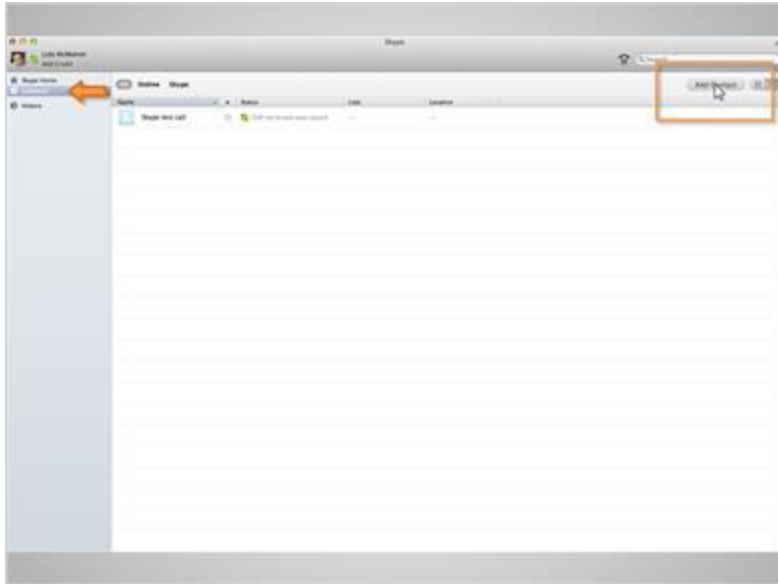
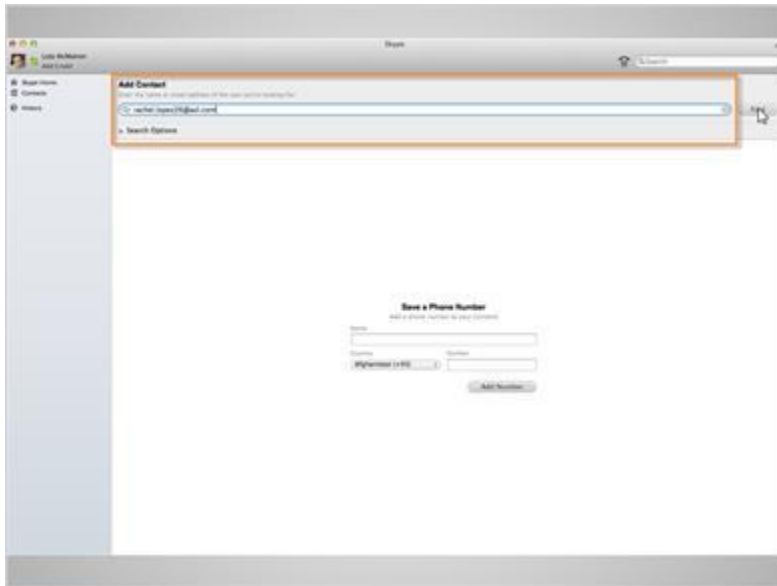


