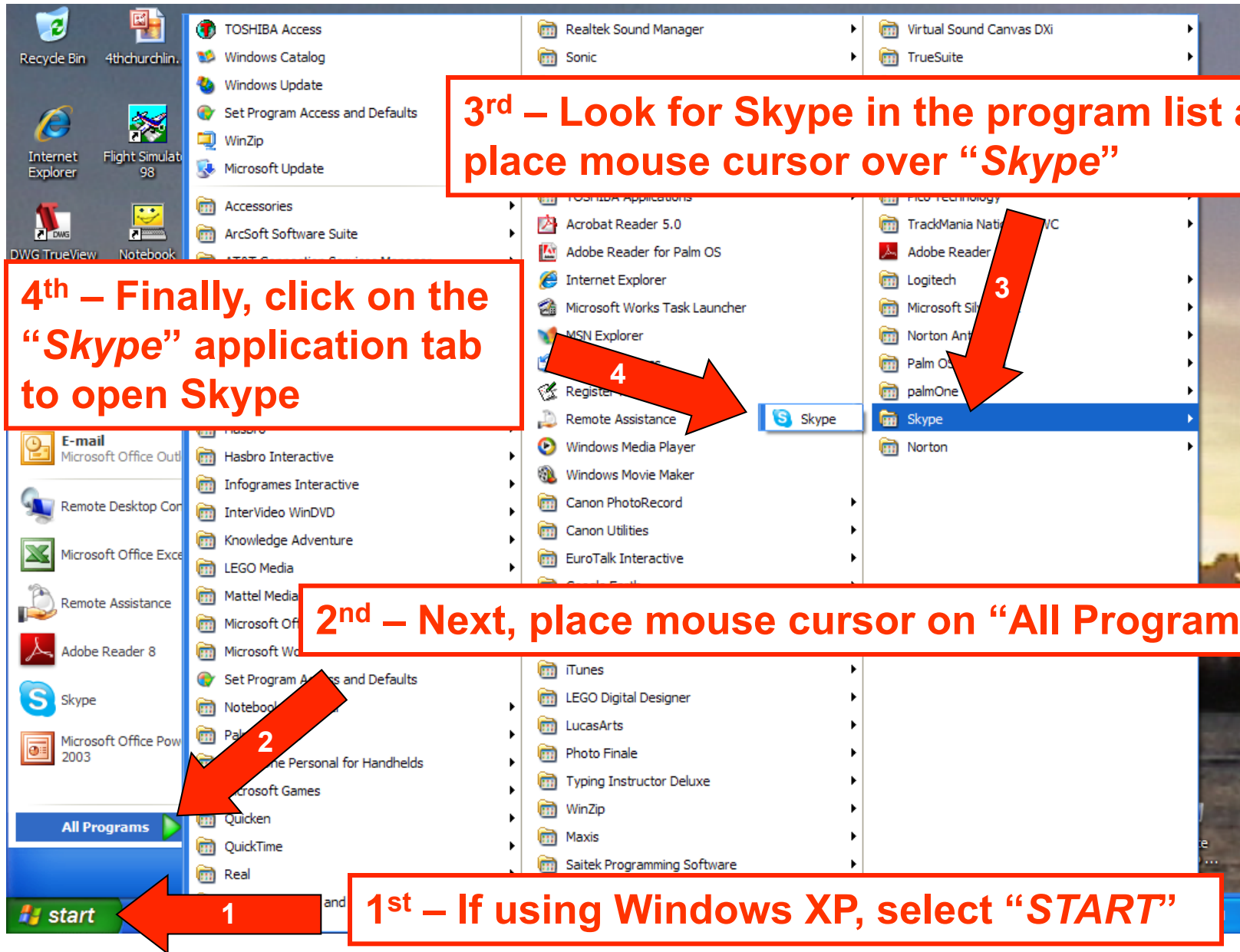


How to Add a Contact in Skype

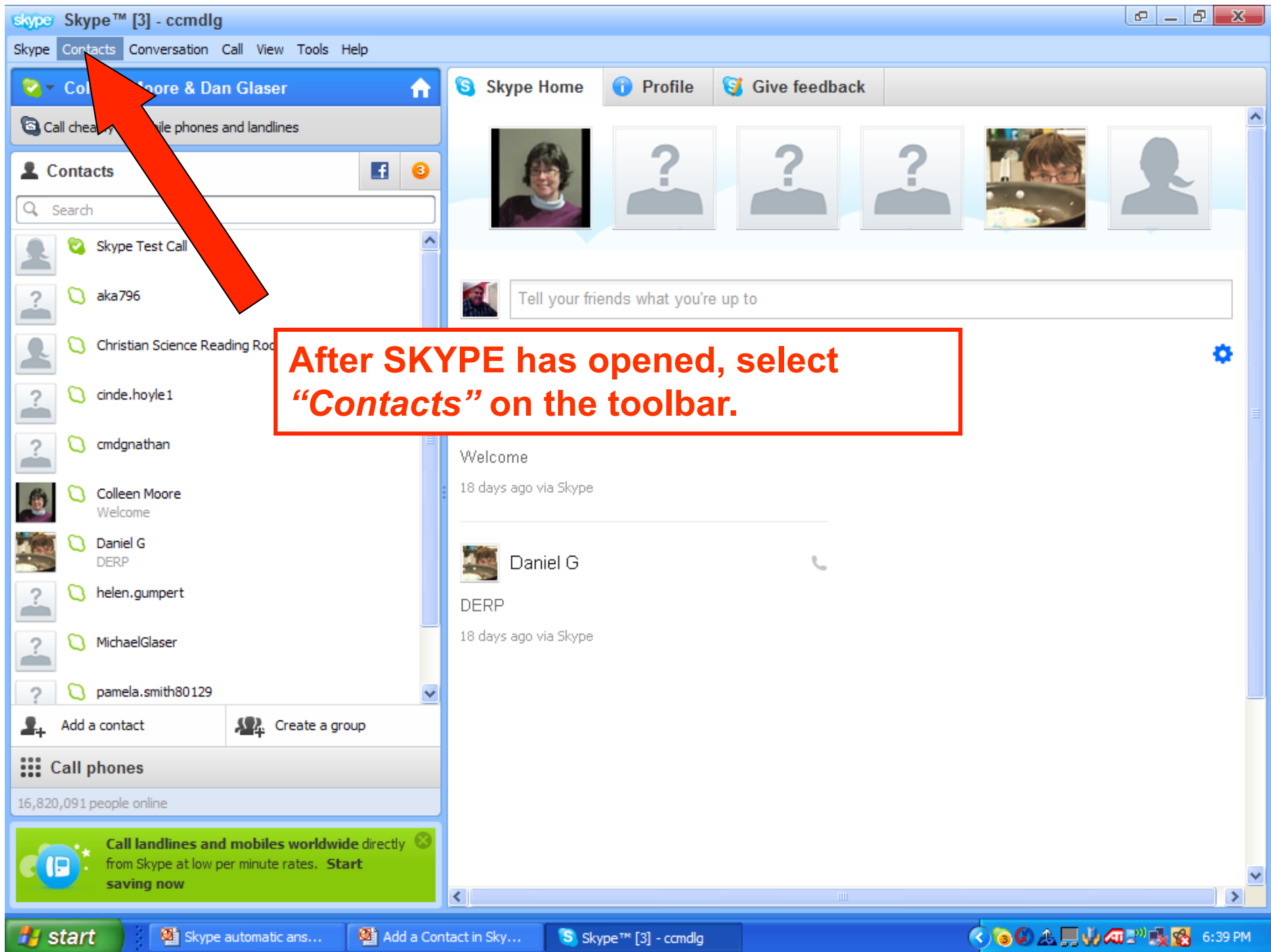


3rd – Look for Skype in the program list and place mouse cursor over “Skype”

