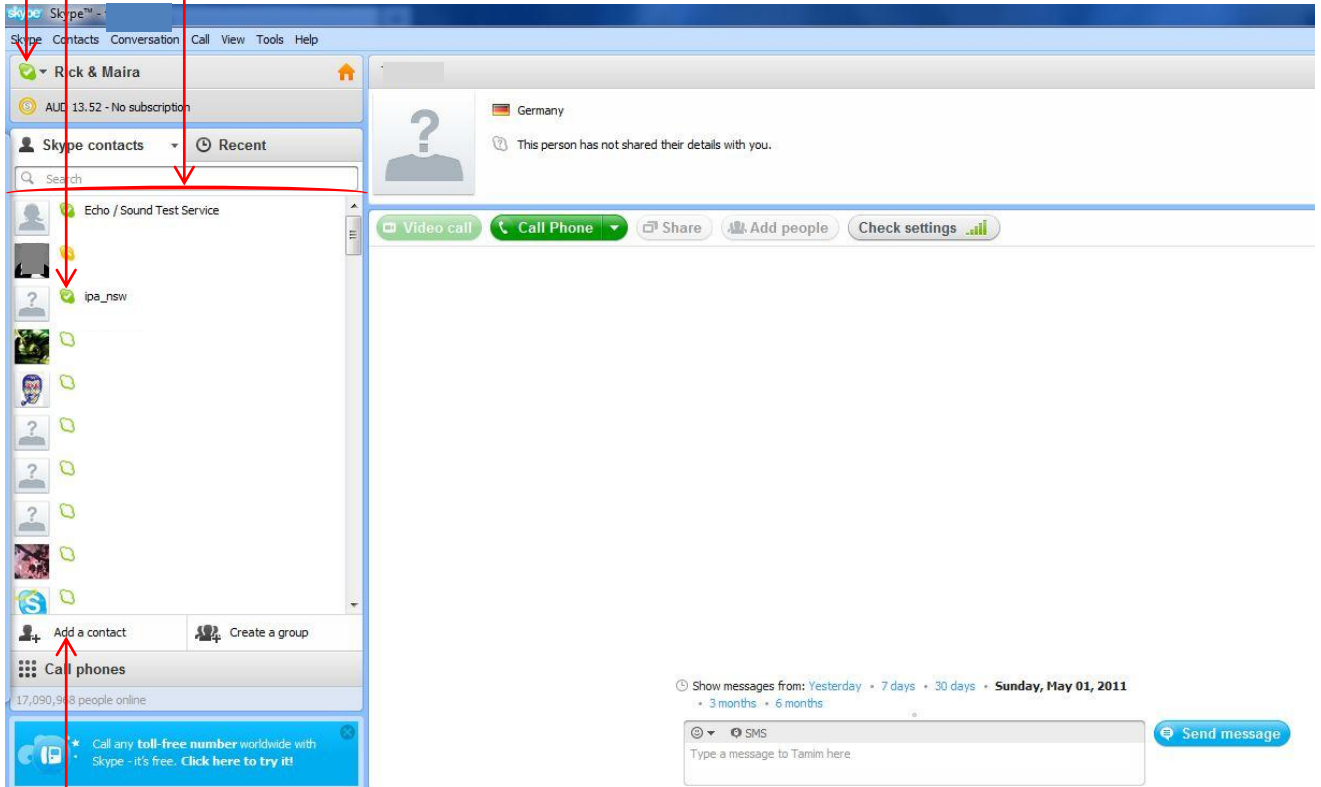


10.

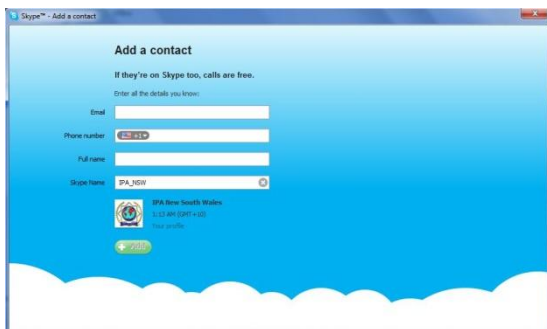
• This is now within the Skype program showing a list of contacts on the left side and details of the selected contact on the right side.

