**Initial Skype Set up**

1. Go to AirWatch Catalog and install Skype for iPad. You will get a popup asking you to confirm installation. Click back to Home Page and confirm app icon has installed.
2. Click to open Skype app. Select if you wish to receive notifications.
3. Click “Create Account” at the bottom of the screen.
4. Select “Use my email instead”.
5. Enter work email address and create a password. Uncheck box asking for promotional emails. Click Next.
6. Enter first name and last name. Click Next.
7. Enter country and DOB. Click Next. Skype will send a code to your email address. Log into email to retrieve code.
8. Enter code and click Next.
9. Skype will ask if you want to use your phone number to assist with people finding you. Skip this step and click “x” at the top.
10. Skype will ask if you want to search and add your friends on Skype. You may choose to do this or have it search your current contacts. You may skip this step entirely if you wish by clicking “Don’t allow”.
11. Under Let’s Set Up- click blue arrow and allow access to the microphone and camera
12. This should complete the set up.

**To Skype with another user**:

1. To locate another user on Skype- click the little blue person with plus sign at the top.
2. Search for user using email or phone number.
3. Select user when it displays and click “Send Contact Request”.
4. Once contact request is accepted, you can do the following:
   * Text message by typing at the bottom of the screen.
   * Click the phone icon in the top right corner to call the user- this is voice only.
   * Click the video icon in the top right corner to initiate a video conference. Both parties must have video option selected in order to see each other.