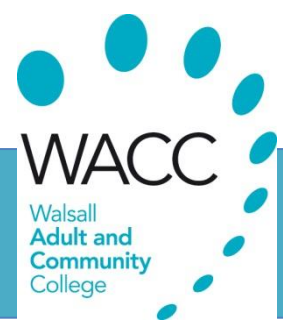# Employer Engagement; use of on-line technology to reduce environmental impact and maximise social capital - Skype booklet

Use of on-line Technology to Reduce Environmental Impact and Maximise Social Impact.

Walsall Adult and Community College

Forward

Welcome to the the 'Skype' project of Walsall Adult and Community College. The project is part of the Learning and Skills Improvement Service (LSIS), ' Stepping Up in Sustainability Fund 2011 – 2012.

Through the Leading and Learning for a Sustainable Future Strategy, LSIS is working with and suporting providers and individuals in the sector to build and promote learning and resources to respond to the challenges of sustainability and carbon reduction.

As part of Walsall Adult and Community Colleges commitment to sustainability we are continually reviewing and developing our services and behaviours. We are currently developing mechanisms by which we engage with apprentices and their employers. This project will develop measure and communicate the approach and benefits of on-line meetings and dialogue with employers as part of the apprentices based programmes we deliver.

The main aims of the project is to demonstrate the way IT and web technology can:

- o Reduce the environmental impact of our employer engagement,
- o Demonstrate how on-line technology can be used as part of employer engagement,
- o Demonstrate the financial, social and enironmental benefits of challenging existing approaches to employer engagement.
- o Encourage employers to use the approach as part of other projects and activities in their business by building their confidence in the use of web based technology and review activities.

Walsall Adult and Community College are looking forward to working with you to have a positive impact socially, economically,

Ellie Elliott

October 2011

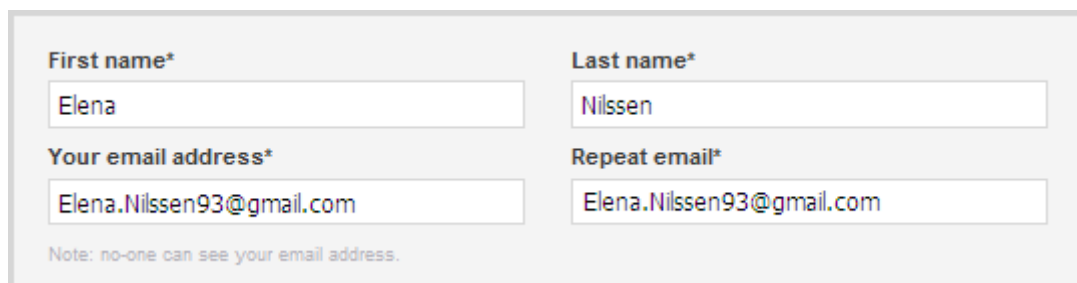Never used Skype before? Don't worry; it's easy to get started.

All you need to do is: log onto http://www.skype.com/intl/en-us/home

- **<u>Create a Skype account</u>** – Choose your Skype Name and enter your details so others can find you on Skype.
- **<u>Get Skype</u>** – Download Skype to your computer.
- **<u>Sign in to Skype</u>** – Sign in and add your friends as contacts, then call, video call and instant message with them, wherever you are.

To create a Skype account

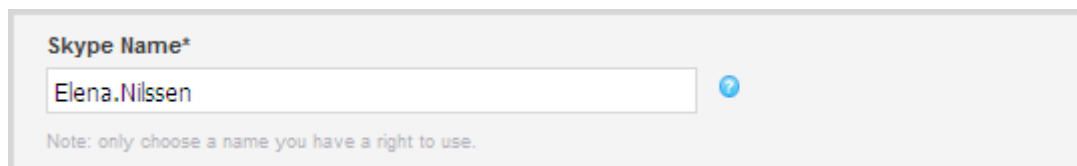Go to **Join Skype** and then/ **Create an account**
Enter your name and email address.

First name*	Last name*
Elena	Nilssen
Your email address*	Repeat email*
Elena.Nilssen93@gmail.com	Elena.Nilssen93@gmail.com

Note: no-one can see your email address.

