

Skype

- Skype to Skype calling allows free videoconferencing calls for up to 50 people
- Available on computers, tablets, mobile devices, the Xbox One, and smartwatches
- Users can blur their background before entering a call
- Calls can be recorded and stored for later view for up to 30 days after the call
- Live subtitle function
- Can call phone numbers and send SMS texts directly from Skype
- Users may send text, audio, video, and images

How to set up a meeting and add participants

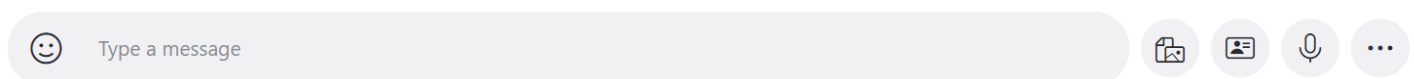
1. On Skype, users may host free video meetings without any signups or downloads
 - a. Capacity of up to 50 people with a meeting link that does not expire

-- or --

1. Open Skype and log in
2. You can connect with someone by searching their name, Skype username, or email address.
3. Once connected, you will have to create a conversation with one or more contacts. You may message participants that you're connected to.

How to interact with participants

1. Once in the group chat, participants will have the option to send text and voice messages, files, create polls, and even schedule calls.
2. Participants also have the option to share the contact information of a particular contact.



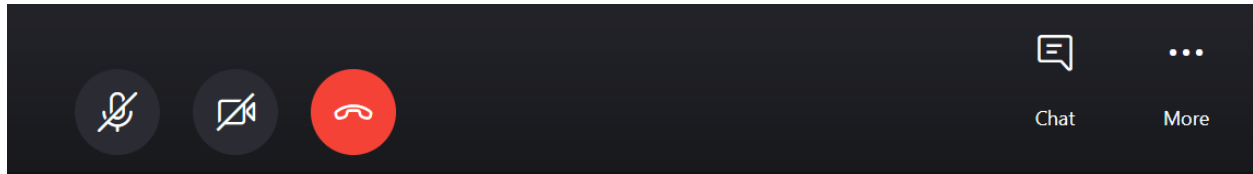
3. Once the group is established, you may click "Start Call" to start the call.



How to end a call

Hit the "Leave" button at the bottom of your screen.

Host functions (Mute all, share screens, play games)



Listed in order:

- Mute and unmute your own microphone
- Turn your camera on and off
- Leave the call
- Chat with group members *while* still on the video call
- Through this button the host can end the call for all participants, or assign a new host and leave the call
- Through this button the host can take a snapshot of the current image on the screen, or configure their audio and visual settings