

Contents at a Glance

<i>Foreword</i>	<i>xxi</i>
<i>Introduction</i>	<i>1</i>
<i>Part I: Getting Started with Skype</i>	<i>7</i>
Chapter 1: What's All the Hoopla about Skype?	9
Chapter 2: Hooking Up with Skype.....	17
Chapter 3: Getting Familiar with Skype's Interface.....	37
<i>Part II: As You Like It: Skype Your Way</i>	<i>57</i>
Chapter 4: Customizing Skype Options to Suit Your Style.....	59
Chapter 5: Getting Personal	77
Chapter 6: The Mad Chatter.....	87
Chapter 7: Skyping Eye to Eye: Skype with Video	103
Chapter 8: The Ins and Outs of SkypeIn and SkypeOut.....	125
<i>Part III: Calling All Seasoned Skypers</i>	<i>141</i>
Chapter 9: Managing Your Messages	143
Chapter 10: Partying On — On the Conference Line!	169
Chapter 11: Spicing Things Up with Great Gadgets and Add-Ons.....	189
<i>Part IV: The Professional Skyper</i>	<i>227</i>
Chapter 12: “Skypifying” Your Business	229
Chapter 13: Exploring Skype Communities.....	245
Chapter 14: Skypecasting	259
<i>Part V: The Part of Tens</i>	<i>289</i>
Chapter 15: Ten Reasons Your Mom (and Other Family) Will Love Skype	291
Chapter 16: (Almost) Ten Ways to Promote Your Business Using Skype	295
Chapter 17: Ten Ways to Use Skype at School.....	301
Appendix A: Skype Multilanguage Support.....	307
Appendix B: Skype Tips and Tricks Guide	311
<i>Index</i>	<i>317</i>

Table of Contents

Foreword.....xxi

Introduction..... 1

About This Book.....1
How to Use This Book2
Foolish Assumptions2
How This Book Is Organized.....2
 Part I: Getting Started with Skype2
 Part II: As You Like It: Skype Your Way3
 Part III: Calling All Seasoned Skypers3
 Part IV: The Professional Skyper3
 Part V: The Part of Tens.....3
Conventions Used in This Book4
Icons Used in This Book.....4
Where to Go from Here.....5

Part I: Getting Started with Skype..... 7

Chapter 1: What's All the Hoopla about Skype? 9

Seeing What Skype Can Do For You9
 Skype (the basic stuff) is free10
 You can use equipment and services you already have11
 It's great for personal communications.....11
 And great for professional services, too12
Going Beyond the Basics with (Not Necessarily Free) Services.....13
 Skyping in from a phone.....13
 Skyping out to a phone.....13
 Getting voicemail.....14
Getting a Load of Add-Ons and Accessories.....14
 Going wireless.....15
 Software and gadgets, too15
Making Skype Play Well with Others15
 When enterprise security matters16
 When the Web is your playground.....16

Chapter 2: Hooking Up with Skype 17

Downloading and Installing Skype17
Choosing Your Skype Name and Password20
Filling Out Your Skype Profile: Making It Profile You.....24
Testing Your Connection.....29
 Eliminating feedback.....32

Making Your First Skype Call	32
Conducting a simple search for a fellow skyper	33
Initiating a call.....	34
Using the Skype search directory	35

Chapter 3: Getting Familiar with Skype's Interface 37

Understanding the Skype Menus	37
The File menu	38
The View menu	39
Contacts menu.....	42
The Tools menu	46
The Call menu	50
The Help menu.....	50
Using the Skype toolbar	53
Status Icons: Announcing and Changing Your Online Status	54
Displaying your Skype online status.....	54

Part II: As You Like It: Skype Your Way 57

Chapter 4: Customizing Skype Options to Suit Your Style 59

Fine-Tuning Your General Options.....	59
To speak or not to speak.....	60
Express yourself	61
Falling asleep at the keyboard? Set Skype to cover for you while you snooze	62
Protecting Your Privacy	62
Editing your Skype profile.....	63
Establishing who can call or chat with you	64
Receiving Notifications when Someone Skypes You	66
Customizing Your Sounds	67
Playing with bells and whistles	68
Changing your Sound Devices settings	70
Customizing Hotkeys	71
Connecting to the Internet when Skype Default Settings Aren't Enough	72
Customizing your proxy settings	72
Customizing your firewall settings.....	73
Keeping Up-to-Date	74
Improving Your Skyping with Advanced Options	75