Enter your profile information. The more details you enter here, the easier it will be for your friends to find you on Skype.
Enter a Skype Name. This is the name your friends will use to contact you on Skype.

Skype Name*

Elena.Nilssen

Note: only choose a name you have a right to use.

It must be between 6-32 characters, start with a letter and contain only letters and numbers (no spaces or special characters).

Important: After you have created your Skype Name, you cannot change it so make sure you're happy with it.

If someone already has the Skype Name you've entered, select one of the

suggestions displayed or try entering a different one.

Enter the password you want to use to sign in to Skype. Your password is case sensitive, must be between 6 and 20 characters, and must contain at least one letter and one number
Enter the security words displayed in the box. This just verifies that you're a real person.
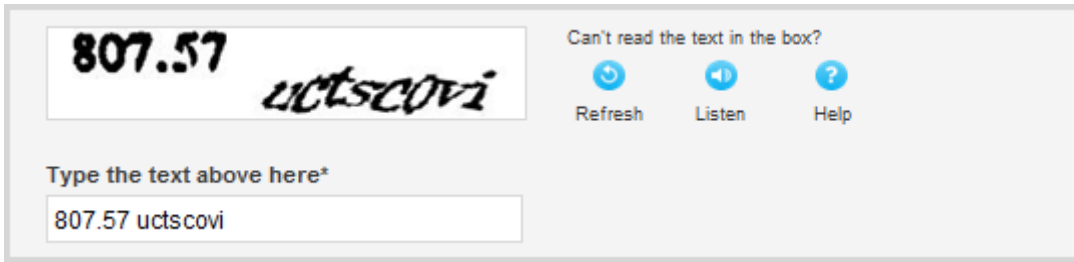
Read the Skype Terms of Use and the Skype Privacy Statement, then click **I agree – Continue**.

To download the latest version of Skype

When the **File Download** screen is displayed, click **Save**.

Choose somewhere on your computer to save the **Skype Setup** file and click **Save**.

When it has downloaded, go to the location you saved the **Skype Setup** file to and double-click it.

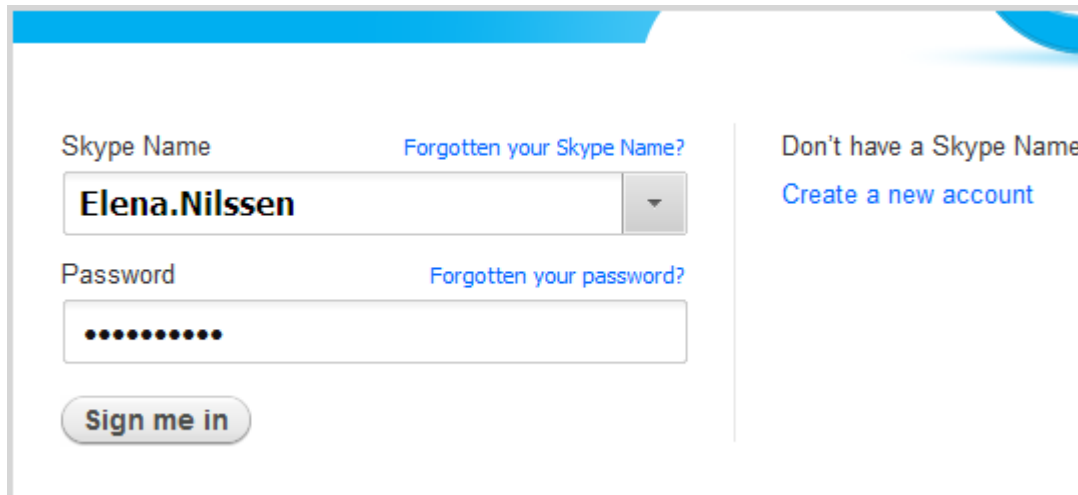When the **Open File** screen is displayed, click **Run**.

Select your language, read the Skype End User License Agreement and the Skype Privacy Statement, and then click **I agree – next**.

Your Skype installation starts. When it is complete, Skype opens and the **Welcome to Skype** sign-in screen is displayed.

To sign in to Skype for the first time

On the Welcome screen, enter your Skype Name and password and click **Sign me in**.

