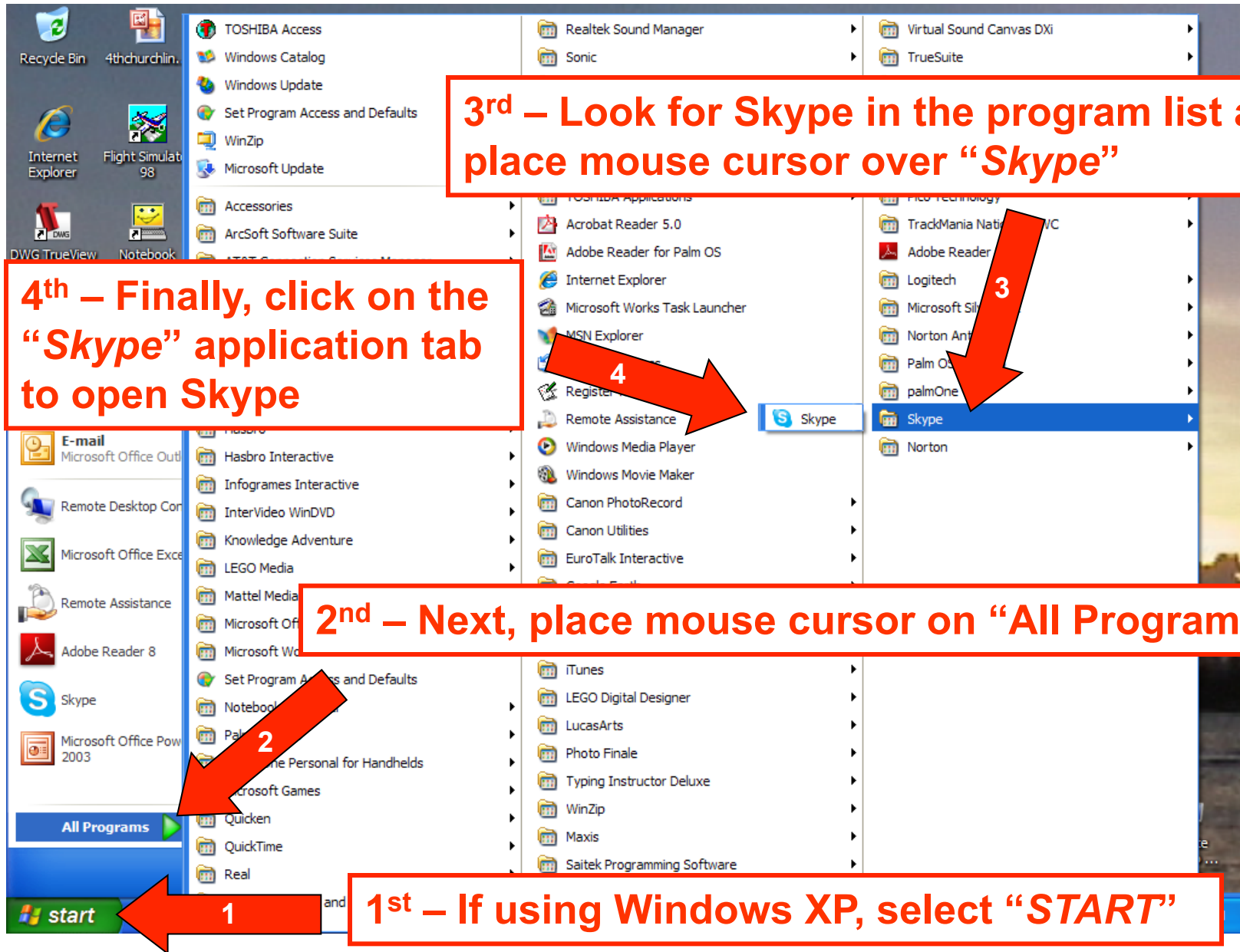
