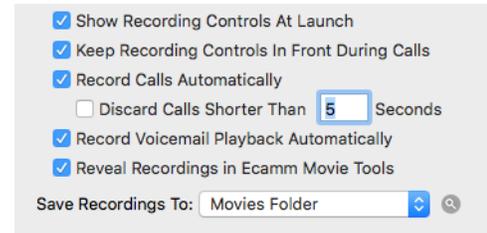
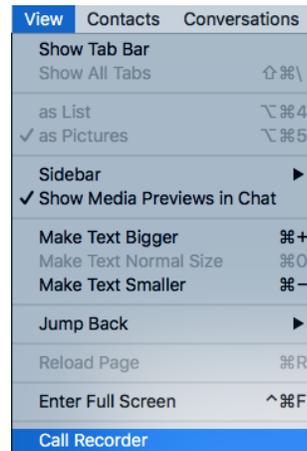


How to use skype™



2 STEP 2: Recording Setup
Under "View" open the call recorder and click the setting icon and make sure these boxes are checked to record.



1

STEP 1: SIGN IN
Skype name: larcst#
Password: student#
The # will be your station



STEP 3: PLACE A CALL
- Click on an online user
- From the three options in the right corner of the selected person; call by clicking the green telephone (for audio) or camera (for video) option.
- If you want to see yourself on screen, click the video icon

3



5

STEP 5: HANG UP
By clicking the red telephone icon
When you hang up, the file is created in the Saved Calls folder.



STEP 4: CHECK CONNECTIONS
Call and make sure you can hear your partner, and they can hear you.

4

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STEP 6: FIND CALL IN
SAVED CALLS FOLDER

*Saved Calls folder
should be in Movies
Folder



7

STEP 7: CALL AGAIN

Repeat STEP 2
Once done, repeat STEP 4



STEP 9: SIGN IN TO
MOODLE

Select your course,
select assignment, click
browse and upload your
file.

9



STEP 8: REVIEW CALL

Find call in Saved Calls folder
Save under your last name
and first initial

Right click mouse, go to "get
info," change name but leave
".mov"

*You may view or edit (trim,
rename) using QuickTime
player.

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