If this is the first time that you have signed in to Skype, you can now check your sound and video to ensure they are set up correctly and add a profile picture for your Skype account.

Click **Continue**.
Select the speakers, microphone and webcam you want to use with Skype, and then click **Continue**.

Don't worry if you're not sure what sound and video you want to use with Skype or don't want to adjust your settings right now - you can change your settings at any time.

Click **Continue**.

If you don't want to add your profile picture right now, just click **Add later.**
To take a picture of yourself using your webcam, click **Take a picture**.

Alternatively, if you already have a picture that you want to use as your profile picture, click **Browse…** to find and select it.

The picture you have taken or selected is displayed. If you want to resize the picture, use the slider underneath it.
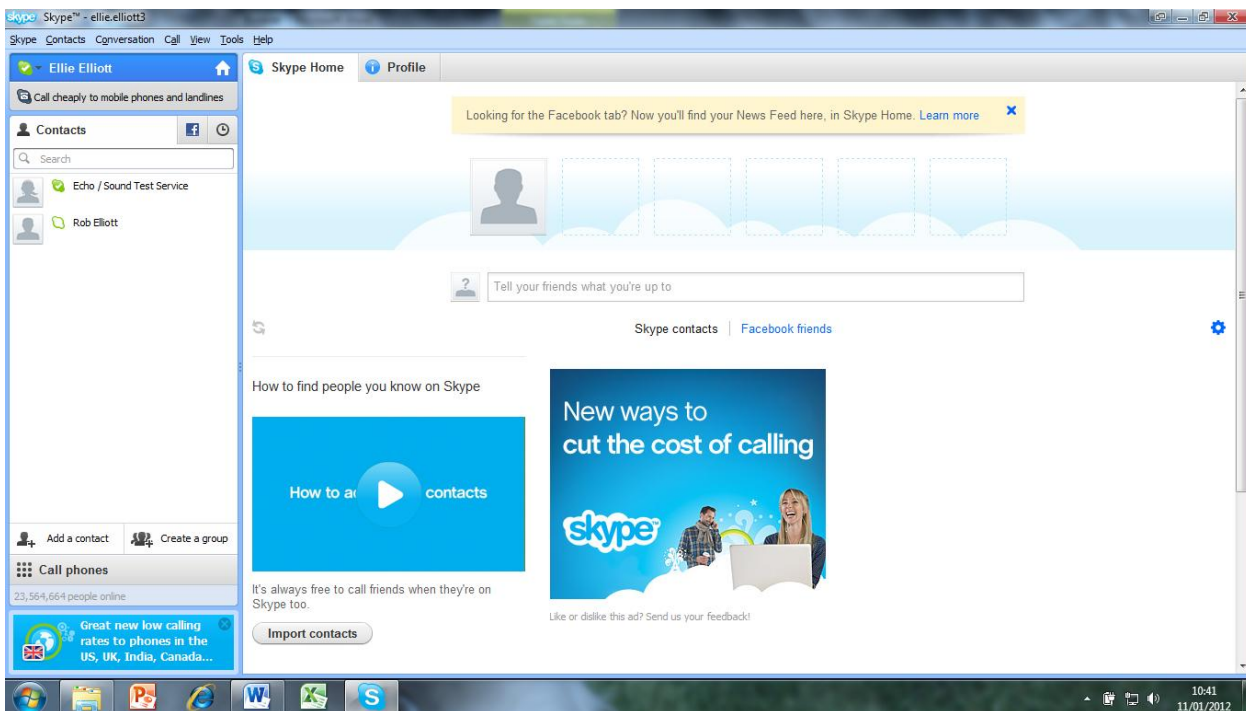
If you are not happy with the picture, click **Try again** to take another picture or select a different one.

When you are happy with your profile picture, click **Use this picture**.

