

## Making a Skype Call

**Pre-Requisites:** The family member you wish to contact must be registered with a Skype account which can be used on a device running Windows, MacOS, iOS or Android.

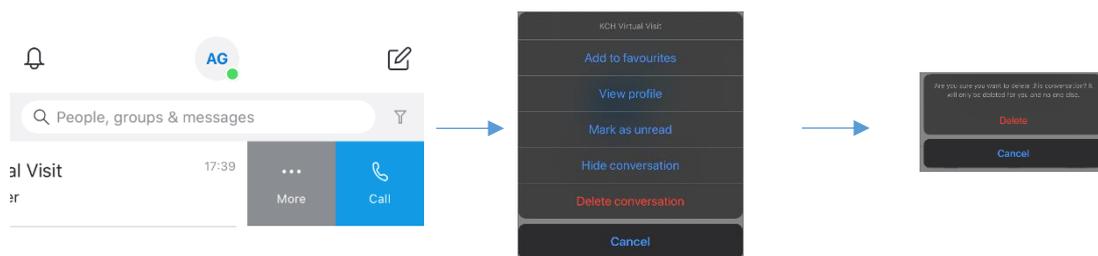
### Making a Skype Call:

1. Open the Skype App 
2. To start a new call, enter the family members skype address into the search box at the top which will display search results below in the skype directory.
3. The correct address should be selected which will then present the video or voice option button at the top right. Select whether a video or voice call is required which will commence dialling to your selected caller.



### Ending a Skype Call:

4. Select the red end call button. 
5. At the conclusion of each call, the call history must be cleared, which is achieved by following the steps below:
  - a. Ensuring Chats is selected at the bottom left menu 
  - b. Swipe left on the contact followed by selecting the More option 
  - c. Select Delete conversation followed by selecting Delete 



6. We must also remove the contact from Skype, which is achieved by following the steps below:
  - a. Select Contacts from the bottom left menu 
  - b. Press and hold the contact you wish to delete for 2 seconds which will present the menu below. Select Delete contact followed by pressing the confirmation. 