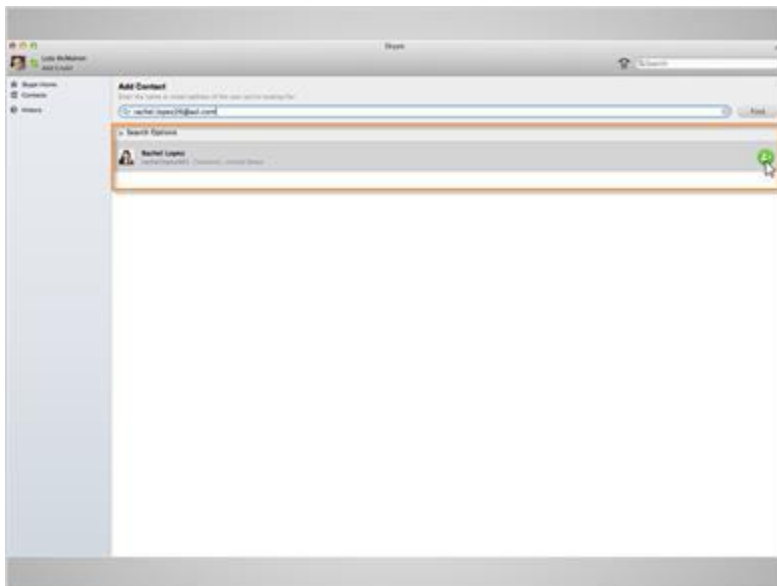
Making a Video Call



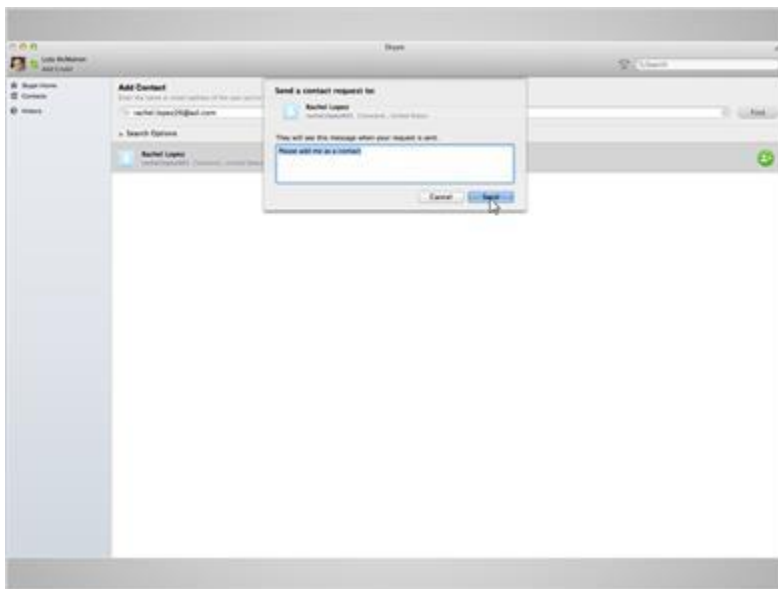
Lola is ready to make her first video call. She clicks on “Contacts” but all she sees is “Skype test call”. She must first add people to her contact list before she can make a call, so she clicks on “Add Contact”.



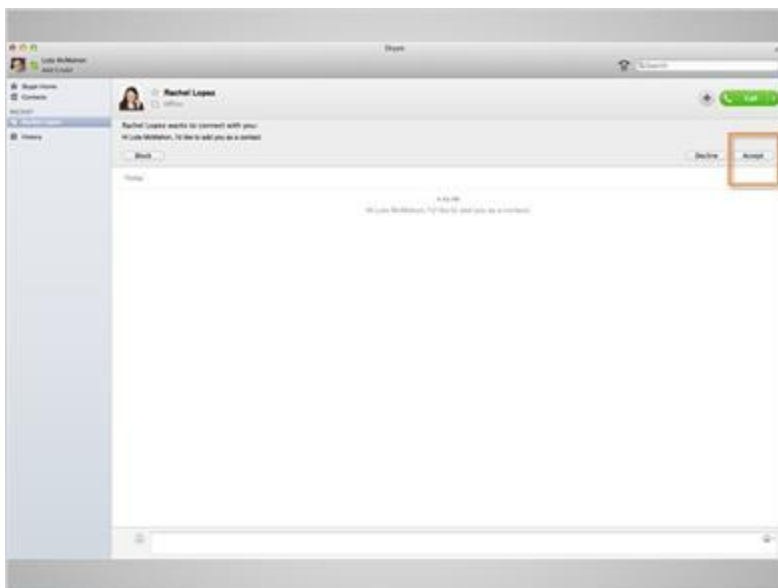
She is taken to a screen where she can enter the person’s name or email address that she wants to add to her contact list. She types in the email address of her friend Rachel, rachel.lopez26@aol.com and clicks on the “Find” button.