Your profile summary is displayed. Click **Start using Skype**.
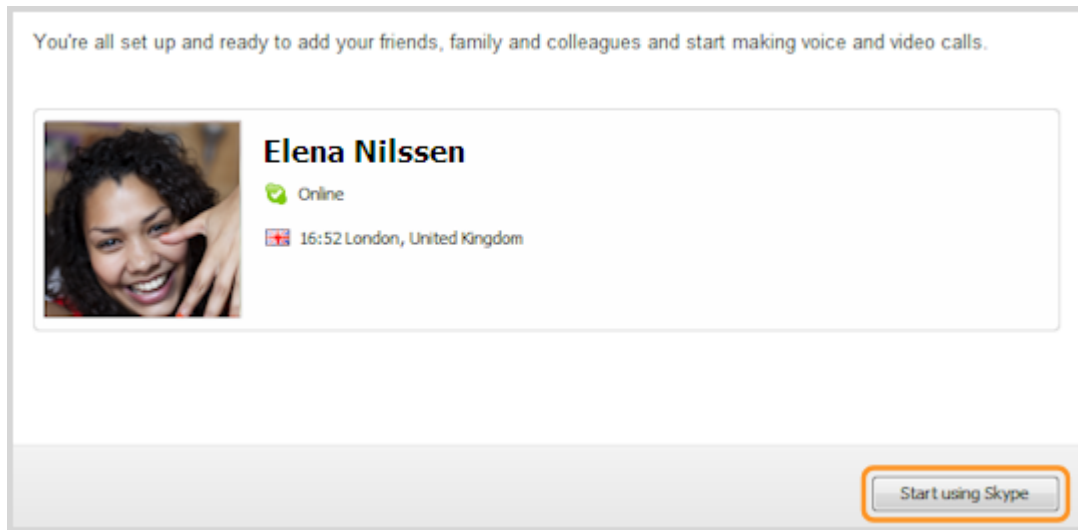
You are now ready to start using 'Skype' this is what you will see once you have completed all of the above.

Calling someone who's on Skype (Windows)

Have you downloaded Skype and created an account? Then you're ready to get calling.

You can talk to anyone else on Skype, anywhere in the world, for free.

First you need to find your friends who are using Skype and add them to your contact list. Get help with adding contacts. When you've added your friends, it's really easy to call them.
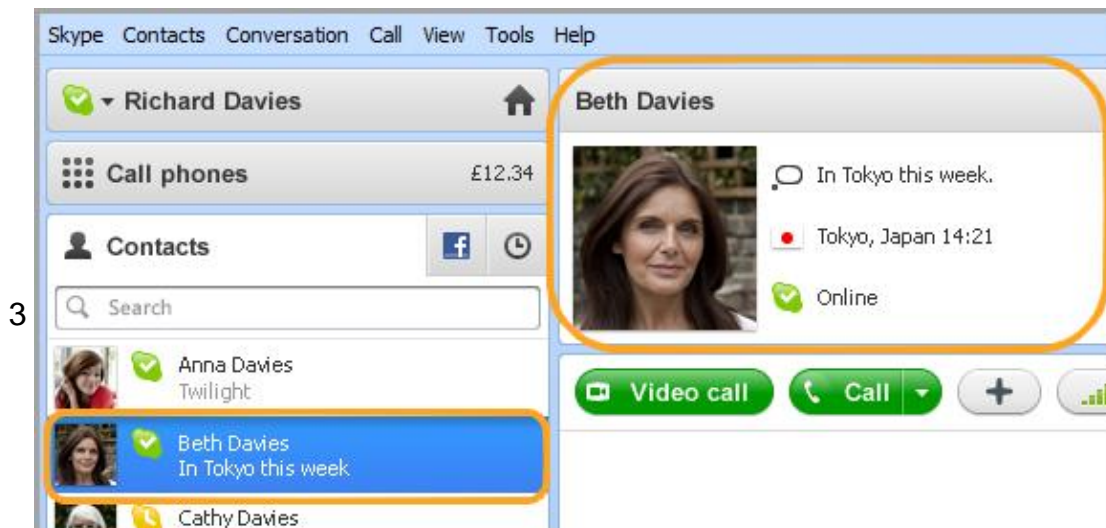
To call someone in your contact list

In Skype, click the **Contacts** tab.

1

2 Find the person you want to call. If you have lots of contacts, you can type a name into the search box to find the person you're looking for.

