

## PC Instructions for Using Skype

### Employers

1. Go to <http://www.skype.com> to download the software.
2. After you have downloaded Skype to your computer, follow the instructions to create an account.
3. Once you have created an account, you are ready to start using the program. On the left hand sidebar, click New > New Contact.



4. In the search field, type in the email address for JMU's Account: [recruitaduke@jmu.edu](mailto:recruitaduke@jmu.edu). Then click Find.
5. You should see a result with Skype Name `jmu_recruiting1`. Highlight this result and click Add Contact.
6. Skip the option to send a customized introduction message. Leave text in the message box as is and click Send.
7. The next window will explain that when someone is online, their icon will turn green. Close the window when you finish reading.
8. You will now see JMU Recruiting1 in your list of contacts.



9. Make sure that JMU Recruiting1 is highlighted in your list of contacts, as shown above.
10. Click the Video Call button, as shown above.
11. Make sure that your computer speakers are on and the volume is turned up.
12. Wait a moment as the video loads and you should see the student shortly.
13. While participating in the interview, remember to make eye contact with the camera, not the screen.
14. When finished conducting the interview, click the red button at the bottom of the screen to end the call, as shown below.



15. Exit the Skype program.

**Note to employers:** In some cases, after you have downloaded Skype to your computer, phone numbers on websites will start to appear as buttons, asking if you would like to call that number through Skype. This appears as shown in the example on the right below:

**Career counseling:** Call 540-568-6555 to schedule.  
**Quick questions:** IM Chat with CAP (click icon for info).

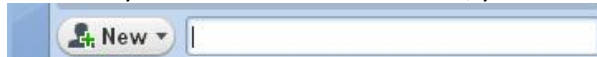
**Career counseling:** Call  540-...  to schedule.  
**Quick questions:** IM Chat with CAP (click icon for info).

If you would like to turn this feature off, open Skype and go to Tools > Options > Advanced > Advanced Settings and uncheck the box that says "Use Skype to call callto: links on the web".

## Mac Instructions for Using Skype


### Employers

1. Go to <http://www.skype.com> to download the software.
2. After you have downloaded Skype to your computer, follow the instructions to create an account.
3. Once you have created an account, you are ready to start using the program. On the left hand sidebar, click New > New Contact.



4. In the search field, type in the email address for JMU's Account: [recruitaduke@jmu.edu](mailto:recruitaduke@jmu.edu). Then click Find.
5. You should see a result with Skype Name jmu\_recruiting1. Highlight this result and click Add Contact.
6. Skip the option to send a customized introduction message. Leave text in the message box as is and click Send.
7. The next window will explain that when someone is online, their icon will turn green. Close the window when you finish reading.
8. You will now see JMU Recruiting1 in your list of contacts.

9. Make sure that JMU Recruiting1 is highlighted in your list of contacts, as shown above.

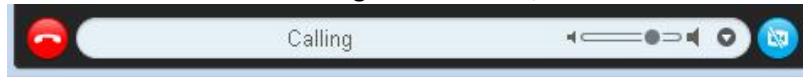
10. Click the Call button .

11. Make sure that your computer speakers are on and the volume is turned up.

12. **IMPORTANT:** Click on the Video Call icon  to make yourself visible to the student.

13. While participating in the interview, remember to make eye contact with the camera, not the screen.

14. When finished conducting the interview, click the red button at the bottom of the screen to end the call, as shown below.



15. Exit the Skype program.

**Note to employers:** In some cases, after you have downloaded Skype to your computer, phone numbers on websites will start to appear as buttons, asking if you would like to call that number through Skype. This appears as shown in the example on the right below:

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