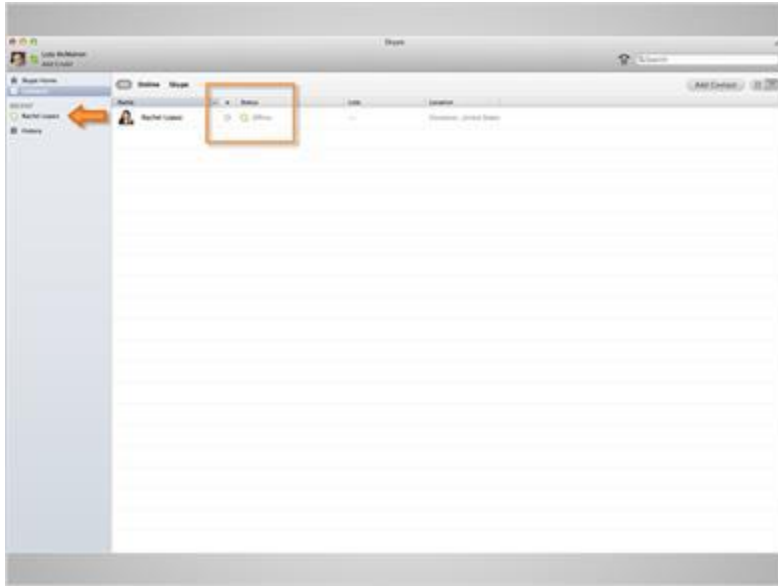
She can see her friend’s name appeared directly below the “Add Contact” search bar. She will then click on the green icon to the left to send her friend a request so that they can begin Skyping each other.



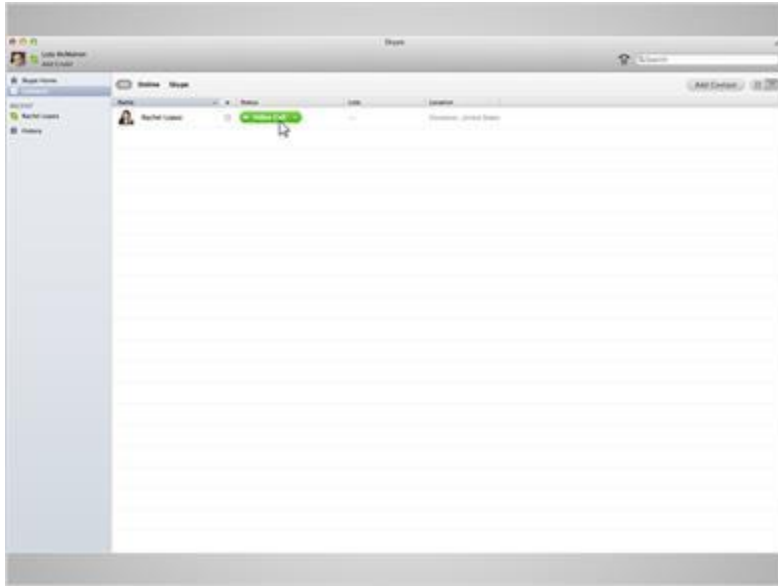
Her friend will receive a message that says, "Please add me as a contact". Lola will click "Send" to send the request on its way.



This is what it would look like if Rachel was the one sending the request to Lola. All she would have to do is click on accept.



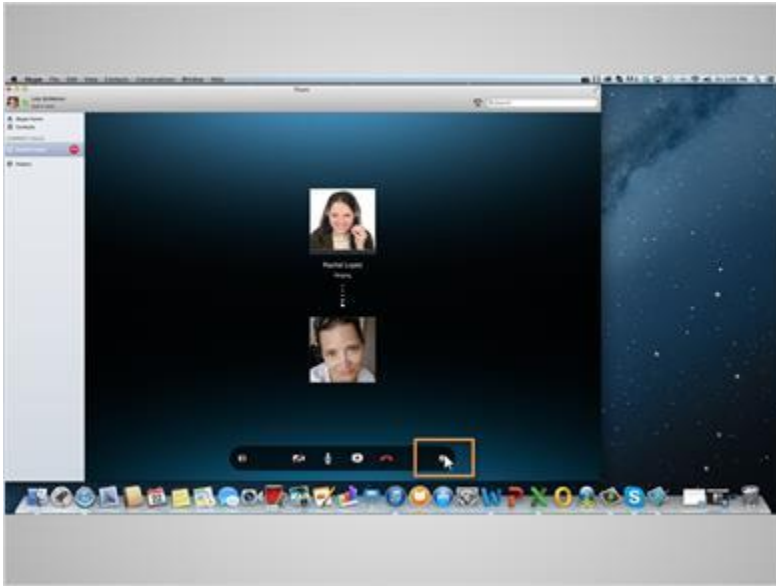
Once the request has been accepted, Lola will see Rachel's name appear in her "Contacts" list. Lola can tell if Rachel is available to take a video call by checking Rachel's status. She can see the Skype icon next to Rachel's name is white and her status is showing as "Offline". This means she is not logged in, and if she did try to call her she would not be able to get through.