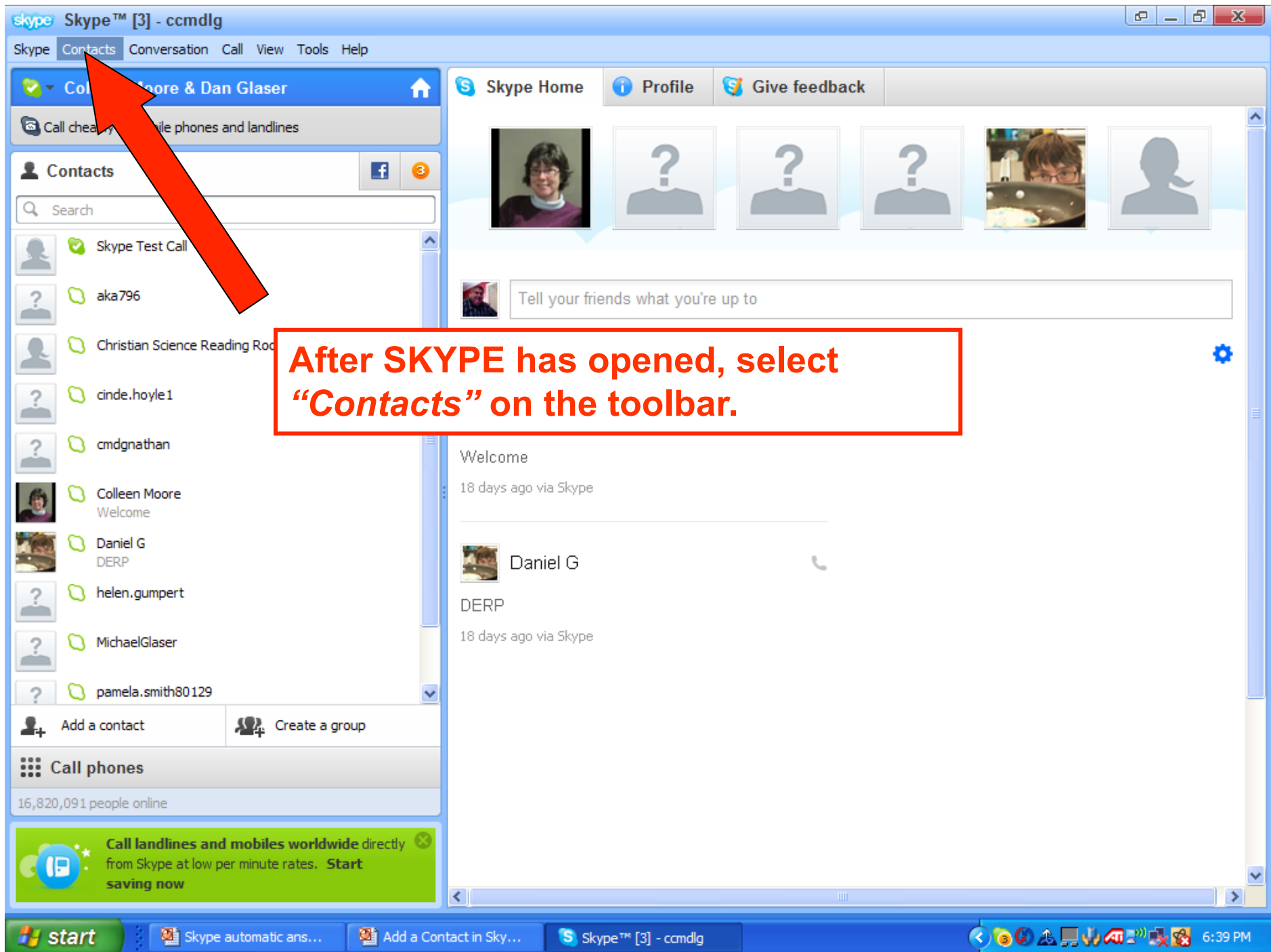
