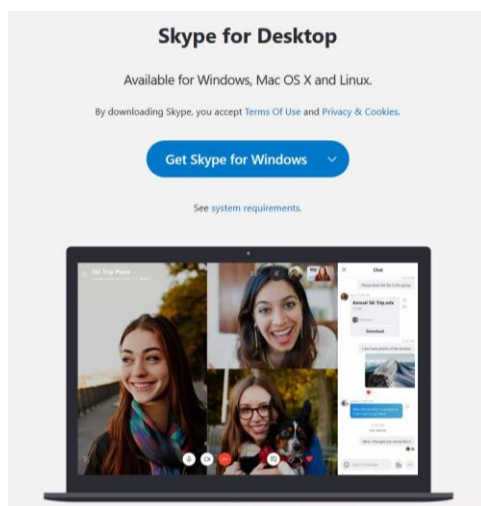


TASKCARD B

Creating an Open Arms Specific Skype ID (PC) for work from home online video counselling

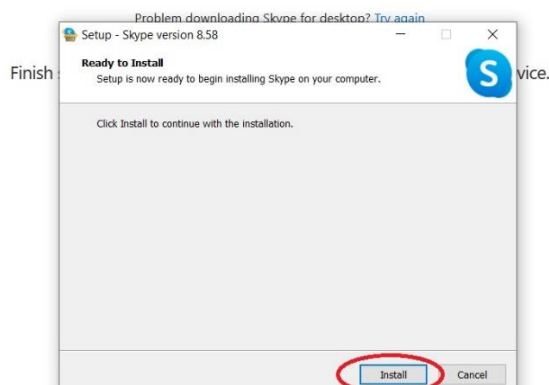
Download and install the skype program from Microsoft.

- Go to <https://www.skype.com/en/get-skype/>
- Select “Skype for Desktop” and select what environment you use (Windows, Mac, etc)



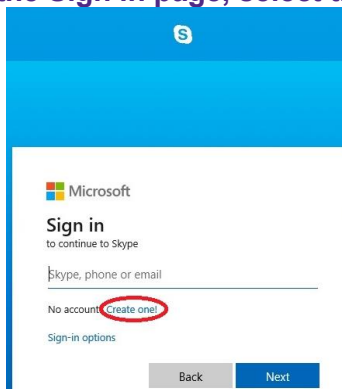
- 1) Select Save file when prompted, then run the file once it has downloaded.
 - Select “Install” to begin installation process.
 - If you are asked whether you are creating an individual or business account please select individual.

Thank you for downloading Skype

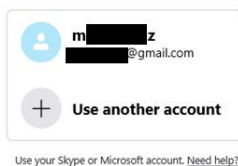




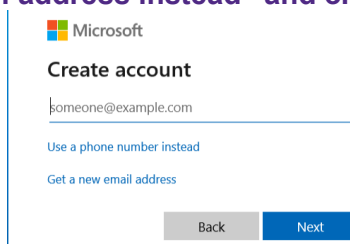
Open Skype and from the Sign in page, select the “Create one!” option



If you already have a personal skype account click “Use another account” to start the registration process.



Click “use your email address instead” and enter your email address



2) Enter Password

- Select your own password, ensuring it is secure and complies with Microsoft’s conditions
- Click Next





3) Enter your name

- Use “OpenArms(YourRegion)” as your first name.
- Use your first name as your surname (if there is more than one person in your region with the same name please also add the first letter of your surname)

This naming convention is to ensure consistency and to maintain privacy (hence no use of surnames)

The screenshot shows a Microsoft account creation screen. At the top is the Microsoft logo. Below it is a back arrow. The title is "What's your name?". Below the title is the text "We need a little more info before you can use this app." There is a text input field containing "OpenArmsNSWACT". Below that is another text input field containing "Nick" with a clear button (X) to its right. At the bottom right is a blue "Next" button.

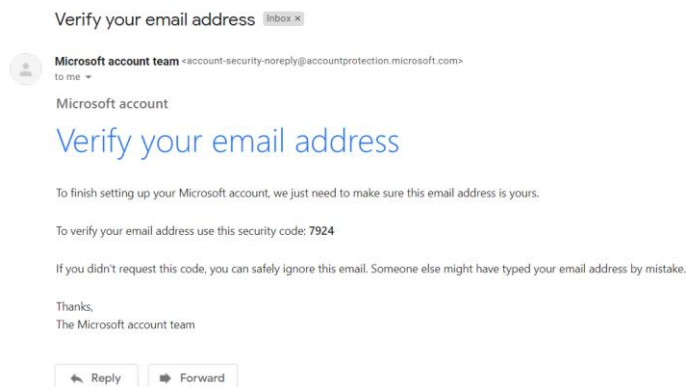
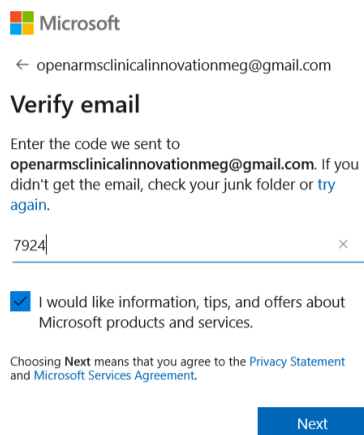
4) Enter Date of Birth

The screenshot shows a Microsoft account creation screen. At the top is the Microsoft logo. Below it is a back arrow. The title is "What's your date of birth?". Below the title is the text "We need a little more info before you can use this app." There is a dropdown menu for "Country/region" with "Australia" selected. Below that is a "Date of birth" section with three dropdown menus for "Day", "Month", and "Year". At the bottom right is a blue "Next" button.



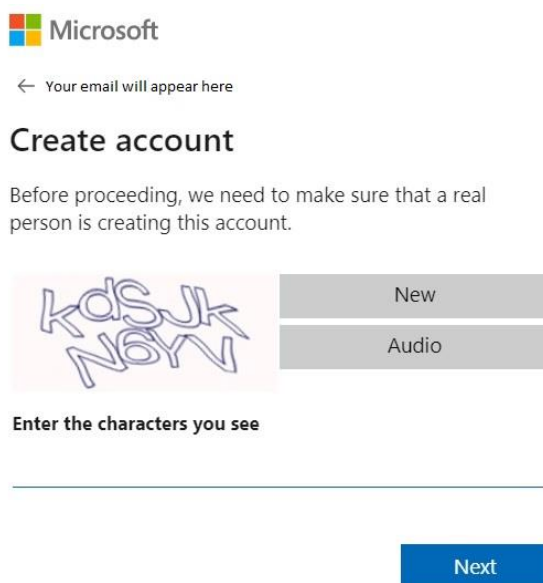
5) Verify Email: (you can use the Gmail email address created with Taskcard C)

- You will be sent a verification code to the entered email address, retrieve the code from your email and enter it here.



6) Create account - Enter captcha (do not use spaces)

- Complete the Captcha then click "Next"





Finished!

- Your account is now completed

Welcome, OpenArmsNSWACT



Tell your friends what you're up to



[Start a conversation](#)

Search for someone to start chatting with or go to
Contacts to see who is available.