

GETTING STARTED WITH SKYPE

ABOUT THE PLATFORM



Skype is for connecting with the people that matter most in your life and work. It's built for both one-on-one and group conversations and works wherever you are

CAISSA TIP:

You must login through the application on your desktop, NOT online.

GET STARTED

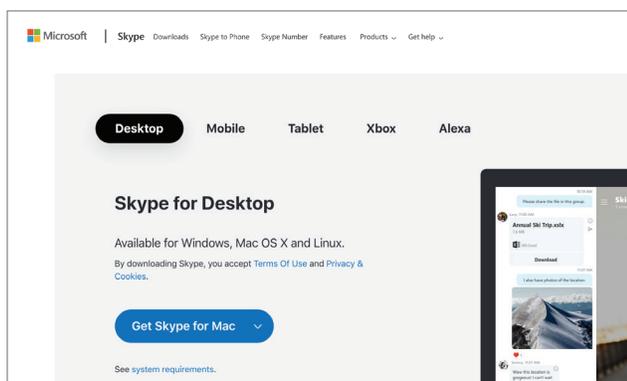
LOGIN ID

Go to <http://skype.com/en/> and in the upper right hand corner you'll see a sign in area. Click the drop down box and find "New to Skype?" Click Sign Up.

Use your personal email account to sign up and create a username and password for yourself. **Save that information in a safe spot — you'll need it for future logins.**

DOWNLOAD APPLICATION

Next, download the app to your computer, tablet or other mobile device by clicking skype.com/en/get-skype/. Choose the device you would like to download it on. Click on the down arrow on the blue "Get Skype" button to choose the device type (Windows, Mac, etc.)



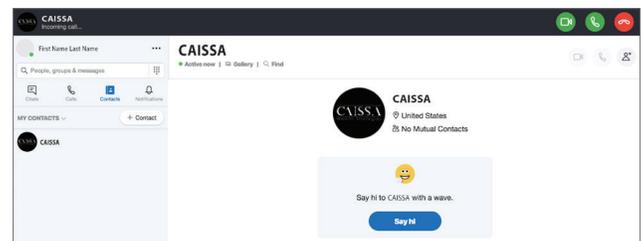
ACCOUNT LOGIN

Once you have downloaded the application, this is where you will enter your login information to connect with CAISSA.

CONNECT

On your **desktop**, log into Skype with your username and password. CAISSA will initiate the video call. Please answer our call by clicking on the icon **that looks like a video camera** when we are ringing in.

After that, CAISSA will show up in your address book and you can call us via video in future meetings.



COMMUNICATION

The first Skype call can take a little bit of time to set up, but after that, we have great success communicating with our clients virtually via Skype!

This allows us to share our computer screens with you, just like we would in an in-person meeting.