

Instructions for Skype Set-Up

1. Download Skype software from <http://www.skype.com>. Be sure to download the appropriate version for your computer.
2. Run the Skype set-up application and follow the set-up wizard. Select the appropriate language and install.



3. After you have downloaded Skype to your computer, follow the instructions to create an account. You will need to create a username and password as well as agree to the Terms of Service.



4. Proceed to setting up your equipment. Click "Check Your Sound Works." This will ensure that Skype recognizes your equipment and will complete the set-up process. If you need assistance, visit the Skype Help Page. ***Be sure to check your microphone settings by clicking the Call tab at the top of the screen, selecting Audio Settings, and using the dropdown menu to select the name of the microphone you are using.***



5. Once you have created an account and determined that your equipment is working properly, you are ready to start using the program.

PC Instructions for Using Skype

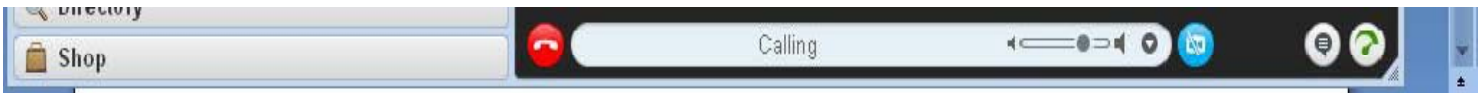
1. After downloading the Skype software, a Skype shortcut will appear on your desktop. Click the shortcut to log-in.
2. Login to Skype using the username and password you identified when creating your account.
3. On the left hand sidebar, click New > New Contact.



4. In the search field, type in the email address for Longwood's account: career@longwood.edu. Then click Find.
5. You should see a result with the Skype name "Longwood ACAC." Highlight this result and click Add Contact.
6. Skip the option to send a customized introduction message. Leave text in the message box as is and click Send.
7. The next window will explain that when someone is online, their icon will turn green. Close the window when you finish reading.
8. You will now see Longwood ACAC in your list of contacts.
9. Highlight Longwood ACAC in your list of contacts.



10. Make sure that your computer speakers are on and the volume is turned up.
11. Click the Video Call button.
12. Wait as the video loads and you should see the student on your screen. You are now connected and can begin the interview.
13. During the interview, remember to make eye contact with the camera, not the screen.
14. When you are finished conducting the interview, click the red button at the bottom of the screen to end the call.



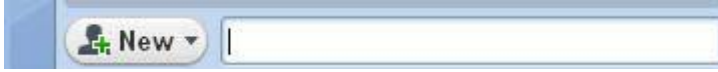
15. Exit the Skype program.

Troubleshooting:

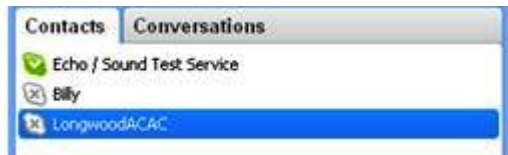
To ensure that your webcam and microphone are working properly, place a call to Echo/Sound Test Service that appears on your contact list.



Mac Instructions for Using Skype

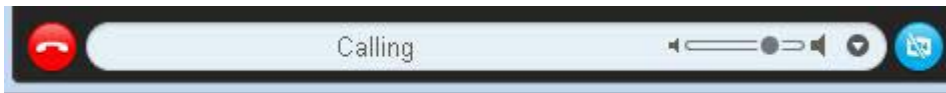
1. Login to Skype using the username and password you identified when creating your account.
2. On the left hand sidebar, click New > New Contact.



3. In the search field, type in the email address for Longwood's account: career@longwood.edu. Then click Find.
4. You should see a result with the Skype name "Longwood ACAC." Highlight this result and click Add Contact.
5. Skip the option to send a customized introduction message. Leave text in the message box as is and click Send.
6. The next window will explain that when someone is online, their icon will turn green. Close the window when you finish reading.
7. You will now see Longwood ACAC in your list of contacts.



8. Highlight Longwood ACAC in your list of contacts.
9. Click the Call button. 
10. Make sure that your computer speakers are on and the volume is turned up.
11. **Click the Video Call button.**  Wait as the video loads and you should see the student on your screen. You are now connected and can begin the interview.
12. During the interview, remember to make eye contact with the camera, not the screen.
13. When you are finished conducting the interview, click the red button at the bottom of the screen to end the call.



14. Exit the Skype program.