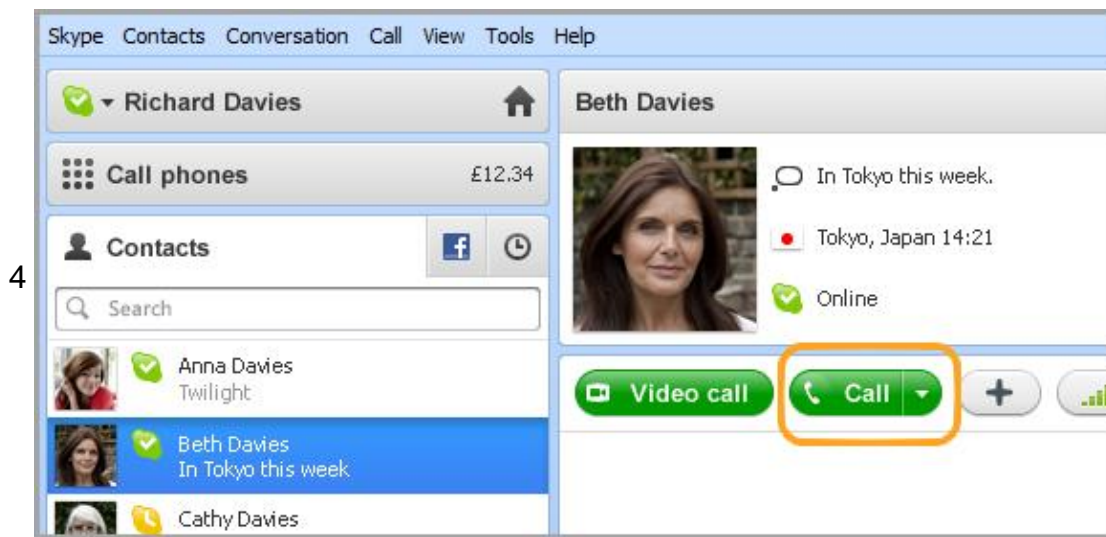Click the contact. You will see their details in the main window.

3

Remember: if the contact has one of these status icons next to their name it means they're on Skype so it's free to call:

If you see one of these icons it means they're on a phone or mobile so you will need a little Skype Credit or a subscription to call:

Click **Call**.

The screen changes colour, a call bar appears near the bottom of the screen and you will hear ringing until the other person answers.

If you don't hear the other person or they can't hear you, click the call quality icon in the call bar (you may have to move your mouse to make the call bar appear).

Get more help with checking your call settings.

To hang up, click the **End call** button.

Useful things you can do on a call

1. Hide or reveal your **Contacts**, **Facebook** or **Recent** lists.
2. Show the IM window so you can instant message the person you are talking to.
3. If you've got a webcam plugged in, turn on video so that the other person can see you. Learn more about making a video call.
4. Mute your microphone so the other person can't hear you.
5. Send files, send contacts, share your desktop or add people to the conversation.
6. Adjust your call settings, including your speaker volume.
7. View or exit full screen mode.

How do I answer a call?

When someone calls you, a call alert window appears on your screen.
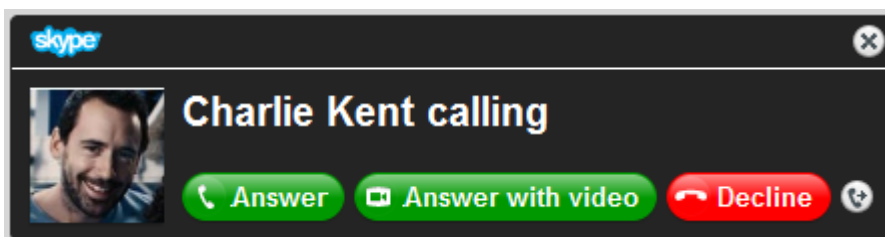
There are four options on the call alert window.

Click...	To...
Answer	Answer the call (voice only, no video)
Answer with video	Answer the call with video
Decline	Hang up on the caller
	Transfer the call to another contact.

Instead of transferring calls from the call alert window, you can set up call forwarding to automatically forward your calls to a phone or mobile, or even another Skype Name. You'll need a little Skype Credit or a subscription to forward calls to phones and mobiles.

Address information

Name	Skype address	Email	Telephone Number
Ellie Elliott	ellieelliott1	elliotte@wacc.ac.uk	01922 663000