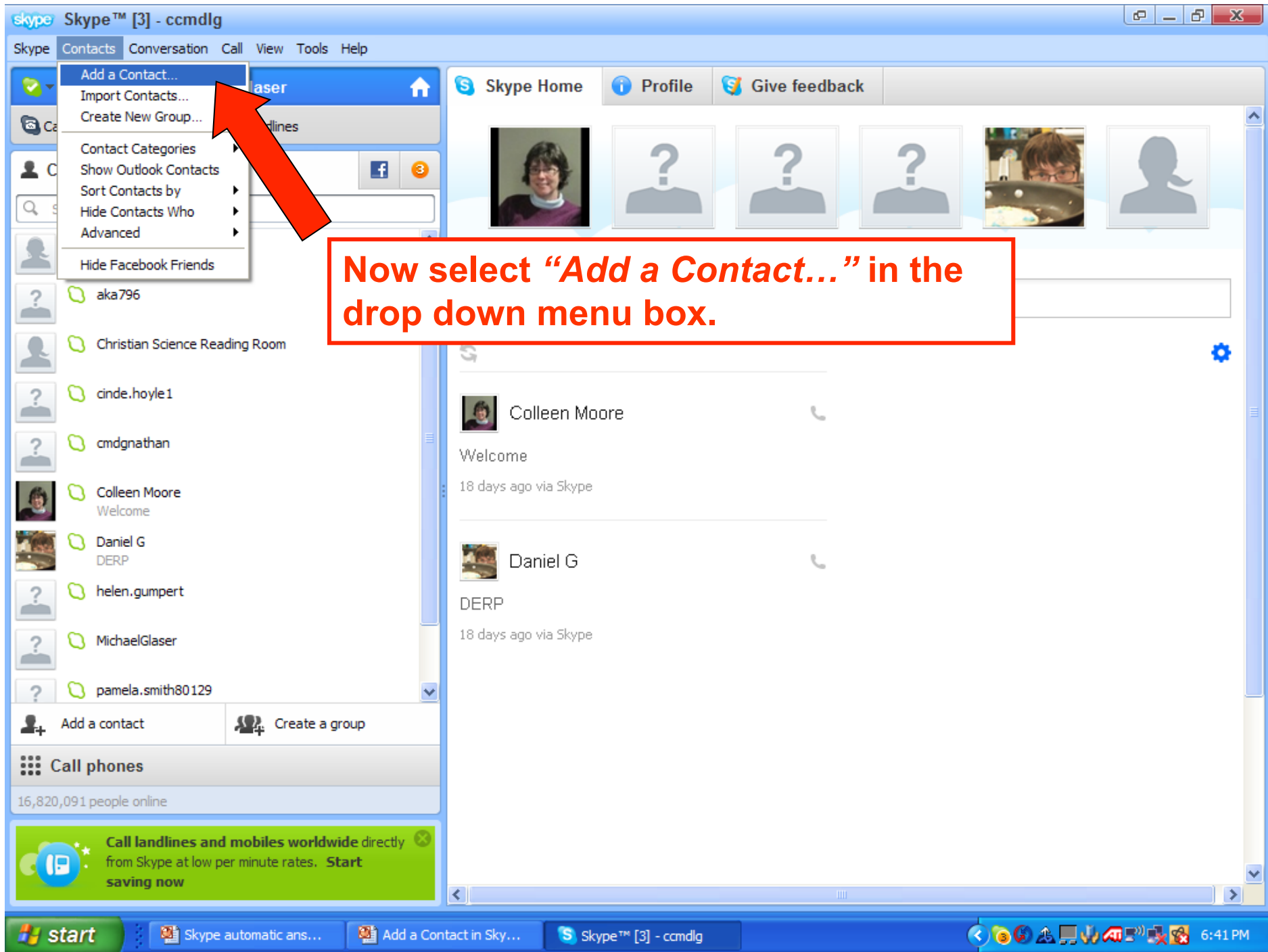