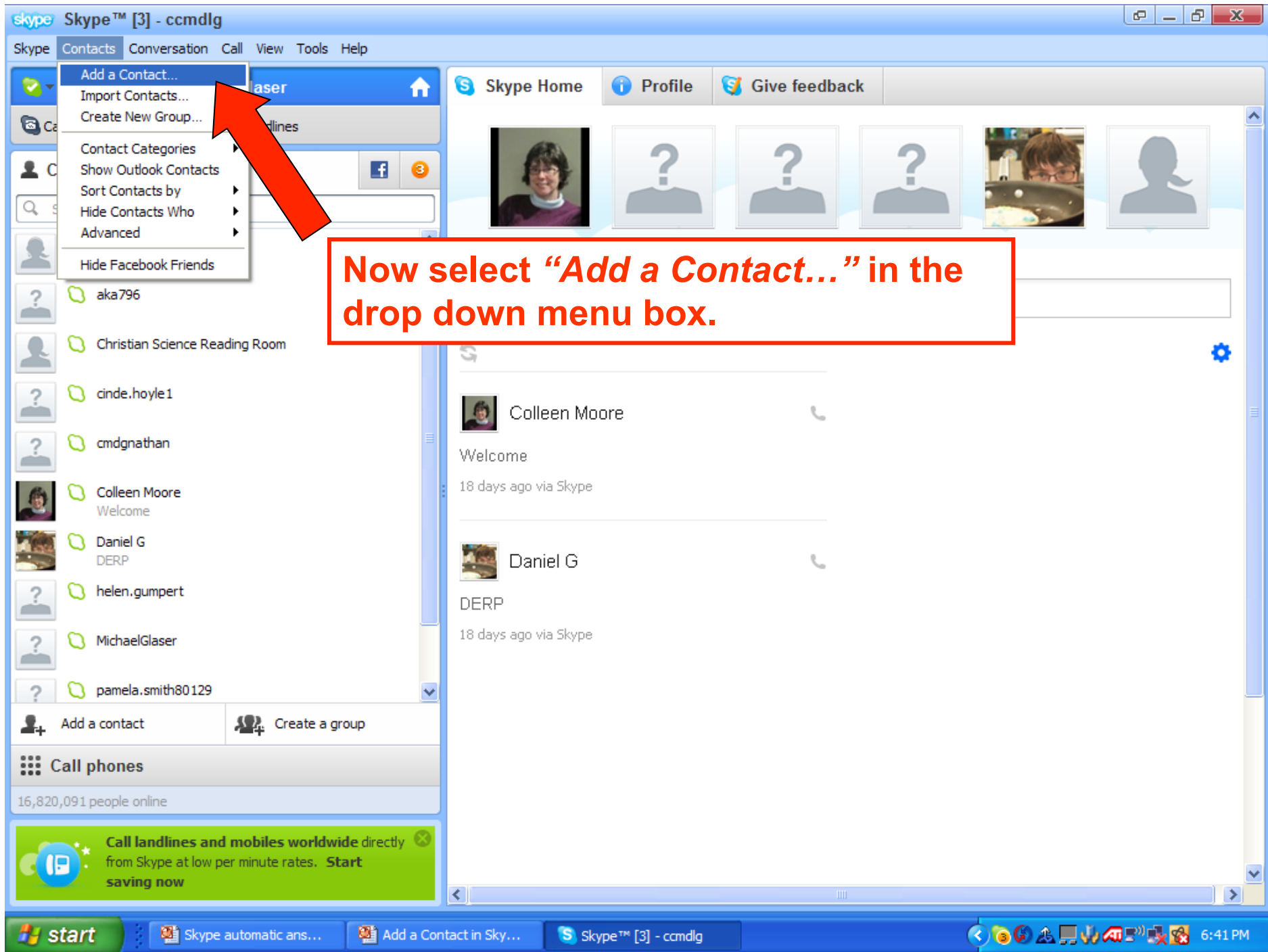
4th – Finally, click on the “Skype” application tab to open Skype

2nd – Next, place mouse cursor on “All Programs”

1st – If using Windows XP, select “START”



After SKYPE has opened, select "Contacts" on the toolbar.



Now select "Add a Contact..." in the drop down menu box.

Microsoft PowerPoint - [Add a Contact in Skype for XP.ppt]

File Edit View Insert Format Tools Slide Show Window Help

Type a question for help

77% Arial 18 B I U Design

Skype™ - Add a contact

Add a contact

If they're on Skype too, calls are free.


Enter all the details you know:

Email

Phone number

Full name

Skype Name

 **Fourth Church of Christ, Scientist...**
New Orleans, Louisiana, United States

1

2

A "Skype – Add a contact" window will open. In the "Skype Name" text box, type "fourthchurchneworleans" using no spaces between characters.

Once Skype finds "1 match found" and displays the title "Fourth Church of Christ, Scientist..." together with a picture of the church sanctuary, click the "+ Add" button.

