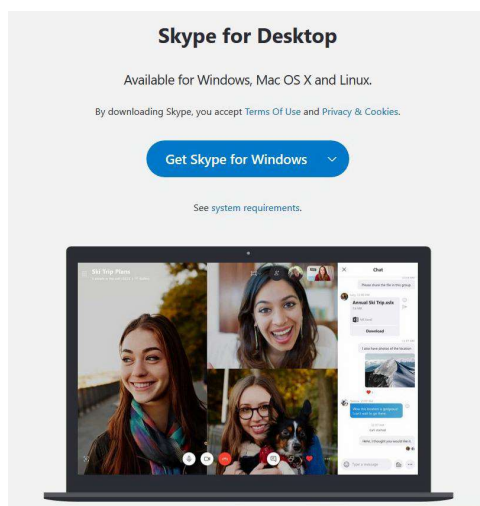


TASKCARD B

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

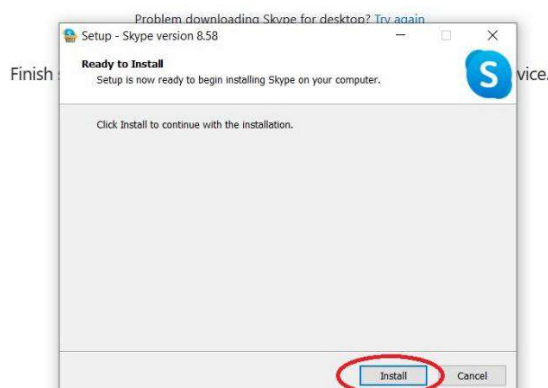
Download and install the skype program from Microsoft.

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



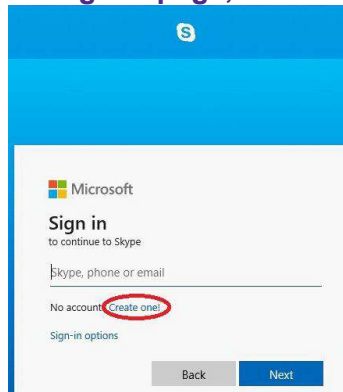
- 1) Select Save file when prompted, then run the file once it has downloaded.
 - Select “Install” to begin installation process.
 - If you are asked whether you are creating an individual or business account please select individual.

Thank you for downloading Skype

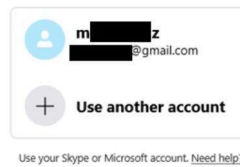




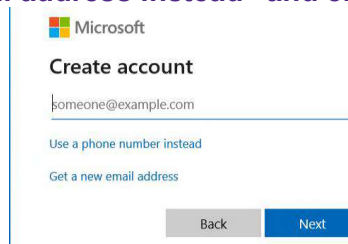
Open Skype and from the Sign in page, select the “Create one!” option



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 app registration screen titled "What's your name?". It includes a back arrow, the Microsoft logo, and the text "We need a little more info before you can use this app." Below this, there are two input fields: the first contains "OpenArmsNSWACT" and the second contains "Nick". A blue "Next" button is located at the bottom right.

4) Enter Date of Birth

The screenshot shows a Microsoft app registration screen titled "What's your date of birth?". It includes a back arrow, the Microsoft logo, and the text "We need a little more info before you can use this app." Below this, there are three input fields: "Country/region" with a dropdown menu showing "Australia", "Date of birth" with dropdown menus for "Day", "Month", and "Year". A blue "Next" button is located at the bottom right.



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.

The screenshot displays two side-by-side panels. The left panel is a web browser view of a Microsoft verification page. It features the Microsoft logo, the recipient's email address 'openarmsclinicalinnovationmeg@gmail.com', and the heading 'Verify email'. Below this, it instructs the user to enter a code sent to their email. A text input field contains the code '7924'. There is a checkbox for receiving offers and a 'Next' button. The right panel is a screenshot of the email received. The subject is 'Verify your email address'. It identifies the sender as the 'Microsoft account team' and asks the user to verify their email address by entering the security code '7924'. It also includes a 'Reply' button.

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

- Complete the Captcha then click "Next"

The screenshot shows the Microsoft account creation interface. At the top is the Microsoft logo. Below it, a placeholder text says 'Your email will appear here'. The main heading is 'Create account'. A message states: 'Before proceeding, we need to make sure that a real person is creating this account.' Below this is a captcha image showing the characters 'KdSuk' on the top line and 'N6YV' on the bottom line. To the right of the captcha are two buttons: 'New' and 'Audio'. Below the captcha, it says 'Enter the characters you see' followed by a text input field. At the bottom right is a blue 'Next' button.



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.