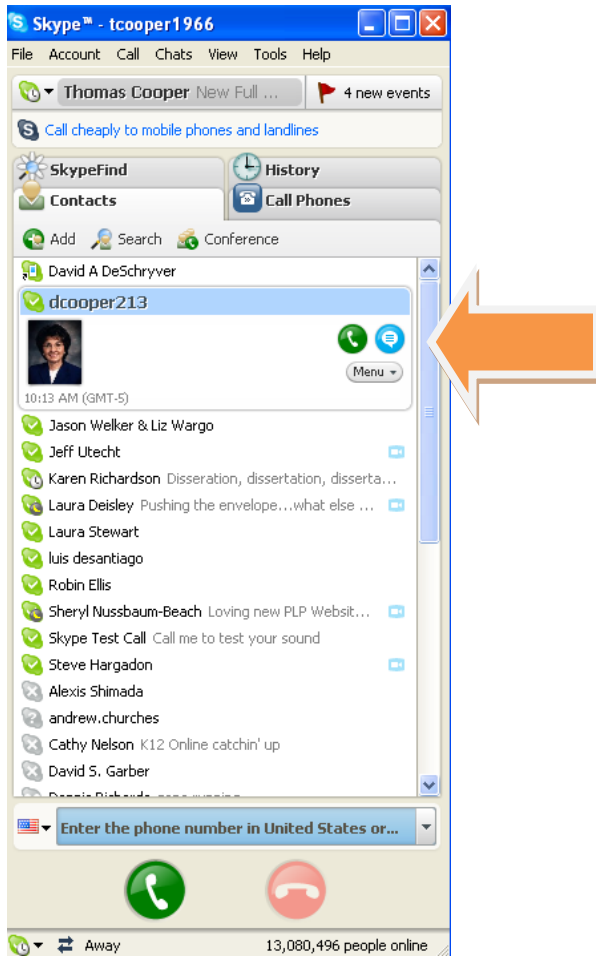
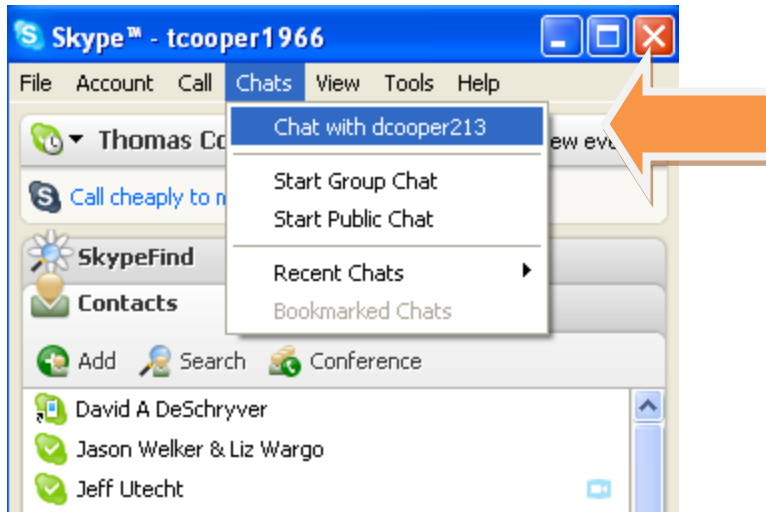


