



How to set up a Skype account

- 1 Download the app from your device's app store, or visit www.skype.com to download and install the Skype software onto your PC.
- 2 Click "Let's go" and then "Sign in or create"
- 3 **Sign in steps:**
 - a. Use a current account **or** create a new account by clicking "Create one!"
 - b. Click "Use your email instead"
 - c. Enter your email address and click "Next"*
 - d. Create a password and click "Next"
 - e. Enter your First and Last name, and click "Next"
 - f. Enter your date of birth and click "Next"
 - g. Open your email inbox to receive the confirmation code
 - h. Enter the code in the Skype app and click "Next"
 - i. If requested to verify that you are a "real person," enter the text and click "Next"
- 4 **To make a new call:**
 - a. Click the phone receiver icon that is labeled "Calls"
 - b. Click the search icon shaped like a magnifying glass
 - c. Enter the email address of the person you are trying to reach
 - d. Once you've identified the person, click the "Call" icon
 - e. To switch to a video view, click the "Video" icon
- 5 If you have any questions during the Skype setup process, or need help trouble-shooting, please contact our Skype Helpline at: 978-912-1244.

* If you do not have an email address

1. Visit: www.gmail.com to create a new one
2. Click "Create account"
3. A sign-up form will appear. Follow the directions by entering the required information.



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How to help a patient set up a Skype account

- 1 Have the patient download the app from his or her device's app store, or visit www.skype.com to download and install the Skype software onto their PC.
- 2 Click "Let's go" and then "Sign in or create"
- 3 **Sign in steps:**
 - a. Use a current account **or** create a new account by clicking "Create one!"
 - b. Click "Use your email instead"
 - c. Enter the patient's email address and click "Next"*
 - d. Create a password and click "Next"
 - e. Enter patient's First and Last name, and click "Next"
 - f. Enter patient's date of birth and click "Next"
 - g. Patient will need to open his or her email inbox to receive the confirmation code
 - h. Enter the code in the Skype app and click "Next"
 - i. If requested to verify that the patient is a "real person," enter the text and click "Next"
- 4 **To make a new call:**
 - a. Click the phone receiver icon that is labeled "Calls"
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