

Instructions To the Use From Skype

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Introduction

This guide helps you use Skype effectively to communicate online with your language school and participate in classrooms.

Installation and access to Skype

2.1 Download and installation

Download Skype from the official website <https://www.skype.com> or install the app on your mobile device. Follow the installation instructions.

2.2 System requirements

Make sure your device meets the minimum requirements and has a stable internet connection.

Login to Skype

3.1 Use Skype account

Sign in with an existing Skype account or create a new account if necessary.

3.2 Registration process

Enter your Skype ID or email address and password and click Sign in.

3.3 Reset password

If you have forgotten your password, click on 'Forgot your password?' and follow the reset instructions.

Connect with the language school

4.1 Send contact request

Send a contact request to the language school to add it to your Skype contact list.

4.2 Confirmation

After accepting the contact request through the language school, you can send messages and make calls.

Participation in online lessons

5.1 Start call

Open the contact of your language school and click on the video or audio icon to start the call.

5.2 Meeting functions

Use the microphone and camera to mute or turn the camera on/off. Use the chat to send messages and the screen sharing icon to share content.



5.3 Reactions and chat

Use the chat and response features to provide feedback or ask questions during class.

Communication and cooperation

6.1 Chat Messages

Use the chat to send messages to diE subscribers without disrupting the ongoing conversation.

6.2 Share files

Send files or links in chat to exchange documents and materials for class.

Adjust settings

7.1 Audio and video settings

Adjust your camera, microphone, and speaker settings in the Settings menu.

7.2 Customize notifications

Customize the notifications to receive only relevant messages during class.

Support and help

8.1 Help within Skype

Use Skype Help for tips and frequently asked questions.

8.2 Contact with the language school

In case of technical problems, contact the support of your language school directly.