

# How to use Skype for Mac

## Downloading Skype

1. Go to the [Skype website](#) and click **Choose another version – Mac**
2. Save the Skype installation file, then open it to install Skype on your computer.
3. Select your language, read the [Skype Terms of Use](#) and the [Skype Privacy Policy](#), then click **I agree – next**
4. Read the Skype [Click to Call](#) information. If you don't want to install Skype Click to Call, uncheck the **Install Skype Click to Call** box before you continue.
5. Read the [Microsoft Services Agreement](#) and [Privacy Policy](#), then select **Continue**.  
If you don't want Bing to be set as your internet search engine, uncheck the **Make Bing my Search engine** box before you click **Continue**. If you have anti-virus software on your computer, it may ask you to give Skype permission to go ahead with the installation. Don't worry, it only happens once- just click **Yes** to proceed.
6. Your Skype installation will start. When it is complete, Skype will open and display the sign-in screen.

## Signing into Skype

To begin using Skype, you need to sign in first. You can sign in with your:

- Skype Name – if you already have a Skype account.
- [Microsoft account](#)
- [Facebook account](#)

No matter which of the three options you choose, you'll be able to use all the great Skype features such as free Skype to Skype voice and video calls, chatting with your friends with instant messages, and much more besides.

**Important:** If you're using Windows XP, be sure you've [updated Windows to Windows XP Service Pack 3](#)

## Find Your Away Around Skype

To open Skype, double-click the Skype icon on your desktop (or choose it from the Windows **Start** menu), then sign in with your Skype Name, [Microsoft](#) account email or your Facebook sign-in details. Skype will open.

**NAME:** Your name will appear at the top of the Skype window.

- If you're signed in with a Skype Name, the name you entered into your profile will be shown here.
- If you're signed in with your Microsoft account, your Microsoft Account email address will be shown.
- If you first signed into Skype with your Facebook account, the name in this area will look like: **fb:john.doe**

**MENU BAR:** Under your name containing Contacts, Conversations, Tools and more.

- Includes all the options that will help you get the most out of Skype

**STATUS BAR:** Left hand side under menu, has profile picture, name, and your status (online, offline, etc.)

- You can change your [Skype status](#) and [display name](#) if you wish.
- Click the status icon (at the bottom-right of your profile picture) to change your status.
- Click your display name to access your profile, where you can change your [profile picture](#), [mood message](#), and more.

**SKYPE TOOLBAR:** Under the status bar on the left-hand side.

- Enables you to reach the most used Skype features easily. From here you can quickly open the [Skype Home](#) or [call mobiles and landlines](#).

**CONTACT LIST:** Under Skype toolbar on left-hand side

- List your contacts and let you see their [status](#).

**RECENT LIST:** To the right of the Contact List

- Lists the recent conversations you've had in Skype.

**CONTACT SUMMARY:** Top of main area

- Displayed when you select a contact. Tells you your friend's status and mood message; if you want more details about your friend, click the name and a pop-up with their profile information will display. The buttons at the right-hand side of the contact information allow you to call or video call your friend on Skype, or add people to create a group conversation.

**CONVERSATION WINDOW:** Underneath Contact Summary in main area.

- Displayed when you select a contact or set up a group chat. Shows the [instant message conversation](#) you're having.

**CONVERSATION BOX:** Underneath the conversation window in the main area

- Displayed when you select a contact or set up a group chat. Use this box to type and send your instant messages and [SMS text messages](#).