# How to Add a Contact in Skype





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.

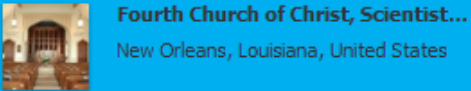
Enter all the details you know:

Email

Phone number

Full name

Skype Name



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



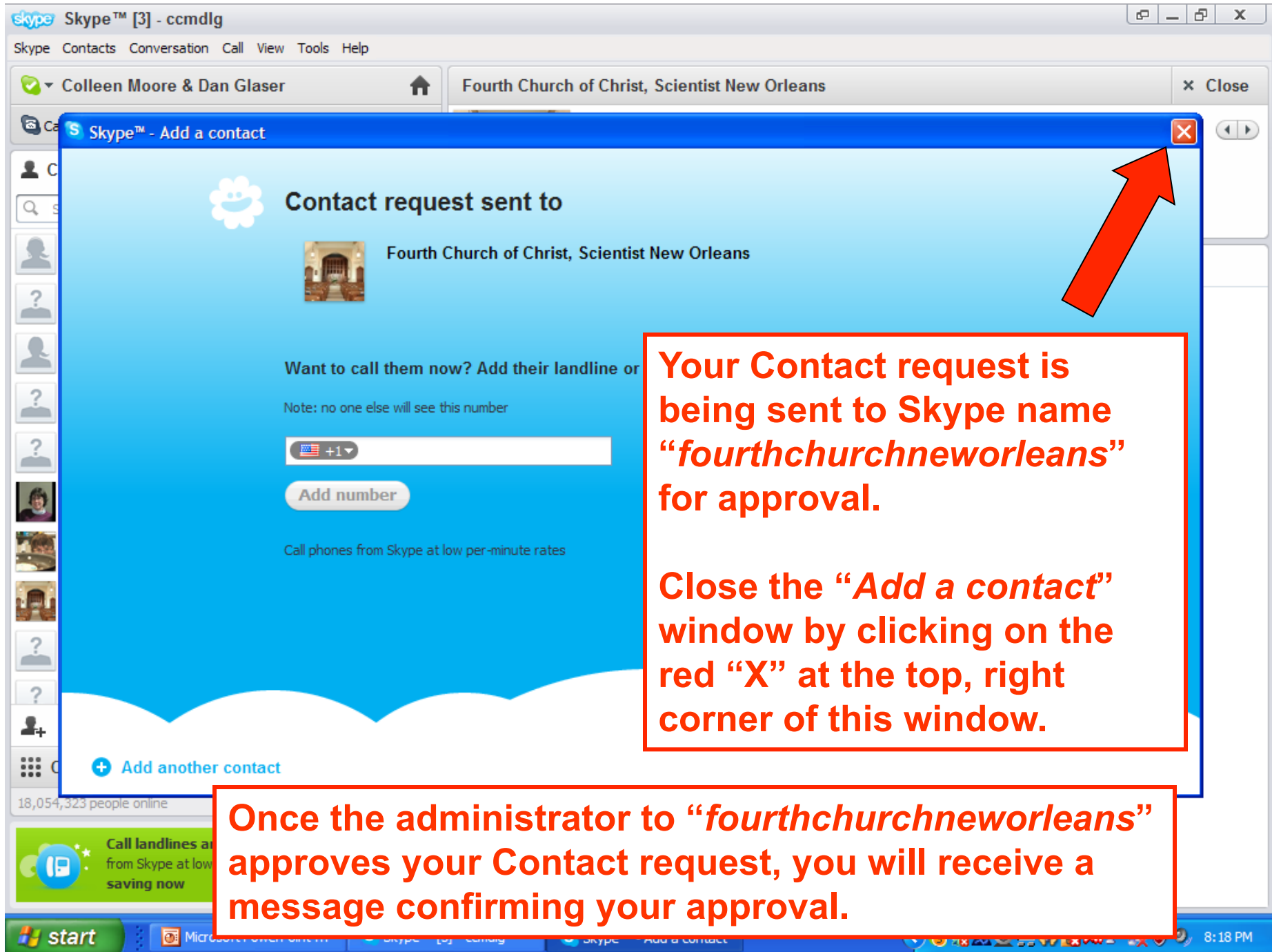
Send request

**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.**