Chapter 5: Getting Personal 77

Personalizing Your Skype Profile with Graphics	77
Having Fun with Avatars	78
Creating WeeMees as avatars	79
Building animated avatars with CrazyTalk.....	81
Skype Is a Communication Kaleidoscope	86

Chapter 6: The Mad Chatter	87
Set 'er Up and Let 'er Rip	87
Mastering the Chaos	90
Setting a time to chat	91
Chatting outside the box	91
Passing notes around the virtual room	93
Chatting Strategically	96
Modifying Your Chat Window Dressing.....	97
Hiding your contacts.....	98
Changing your text size and style	98
Opening your windows.....	99
Chatting in the Past, Present, and Future	100
The never-ending chat	100
When the chat is over.	100
Searching, saving, and sending past chats	101
Chapter 7: Skyping Eye to Eye: Skype with Video	103
Enhancing Your Conversations with Live Video	103
Considering Types of Webcams	104
Standalone webcams	104
Clip-on webcams	105
Specialty webcams.....	108
Understanding Webcam Features	110
Sharpening those pixels	110
Follow this face, or that face, or those faces!	111
Toggling into focus.....	112
Shopping for Webcams.....	113
Installing and Setting Up Video for Skype (On Windows).....	114
Installing your video driver.....	114
Setting Skype video options.....	115
Checking your sound settings	116
Making a video call on your PC	116
Installing and Setting Up Video For Skype (On the Macintosh).....	117
Choosing your video “set”	119
Video in Action	121
Video with chat.....	121
Video with file transfer	122
Creative Uses of Skype Video	122
Setting up a “NannyCam” or SurveillanceCam	122
Using video in the field	123
Chapter 8: The Ins and Outs of Skypeln and SkypeOut	125
Connecting Skype with Regular Phone Lines	125
Understanding SkypeOut	126
SkypeOut pricing	126
Setting up SkypeOut.....	126
Using SkypeOut.....	131

Staying in Touch Through SkypeIn	135
Understanding SkypeIn.....	136
Buying SkypeIn	137
Redeeming Skype Credit from a Voucher.....	139

Part III: Calling All Seasoned Skypers 141

Chapter 9: Managing Your Messages143

Staying Connected via Skype.....	143
Taking messages with Skype Voicemail.....	144
Forwarding calls when you can't answer	146
Making it short and sweet with SMS messaging.....	148
Bridging Skype with Your Outlook Contacts	149
What do you get when you cross Skype with Outlook?	150
Plugging in and setting up Skylook	150
Getting Skype and Outlook in sync	154
Handling Voice Messaging with Skylook	157
Please leave a message	158
Making WAVs or, better yet, MP3s	159
Organizing messages.....	161
Pamela Is Not Just Another Pretty Voice	163
Pamela is alert	163
Pamela has a great memory recall	164
Pamela is attentive	165
Pamela knows whom she's talking to	166
Pamela is Web savvy	167
Pamela is very punctual	167
Pamela is polite	168
Pamela is moody	168

Chapter 10: Partying On — On the Conference Line!169

The Benefits of Conference Calling.....	169
What you can do with conference calls.....	170
Applying good conferencing practices	171
Native Skype Conferencing	173
Starting a conference call	174
Reconnecting a dropped caller.....	176
Seeing who's doing the talking (Or what he or she is saying).....	176
Transferring files while conferencing	178
Conferencing with Skype Plus Third-Party Web Conferencing Tools....	179
Web conferencing with GoToMeeting and Skype	180
“Unyting” Skype with visual communications	185

