









Making a Skype Call

- Open up Skype 
- Click on **Contacts**  (located at the top on the PC, and at the bottom on the app).
Contacts
- Click on **the person you want to call**. Next to each contact will be a symbol of their status.
 -  Available
 -  Busy
 -  Do Not Disturb
 -  Be Right Back
- Their name will appear in the right hand window. Click on the  **Video Call** icon next to their name.
- To end the call, click on the  **Red Handset** icon. You may have to tap the screen to reveal this icon on a tablet / iPad.

If you encounter any technical issues, ask to end the call and try again.