Slide 4 of 7 Default Design

start Microsoft PowerPoint ... Skype™ [3] - ccmdlg Skype™ - Add a contact 6:24 PM

Skype™ - Add a contact

Send contact request



Fourth Church of Christ, Scientist New Orleans

Hi fourthchurchneworleans!
I'd like to add you on Skype.
Colleen Moore & Dan Glaser



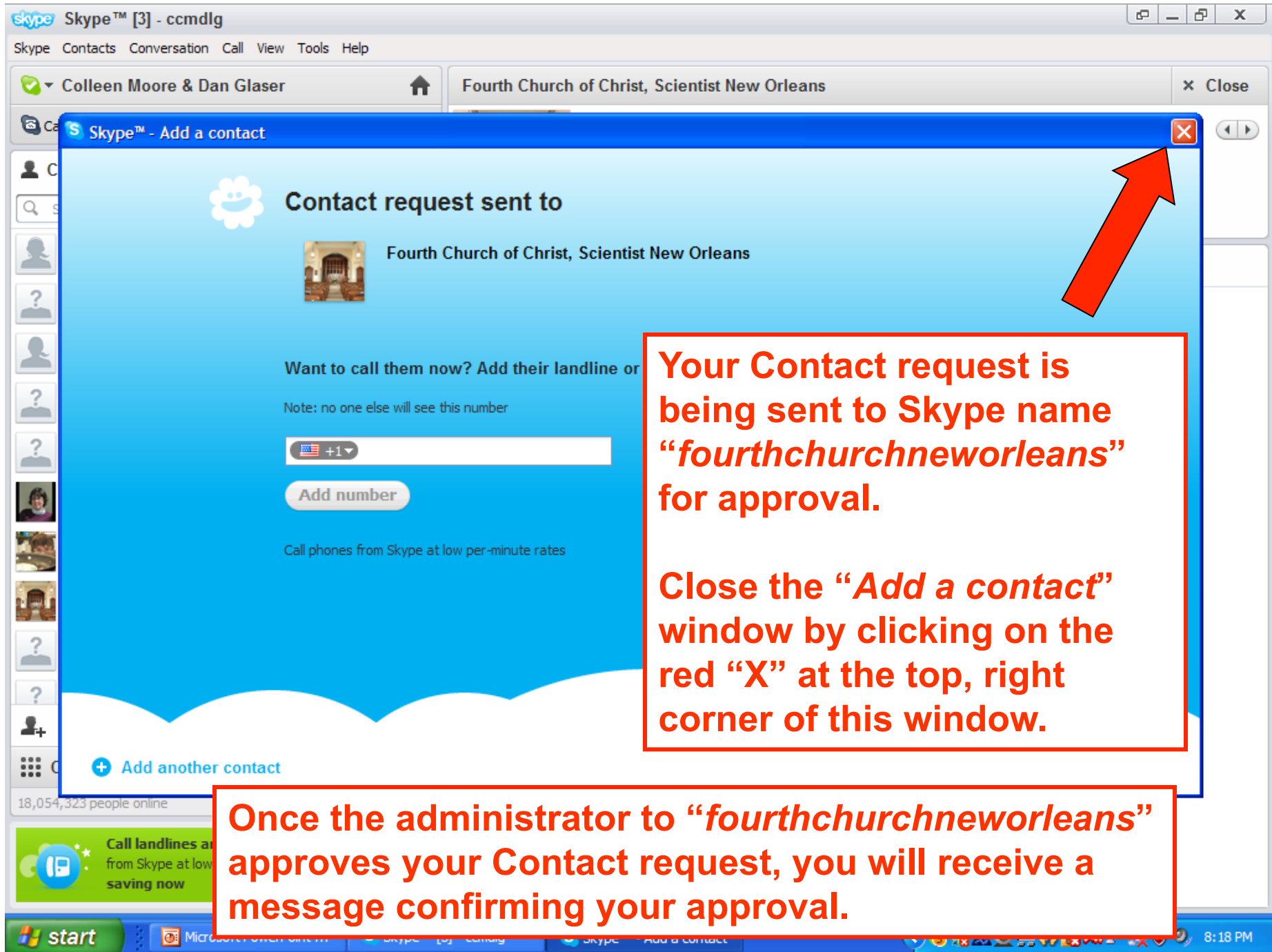
Send request

Next, click the "Send request" button.

Back

17,874,894 people online

Call landlines and mobiles worldwide directly from Skype at low per minute rates. Start saving now



Your Contact request is being sent to Skype name "fourthchurchneworleans" for approval.

Close the "Add a contact" window by clicking on the red "X" at the top, right corner of this window.

Once the administrator to "fourthchurchneworleans" approves your Contact request, you will receive a message confirming your approval.