How do I get started with Skype?
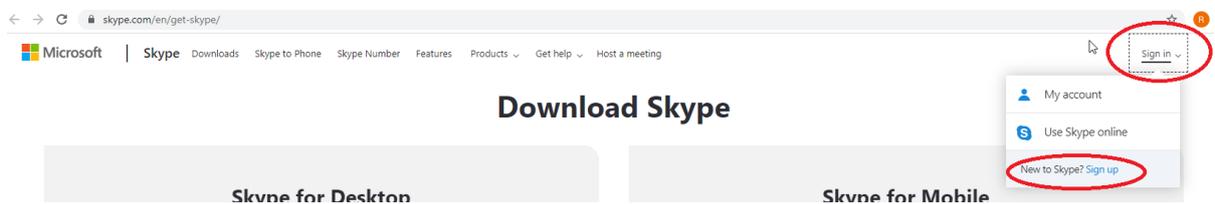
1. Navigate to - https://www.skype.com/en/

2. Now download skype onto your laptop/tablet as this makes using the software easier. Please click here to download your relevant software package
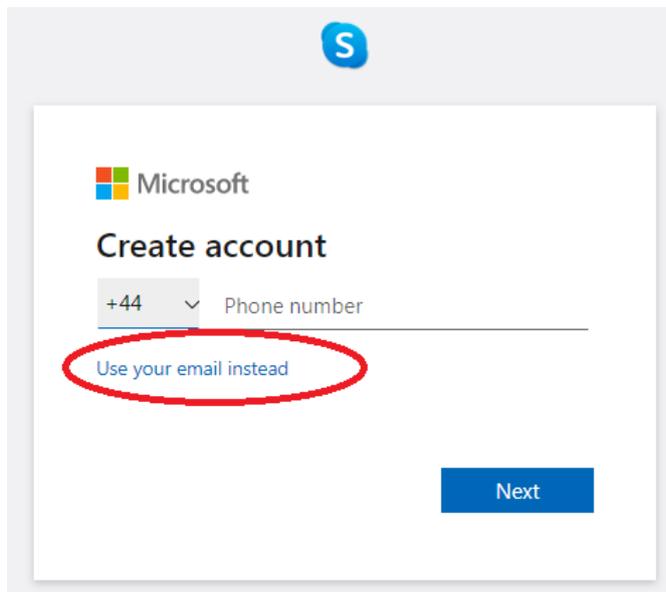
Or click 'Download Skype':
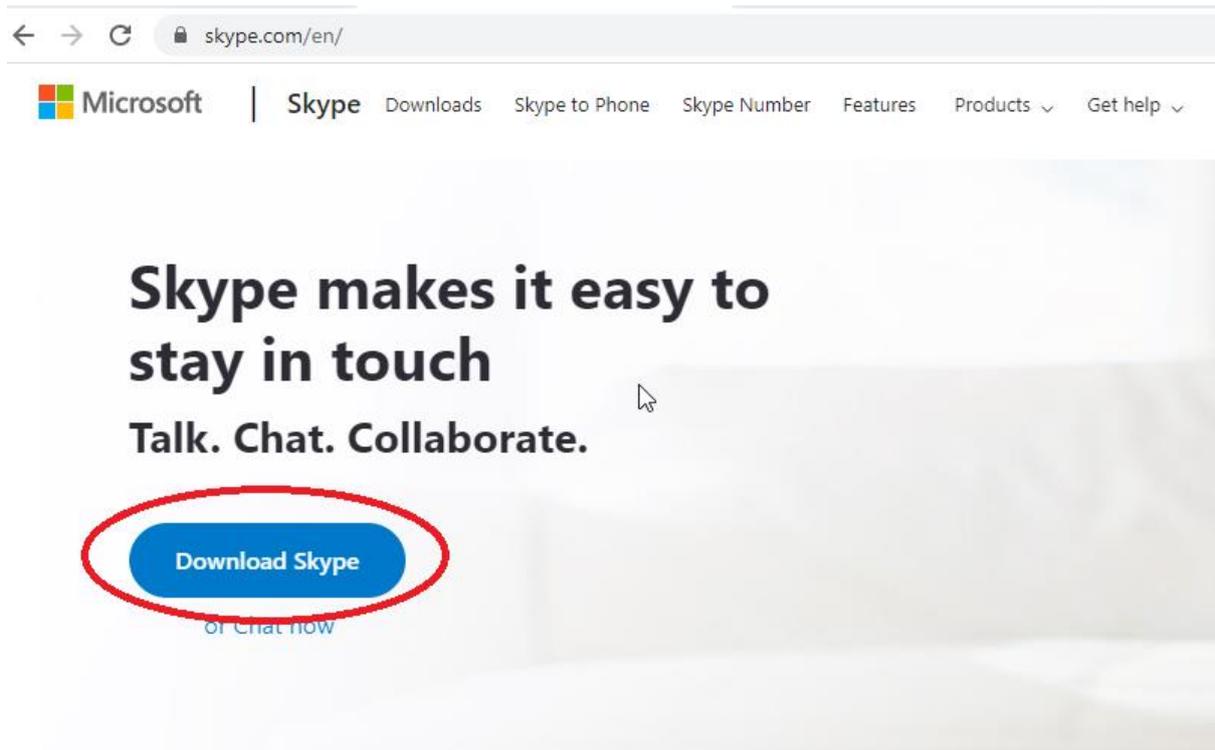
Create an account

