

USING SKYPE TO MAKE A GROUP CALL

For Apple:

1. Open Skype.
2. Make sure the person(s) participating in the group call are listed as a Skype contact. If not, add the person(s) to the Skype contact list.
3. Go to the **File** menu and select **New Conversation...**
4. When the new **Untitled** conversation appears, select the individual(s) you want to add to group call.
Note: If a participant does not have a Skype account, enter their phone number in the “Add people” field (this requires credit on the account initiating the call).
5. When finished click on the **Add** button.
6. Click on the **Video Call** button to place the call to all participants. A call bar will appear at the bottom of the screen and you will hear ringing until all the participants have answered.
7. To drop individuals from the call, move your mouse over the person’s image, click on down arrow next to their name and select **Hang Up**. To end the entire call, click on the red phone handset icon.

For Windows:

1. Open Skype.
2. Make sure the person(s) participating in the group call are listed as a Skype contact. If not, add the person(s) to the Skype contact list.
3. Go to the **Contacts** menu and select **Create New Group...**
4. When the new **Empty Group** appears, select the individual(s) you want to add to group call.
Note: If a participant does not have a Skype account, enter their phone number in the provided field (this requires credit on the account initiating the call).
5. Once all the participants appear under the section “People in this group” click on the **Add** button.
6. Click on the **Video Call** button to place the call. A call bar appears at the bottom of the screen and you’ll hear ringing until all the participants have answered.
7. To drop individuals from the call, move your mouse over the person’s image, click on down arrow next to their name and select **Hang Up**. To end the entire call, click on the red phone handset icon.