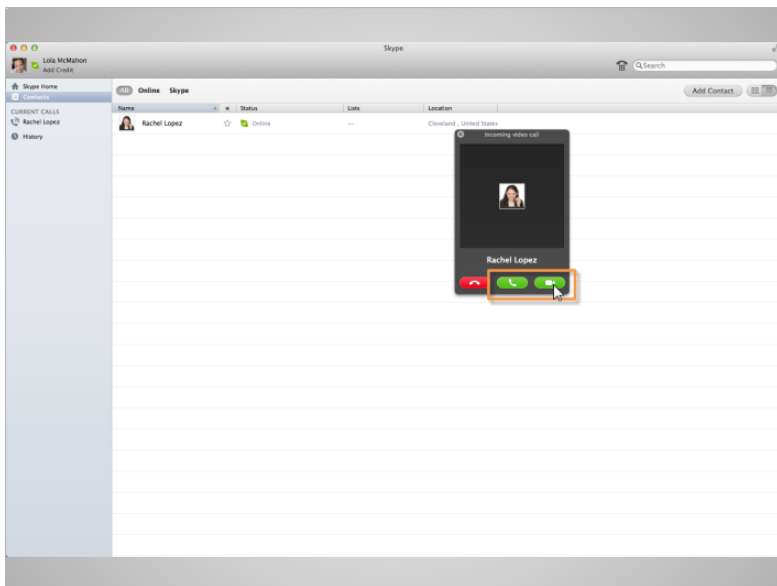
The Skype icon next to Rachel’s name will turn green when she is available and logged into her account. Her status will show as “Online”. Lola discovers that if she scrolls her mouse cursor over the Rachel’s name or clicks on it, she is given the option to make a video call. Since her friend is available, Lola clicks on “Video Call”.



When she does, the screen changes, showing that Lola is making an outbound call. She can see her friend's profile picture and her own image would appear directly below. To turn on the camera so Rachel could see her and not just her picture, Lola would simply click on the icon that looks like a video camera. The icon directly to the left will allow her to expand her screen and get rid of the Skype actions. Clicking on it again will bring them back. The microphone icon allows her to mute the call. The icon with the plus sign inside will allow her to send an instant message or a share a file while on a call. But she will explore that option later. The red telephone icon will end the call.

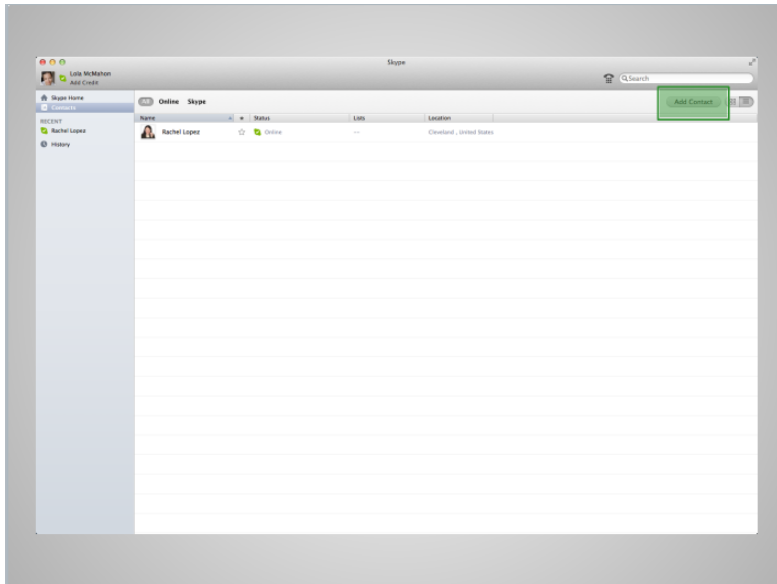


The last icon on the right will allow her to maximize and minimize the Skype window.