3. Navigate to 'Sign in' which should be on the top right of the webpage, then 'Sign up':

4. Create a Skype account using a personal email (gmail/Hotmail/yahoo) address and follow the instructions on screen:
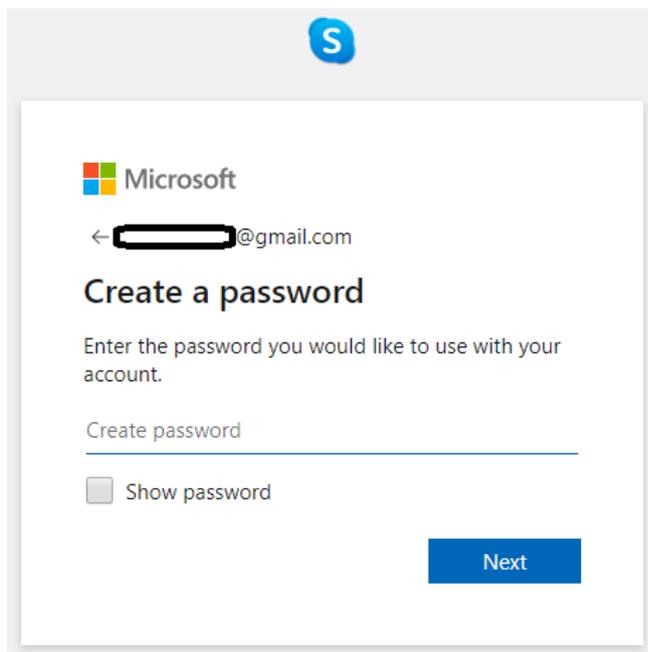

5. Create your unique password and note this down somewhere

6. Now open the Skype App on your Tablet/Laptop and login.
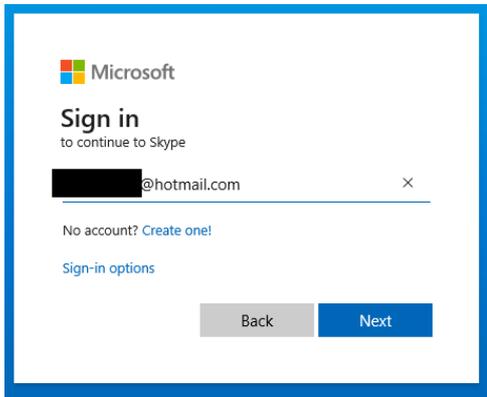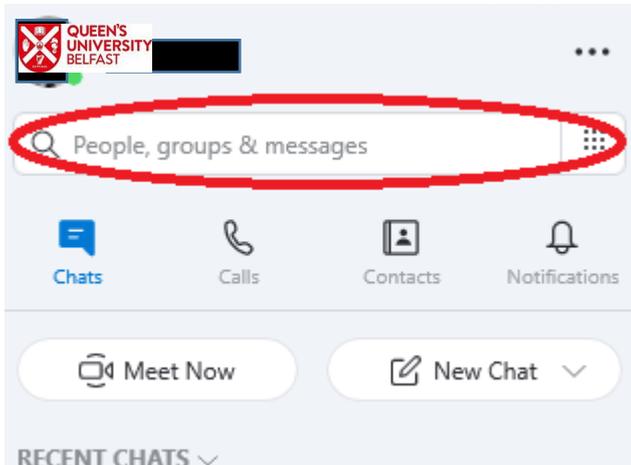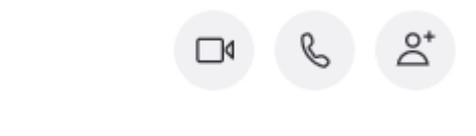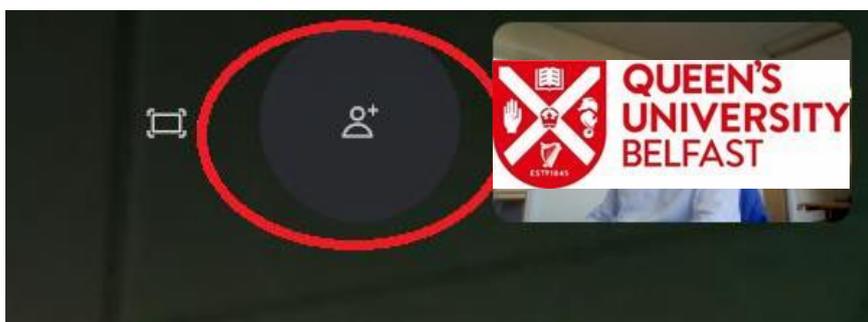

7. Now search for person(s) you are seeking to call. Ensure to spell their email/Skype ID verbatim. Please refer to 'how to find my SkypeID document.

8. Decide if you wish to video call or teleconference only via the buttons on the top right of your screen

9. If you are needing to call more than one person please click the below and input the persons email/SkypeID verbatim

10. If you wish to share your screen please click the following button:

11. Once you are finished in your call end the call via the red button or ask the candidate to end the call from their side so you can continue with your interview/meeting
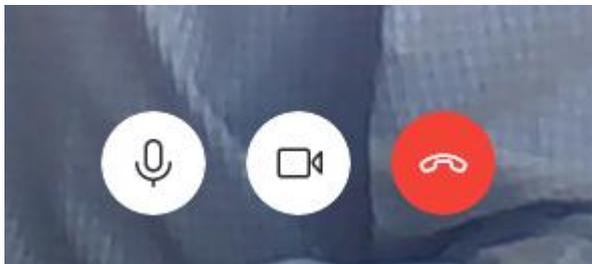
12. If you have Skype for Business you can 'blur' your background via the below option