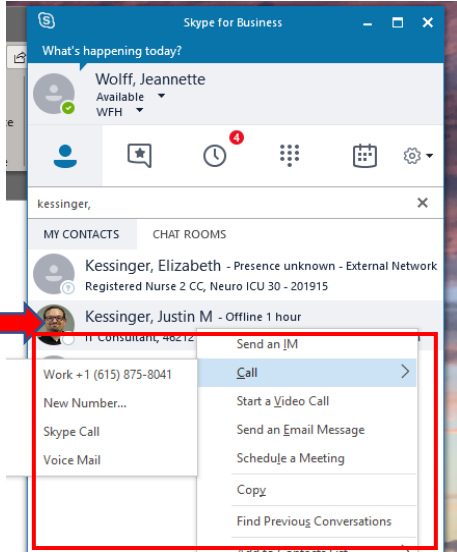


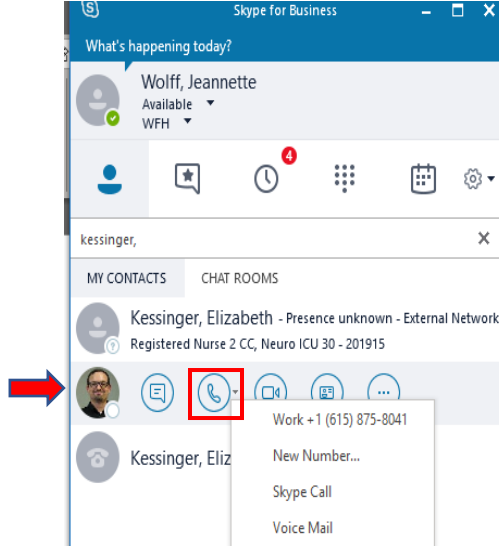
Initiating a Skype Call

There are several ways to initiate a [Skype](#) call:

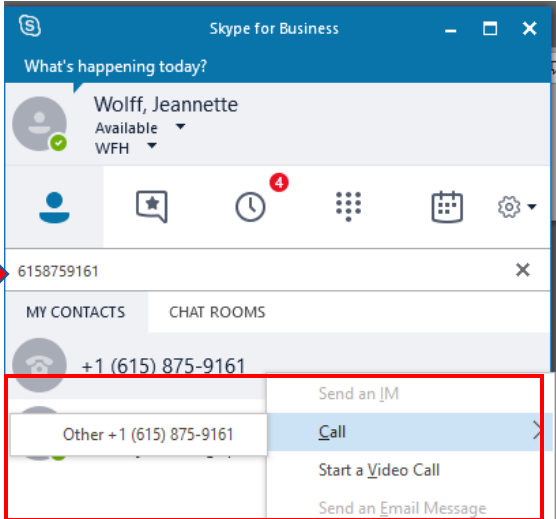
From Contact List or Search Name:
Right Click on Name; **Click Call**; **Choose** from available call options



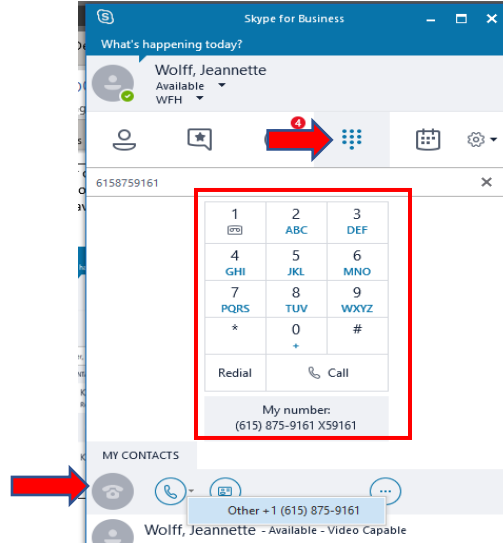
Hover over Profile Icon; **Click** dropdown for Phone Icon; **Choose** from available call options



Type Number directly in Search box and **Initiate** Call as above.

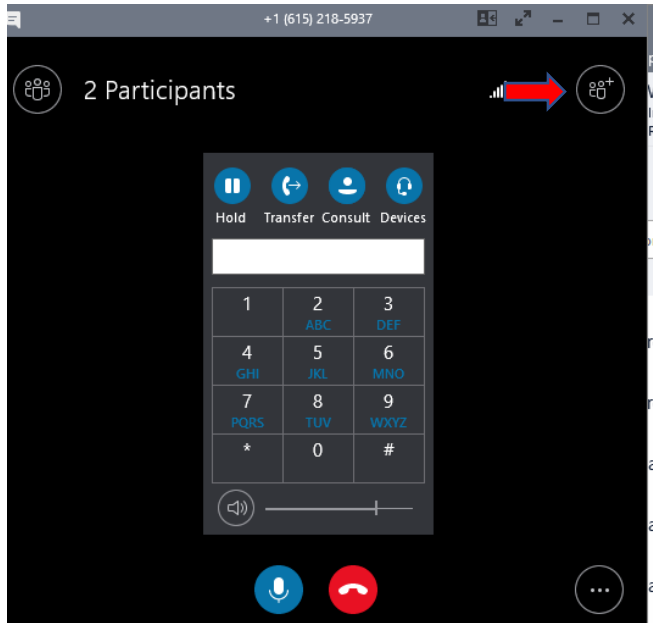


Click Phone Pad Icon and **Enter** Number including area code then **Initiate Call** as above.



To Add Participants to a Call:

1. Click the Add People Icon



2. **Select or Search** for Person to add; **Click Ok**. They will be called and connected to the call.

