



## THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

(A Central University established by an Act of Parliament)

Hyderabad – 500 007

### User Guidelines for Skype as Communication Tool for Students

**Step: 1 - Download the latest version** of Skype from [www.skype.com](http://www.skype.com), from Windows store, Play Store (for Android users) or App Store (Apple users) depending on the device you are using.

**Step: 2 - Create** an account (if you do not have one already) using your **mobile number** or **email address**

- Please send your Skype Id to your teacher for adding it to the Skype group
- Accept the invitation when invited for a Group Call
- As per the regular time table, join the group call and participate in the online class
- Your attendance will be marked as per your presence in the group call.

**For more information on Skype, please use the following link for Skype Tutorial**

[http://virtualfieldwork.org/How\\_tos/Entries/2009/8/10\\_2.\\_How\\_to\\_Setup\\_and\\_Use\\_Skype\\_files/Skype%20Tutorial.pdf](http://virtualfieldwork.org/How_tos/Entries/2009/8/10_2._How_to_Setup_and_Use_Skype_files/Skype%20Tutorial.pdf)

#### Helpful Video links to make Skype Group Calls

1. From Mobile

<https://www.youtube.com/watch?v=8bgDb080gwU> (Mobile)

2. On Windows PC

<https://www.youtube.com/watch?v=NRcb3uB3Jac>