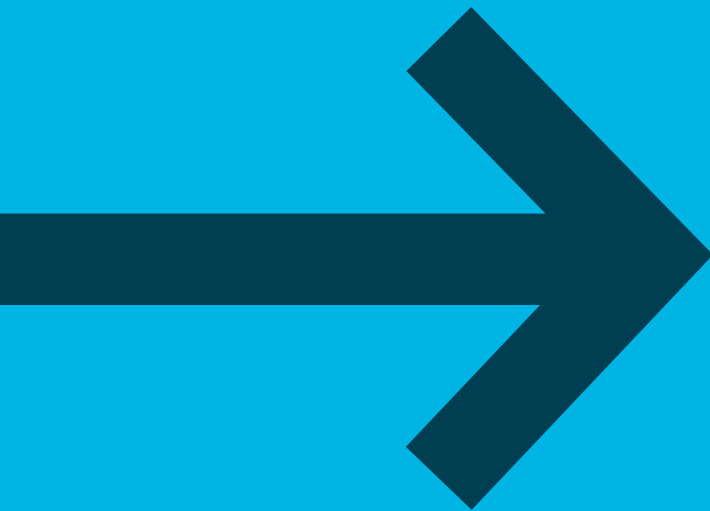# SKYPE USER GUIDE

QA English language testing

HOW TO SET UP SKYPE FOR YOUR ENGLISH LANGUAGE TEST

Once you have received confirmation of your English Language Test, it's important that you download, install and setup Skype on your desktop computer or laptop before your test.
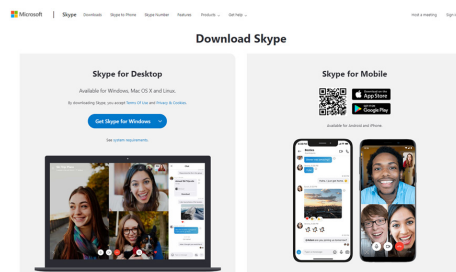
This guide will talk you through where to download Skype, and show you where the main settings and functions are.

Please make sure that you familiarise yourself with Skype before your test.

Throughout this guide we have linked to Skype's FAQs where you can find more information.

How to get Skype!

- Download Skype from the **Skype website.**
- Make sure you choose 'Skype for Desktop'
- You will not be able to take your test if you are using 'Skype for Mobile'.

You will need to choose which operating system you are using on your computer (Windows, Mac etc).
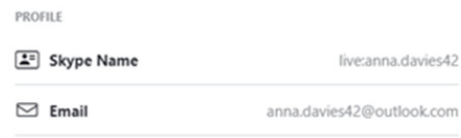
Follow the installation instructions.

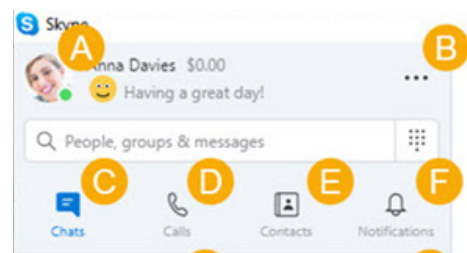## How to create a new account for Skype

In the Skype sign in window, select 'Create new account' (or go directly to the 'Create an account page'). You will be taken through the process of creating a new account.

Where can I find my Skype ID?

1. Click your on profile picture
2. Click Skype profile, and both your Skype Name, and the account you're signed in as will be displayed on your profile.

PROFILE

	Skype Name	live:anna.davies42
	Email	anna.davies42@outlook.com

Get to know Skype!

A. Profile - Access and personalise your settings - this is where you can check your Skype ID and test your audio.
B. More – Access your settings, help and feedback, or sign out of Skype.
C. Chats – Find your chats and favourites quickly.
D. Contacts – Find your contacts, view who's active, or invite people to Skype. This is where you will see the QA English Assessors once you have accepted their invitations.

How do I change audio and video settings?

1. Click on your profile picture.
2. ⚙ Select Settings
3. ⬇ Select Audio & Video

From there you can change the following audio and video settings:

Camera

- Select a different camera if you have one connected.
- Camera Preview - glimpse a preview of your camera.
- Webcam settings - customize your webcam brightness, contrast and more. This feature is only available in Skype for Windows, Mac and Linux.

Microphone

- Select a different microphone device if you have one connected.
- Automatically adjust microphone settings. With this toggled on, your microphone volume will be set automatically. When you toggle this off, you can adjust your microphone volume manually.

Speakers

- Select a different speaker if you have one connected.
- Speaker volume - adjust your speaker sound volume.
- Note: The default setting for speaker volume is set to maximum (level 10) and can be adjusted anytime. This setting adjusts levels of your Skype ringtones and call volume independent of your device volume settings.

- Test audio - Select this to test your current speaker volume.
- Make a free test call - You can use this feature to check that your sound and microphone are working properly in Skype.

How do I answer a video call?

If you're signed into Skype, you can received calls. You'll see an incoming call notification

screen where you can:

- Select the Call button to answer the call as an audio call.
- Select the Video button to answer with video. IMPORTANT – please select this option for your test.

How do I send instant messages in Skype?

From the 'Chats' tab, select the person or group you want to instant message. Type your message in the chat window and select the 'Send' button.

How do I share my screen?

For your English Test you will need to share your screen with our Assessors.

To do this, you will need to make sure that you're using the latest version of Skype.

To start screen sharing during your call, simply click ⬚ the screen sharing button.

If you're using Skype for Mac on macOS 10.15 (Catalina), Skype will require access to 'Screen recording' in the Mac 'System Preferences', to share your screen during a call.

You will either get a Skype notification directing you to Settings, or you will need to grant Skype access manually:

1. Go to Mac System Preferences
2. Security & Privacy
3. Screen Recording, and grant access to Skype

Select the screen sharing button ⬚ again to stop sharing.

CONTACT US

If you have any questions or difficulties prior to your QA English Language test, please do not hesitate to contact us on:

Telephone: 020 3504 7741

Email: qaheenglishtesting@qa.com