• The green tick symbol to the left of your Skype user name (in the screen shot it's 'Rick & Maira') indicates that you are online and the online status of you contact.

• As you can see **IPA_NSW** is currently online.



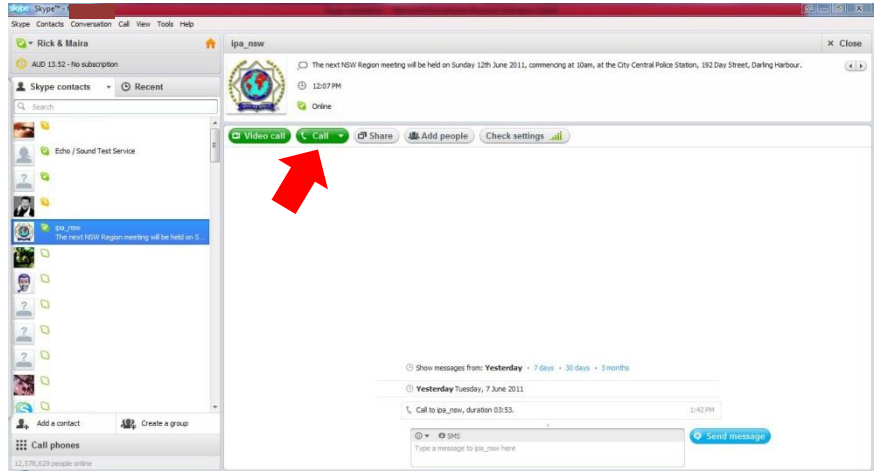
• Since you will not have IPA_NSW in your contact list you will need to add IPA_NSW into your contact list. Click on the 'Add a contact' button.



A popup window will open. Type in 'IPA_NSW' into the blank field next to the Skype name. Skype will search for existent entries and will show 'IPA New South Wales'. Click on the 'Add' button and you will be sending a request to IPA NSW. As soon as we confirm your contact request you will be linked to us. Adding a contact only has to be done once.



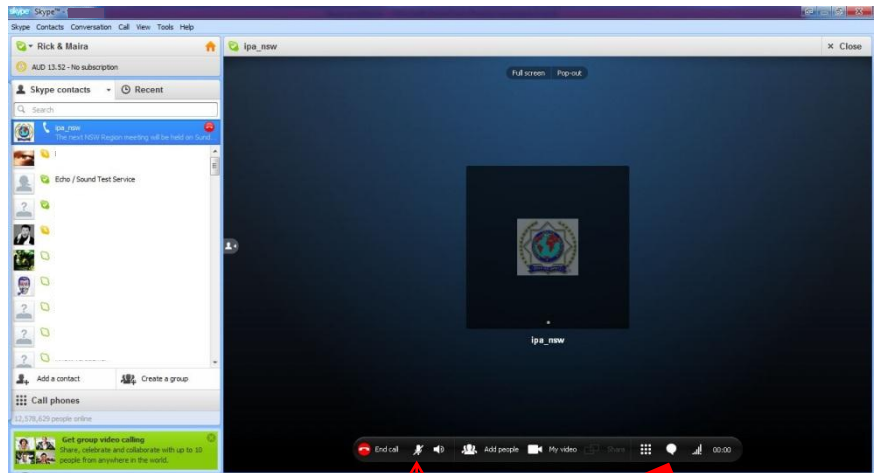
11. From the 'Skype contacts' panel on the left, select IPA_NSW and place a call by clicking on the green 'Call' tab as shown.



12. You will see the following window appear once your call has been accepted and added into the conference.

You can now listen to the conference and send your comment by text chat. Click on the icon as indicated to write your chat comment.

Please make sure your microphone is on mute by clicking on the following symbol. The symbol will turn red once it is activated. This is to avoid sound interference.



13. Begin typing your chat message in the text field as shown and submit by clicking the blue 'Send message' tab.

Enjoy conferencing!

