

## **Skype for Energy Medicine University Communications**

A free and recommended tool for communications among students, professors and the university is an internet based telephone, video and messaging service called Skype. Skype is versatile and allows for computer to computer, computer to phone communications as well as instant messaging with retained history. It can be used for conference calls for up to four people. The instant messaging also allows for multiple users simultaneously. All computer-to-computer calls are free, worldwide. Computer-to-land line phones incur a small charge.

What you will need in order to use Skype is an internet connection to your computer, a headset connected to your computer (or mike and speakers, but the quality is not high with this method), the Skype software, and a Skype ID. The free Skype software and more information on its services and hardware requirements can be found at <http://www.skype.com>. The Skype software works on either PCs or Macs. A high-speed connection is best; the problems that have been encountered so far have to do with dial-up/low speed Internet connections.

Skype User Guides are here: <http://www.skype.com/help/guides/>.