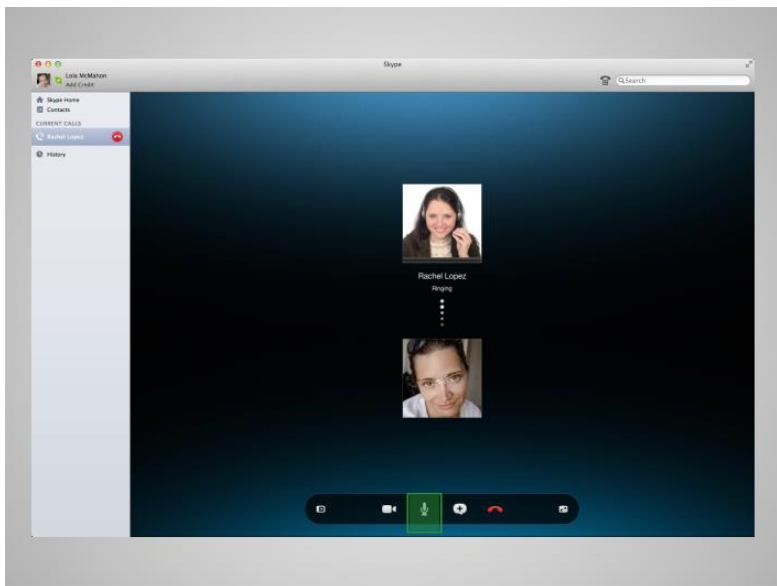


Lola wonders how she will know when someone is calling her, so she has Rachel hang up and call her back. She hears the ringing sound and sees a pop up on her screen. She knows to click on the green video button to answer the call. If she were to click on the green telephone button, Rachel would not be able to see her. She could, of course, answer with the telephone button and then allow the camera access once she is on the call. She'll go ahead and accept the call. Let's check your knowledge on a few of the Skype video options.

Knowledge Check



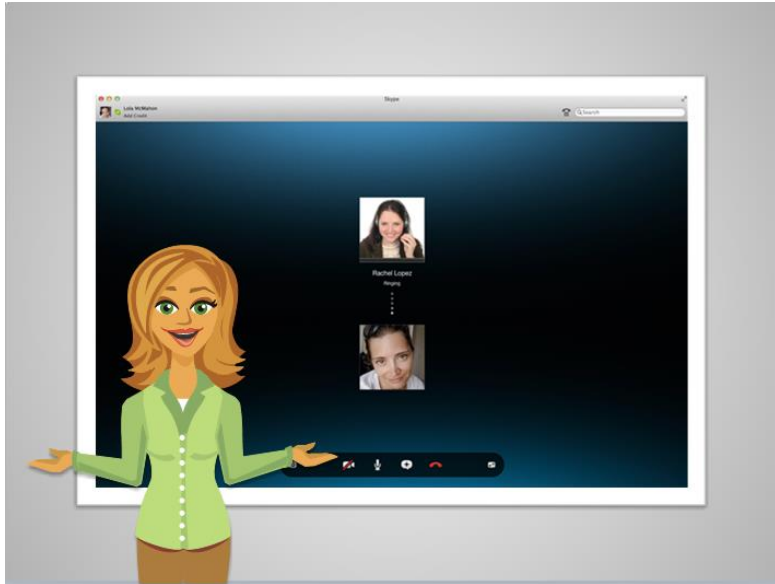
Q1. What is the first thing you would need to do make a video call?



Q2. What would you click on if you wanted mute your microphone?



Q3. What would you click on if you wanted to disconnect the call?



How did you do reviewing those Skype options? You'll be a pro in no time! Please continue on if you would like to learn how to send an instant message or even share your screen while on a call.

Answers:

Q1. The correct option is to click on add a contact.

Q2. The correct option is to click the microphone icon.

Q3. The correct option is to click on the red telephone icon.