Chapter 11: Spicing Things Up with Great Gadgets and Add-Ons 189

Giving Skype a Mobile Platform	190
Skyping from your thumbtop.....	190
Turning a handheld computer into a Skype phone	191
Skyping from your Wi-Fi phone: Netgear SPH 101 Wi-Fi	195
Replacing Your Bulky Computer Phone	197
Skyping around the house, and even in the yard.....	197
Getting the best of both worlds: Your phones are one!.....	200
Getting Clearer Communications	202
Hearing better: Ready, headset, go!	203
Improving voice quality with a speakerphone	206
Adding Bluetooth for Wireless Connections	208
Look Ma, no wires	209
Follow the steps to Bluetooth liberation.....	210
Bluetooth “Mac”inations!	211
Expanding Your Options with Software Add-Ons	212
Your voice is my command! Getting your Macintosh computer to listen and obey.....	213
Recording your hits (or just a few memory joggers).....	216
Podcasting your Skype personality to the world.....	219
Transcribing your Skype recordings.....	219
Video and animation add-ons	220
Guess Who’s Calling? Customizing Caller ID	221
Know who’s calling (and no peeking!)	222
Creating your own caller announcements without downloading a thing!.....	223
Finding codes with the long-distance widget	224
Shopping at the One-Stop Skype Shop	225

Part IV: The Professional Skyper..... 227
Chapter 12: “Skypifying” Your Business 229

Skype in Your Business	229
Meeting Core Business Needs with Skype	231
Sharing documents	231
Preserving privacy	231
Managing costs	232
Marketing.....	233
Mega Conferencing at Warp Speed	236
Staying One Step Ahead by Being One Click Away	239
Addressing IT Security Concerns.....	243

Chapter 13: Exploring Skype Communities 245

Finding Your Perfect Skype Venue	245
Looking for love with a little help from Skype	246
Discovering Birds of a Feather Who Skype Together	247
Beboppin' with Bebo.....	248
Close encounters of the Skype kind.....	250
Joining Education Communities.....	250
In the Moodle for learning.....	251
Parlez-Vous Skype?.....	253
Skyping in All the Right Places	256
Forming communities around special interests	256
Skyping for a common cause	257

Chapter 14: Skypecasting 259

Skypecasting: More than Just an Online Town Hall.....	259
Skypecasting of the people, for the people, by the people.....	260
Finding a Skypecast.....	261
Joining a Skypecast	262
Organizing a Skypecast in 5 Minutes or Less	263
Choosing a topic for your Skypecast	266
Getting the Word Out.....	268
Automatic directory listings	269
Placing a Skypecast Widget on a blog.....	269
Placing a link to your Skypecast on your Web site	270
Adding a Skypecast RSS feed	270
Moderating Your Skypecast.....	271
Making Your Skypecast Everlasting.....	273
Tools for preserving your Skypecast	273
Transcribing Your Skypecast Recordings	274
Getting started with Transcriber.....	276
Familiarizing yourself with Transcriber's bells and whistles	276
Podcasting Your Skypecast.....	277
Creating a basic podcast on Windows or Mac	278
Submitting your podcast to iTunes.....	284
Podcasting your Skype personality to the world.....	287

Part V: The Part of Tens..... 289**Chapter 15: Ten Reasons Your Mom (and Other Family) Will Love Skype 291**

Skype Is Free	291
Skype Is Easy	291
Relive Mom's Home Cooking from a Thousand Miles Away.....	292

No-Sweat Party Planning	292
No-Sweat Messaging	292
Keeping Track.....	293
Guilt-Free Interruptions.....	293
Guilt-Free Reminders	293
Stamp-Free Announcements	294
Keep in Touch and Stay in Sight.....	294
Chapter 16: (Almost) Ten Ways to Promote Your Business Using Skype	295
Notify Your Customers of Important News.....	295
Use SkypeWeb Alerts to Get Customers	296
Make Your Business “Local” Anywhere.....	296
Conduct a Global Town Hall Meeting	297
Mentoring and Training.....	297
Skype on a Business Card	298
Large-Scale Online Conferencing.....	298
Promotionals and Giveaways	299
Improve Customer Service with Skype Call Transfer	299
Chapter 17: Ten Ways to Use Skype at School	301
Connect to the World on a Teacher’s Budget	301
Master a Foreign Language (Or Practice a Phrase).....	301
Have School Beyond the Classroom Door	302
Provide Professional Development.....	302
Encourage Student Collaboration	303
Host Poetry Slams, Debates, and Book Clubs	303
Record a Group Thought Process.....	304
Use Skype as a Homework Helper.....	304
Conduct Read-Alouds	304
Support Special-Needs Students	305
Appendix A: Skype Multilanguage Support	307
Changing Skype to Your Language of Choice	307
Appendix B: Skype Tips and Tricks Guide	311
Troubleshooting Skype.....	311
<i>Index</i>.....	317