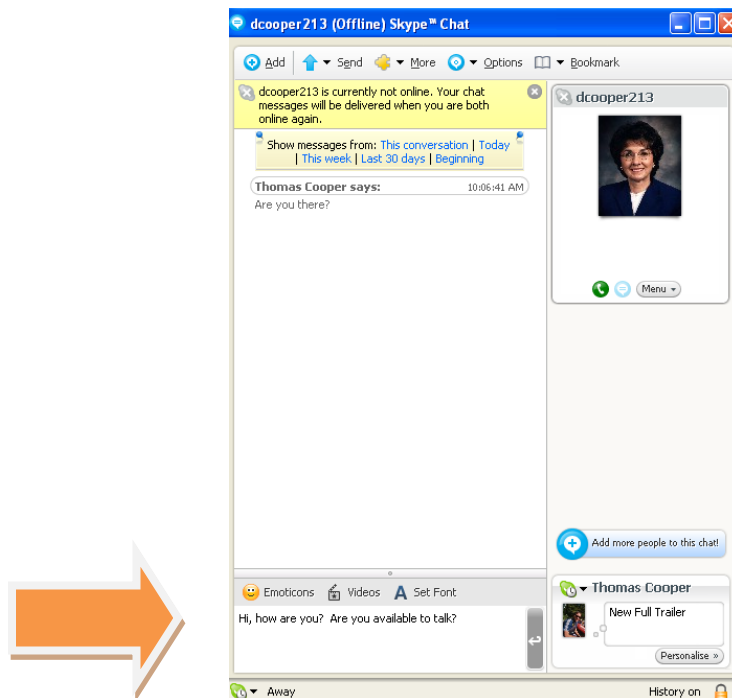
1. Open Skype if you closed it from the previous exercise.



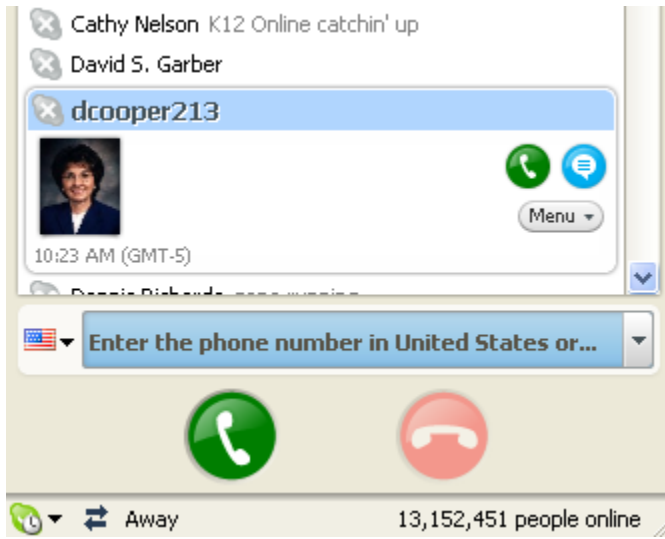
2. Click on the "Contacts" tab. This tab may already be open. It is typically the default screen when you open Skype.
3. Click on the contact that you want to call.



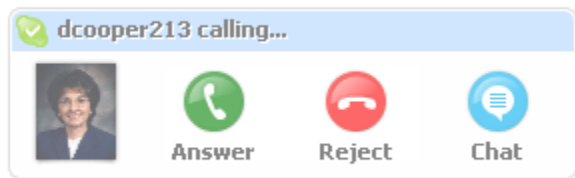
4. At the top of the screen, click on “Chats” and then on “Chat with”.
5. NOTE: It is polite to start a chat with the person first, rather than just calling them. The reason for this is that they might be on another call.



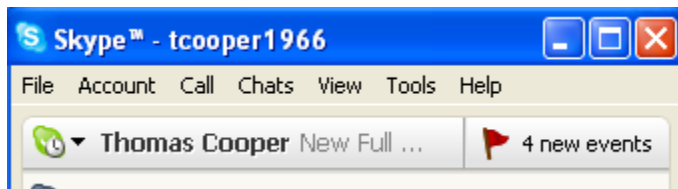
6. When the chat window opens, go to the bottom of the window and type in a message, such as: “Hi, how are you? Are you available to talk?” Then hit enter or return to send the message. Wait for the person to respond. If they don’t, then try again later. They may be on another call, or away from their computer.



7. If they say they are available to talk, then click on the green phone icon next to the contact's name.



8. On the other end of the call you should see a similar screen as the one above. Click on "Answer" to accept the call.
9. When you are finished with the call, click the red phone button to end the call.



10. Click on the red X in the upper right-hand side of the Skype screen to exit Skype.